

# BUS 137 Principles of Management

## COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

Course description. This course is designed to be an overview of the major functions of management. Emphasis is on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

## LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

## OUTLINE OF INSTRUCTION:

- I. Managers, Management & Their Purpose
  - A. Manager & management defined
  - B. Managers classified
  - C. The roles & functions of management
  
- II. Decision Making
  - A. Problems defined
  - B. The decision-making process
  - C. Management approaches that affect decision making
  
- III. The External Environment
  - A. Components that make-up the external environment
  - B. The effects of the external environment on management
  
- IV. Organizational Culture
  - A. Organizational culture defined
  - B. The effects of organizational culture on management & employees
  
- V. Managing in a Global Environment
  - A. Global perspectives & components of the global environment
  - B. Alliances and agreements with foreign countries
  - C. International involvement levels

- VI. Managing Workplace Diversity
  - A. Workplace diversity defined & its types
  - B. Challenges in managing workplace diversity
  - C. Workplace diversity initiatives
  
- VII. Organizational Change
  - A. Organizational change defined
  - B. Types of organizational changes
  - C. The organizational change processes
  
- VIII. Goal Setting & Strategic management
  - A. Types of goals
  - B. Approaches to goal setting
  - C. Strategic management defined
  - D. The strategic management processes
  
- IX. Organizational Structure
  - A. Organizational structure defined
  - B. Organizational structure designs
  - C. Employee work arrangements
  
- X. Managing Human Resources
  - A. Importance of human resources management
  - B. Issues & laws relating to human resource management
  - C. Performance management
  
- XI. Motivating Employees
  - A. Motivation defined & its importance
  - B. Motivation theories
  
- XII. Project and Quality Management
  - A. Project management defined
  - B. The role of the project manager
  - C. Quality management defined
  - D. The role of quality management in business operations

**REQUIRED TEXTBOOK AND MATERIAL:**

The textbook: Understanding Management 12th Edition by Richard L. Daft and Dorothy Marcic and Cengage MindTap software.