BUS 137: PRINCIPLES OF MANAGEMENT

COURSE DESCRIPTION:
Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test
Corequisites: None

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 Process  

VIII. Goal Setting & Strategic Management  
A. Types of Goals  
B. Approaches to Goal Setting  
C. Strategic Management Defined  
D. The Strategic Management Process  

IX. Organizational Structure  
A. Organizational Structure Defined  
B. Organizational Structure Designs  
C. Employee Work Arrangements  

X. Managing Human Resources  
A. Importance of 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 MATERIALS:  
The textbook and other instructional materials will be determined by the instructor to insure that current and relevant concepts and theories are present.  

STATEMENT FOR STUDENTS WITH DISABILITIES:  
Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 919-536-7208 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 10-209.