MSU-BOTTINEAU

Course Outline

**Name of instructor: Mr. Russ Gagnon**

**Course Title and Number: Principles of Management Badm 202**

**Credits: 3**

**Prerequisite: None**

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| **Course Description:** This course is designed to study the basic functions of management which include planning, organizing, directing and controlling. Management will also be concerned with leadership development and how it relates to a person’s role as supervisor, manager, assistant manager, or department head. |
| **Required Text:** *Contemporary Management,* Fourth Edition – Jones and George. ISBN: 0-07-286082-0 |
| **Course Objectives:**  • Describe what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and effectively to achieve organizational goals.  • Distinguish among planning, organizing, leading, and controlling (the four main management functions) and explain how managers’ ability to handle each one can affect organizational performance.  • Discuss the principle challenges facing managers in today’s increasingly competitive global environment.  • Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory.  • Explain the principle of job specialization and division of labor  • Describe the various personality traits that affect how managers think, feel, and behave.  • Describe the nature of emotional intelligence and its role in management.  • Define organizational culture and explain how managers both create, and are influenced by, organizational culture.  • Describe conflict management strategies that managers can use to resolve conflict effectively.  • Describe important communication skills that managers need as senders and as receivers of messages.  • Explain why effective human resources management can help an organization gain a competitive advantage.  • Describe the six steps that managers should take to make the best decisions.  • Understand the steps managers can take to effectively manage diversity.  • Understand the relationship between ethics and the law.  These course objectives meet the following MSU-B General Education Goals; #1, to develop the ability to communicate, #2, to develop thinking skills, #8, to understand and appreciate cultural diversity, #9, to develop lifelong learning skills, #10, to foster interpersonal development. |
| **Relationship to Campus Theme:** MSU-Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. Management is the planning, organizing, leading, and controlling of human and other resources to achieve organizational goals efficiently and effectively which requires technological advances, and lifelong learning for preparation of a successful business career. |
| **Course Requirements and Evaluation: Grading:** Completion of assignments, tests, and presentations are required. Points are accumulated during the course from tests, projects, group projects, and homework.  **90-100= A 80-89=B 70-79=C 65-69=D below 65=F** |

**\*Ten General Education Goals**

1. To develop the ability to communicate
2. To develop thinking skills
3. To develop knowledge and application of technology
4. To develop skills in mathematical computation
5. To develop an aesthetic appreciation for the world in which we live
6. To promote the management and use of physical activity
7. To develop a knowledge and application of science
8. To understand and appreciate cultural diversity
9. To develop lifelong learning skills
10. To foster interpersonal development