Hibbing Community College

BUS 2510: Principles of Management

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: *.*
Prerequisites: None
MnTC Goals: None

Principles of Management studies the people, principles and practices of management in the 19th and 20th centuries, and also looks at the present trends in management. The course investigates the early managerial theorists, whose principles helped develop the Tayloristic styles of management prevalent in American organizations throughout most of twentieth century and traces the managerial revolution through today's learning organizations.

B. COURSE EFFECTIVE DATES: 03/18/1999 – Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. What is management
   A. Functions of management
   B. Types of managers
   C. Managerial effectiveness and efficiency
2. The evolution of management theory
   A. Scientific management theory
   B. Administrative management theory
   C. Behavioral management theory
   D. Organizational environment theory
3. Attitudes, Values, Ethics, and Culture
   A. Personality traits
   B. Organizational ethics
   C. Organizational culture
4. The organizational environment
   A. Task environment
   B. Industry Life Cycle
   C. General environment
5. Decision Making
   A. Decision making process
   B. Cognitive biases
   C. Group decision making
   D. Organizational learning
6. Planning and Strategy
   A. Planning process
   B. Strategic planning
   C. SWOT analysis
   D. Formulating strategies
7. Organizational Structure  
   A. Designing organization structure  
   B. Grouping tasks into jobs  
   C. Grouping jobs into functions  

8. Organizational Culture and Control  
   A. Output control  
   B. Behavior control  
   C. Culture control  
   D. Sustainability  

9. Motivation  
   A. Expectancy theory  
   B. Needs theories  
   C. Equity theory  
   D. Learning theories  
   E. Pay and motivation  

10. Leadership  
    A. Trait and behavioral models  
    B. Contingency models  
    C. Transformational leadership  

11. Organizational Conflict  
    A. Types of conflict  
    B. Organizational politics  
    C. Managing change  

12. Managing Quality  
    A. Continuous quality management  
    B. Responsiveness to customers  

D. LEARNING OUTCOMES (General)  
1. Students will define the four functions of management (planning, organizing, leading, and controlling) and the type of executive management activities associated with each.  
2. Students will explain the historical and philosophical origins of management.  
3. Students will demonstrate current management theories and practices.  
4. Students will explain the structure and design of organizations and how managers effectively perform in this type of setting in order to accomplish goals.  
5. Students will explain the types and utility of systems and analyze how they are used to monitor and support achievement of strategic and tactical plans made by management.  
6. Students will demonstrate the principles and practices of decision-making skills to activities and individuals in “real-world” managerial environments.  
7. Students will explain the major ethical approaches, apply them to business situations, and analyze their impact on management behavior.  
8. Students will analyze the personal traits and skills of effective leaders.  
9. Students will explain motivation in the workplace and apply motivation concepts to suggest improvements in the workplace.  
10. Students will analyze the nature and role of organizational culture within an organization.  
11. Students will demonstrate how managers lead the process of organizational change.
12. Students will analyze the advantages, disadvantages, and best practices of utilizing teams within organizations.
13. Students will analyze the impact of changing demographics, increasing diversity, and globalization on the management process.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

HCC COMPETENCIES MET:
Social/Civic Responsibility
Working Productively and Cooperatively

STUDENT CONTRIBUTIONS:
Students are expected to attend class sessions, participate in activities and discussions, listen to and follow directions, complete assignments in a timely fashion, request assistance when needed, and contribute to a productive learning environment. Students should expect to spend three to six hours per week preparing for class.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

AASC APPROVAL DATE: September 20, 2017

REVIEW DATE: September 2022