

## **BUS 361 PRINCIPLES OF MANAGEMENT**

### **Syllabus**

**Instructor:** Dr. Linda Reid, D.B.A.  
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Adams State College  
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### **CREDIT HOURS:**

Three Semester Hours

### **PREREQUISITES:**

Sophomore status

It is expected that student will have basic reading and writing skills and an Introduction to Business course or some understanding of the business environment in the United States.

### **CATALOG DESCRIPTION:**

This Principles of Management course presents those areas most crucial to understanding the management theories and applications necessary for success in the business world. It covers the management functions with focus on Planning, Controlling, Staffing, Leading, and Organizing. Exploring the theory and practice of managing an organization and its personnel to meet the needs of modern public and private organizations, includes emerging trends and international issues.

The course is a foundation course for all business students. It provides a basis for understanding the management role in all business operations and thus relates to all business emphasis; as well it is required for the sports and exercise management emphasis.

### **STUDENT LEARNING OUTCOMES:**

The student will:

- analyze management as both an art and a science.
- compare and contrast different types, roles, and styles of managers.
- explain the evolution of management theories, values, and ethics.
- research about the functions of managers and the importance of communications.
- define internal and external factors that affect organizational design and production.

- review staffing functions and processes.
- understand realistic and practical applications of management concepts.

**COURSE REQUIREMENTS:**

The course is divided into five segments with a proctored examination at the end of each. Students are expected to read each text chapter, study the vocabulary words, and work through the end of chapter questions. Two article reviews and a term paper will be completed and submitted for grading. Proctored examinations consist of true/false, multiple-choice, and short answer or definition type questions. The proctored final exam covers the last group of chapters and comprehensive questions from other chapters.

**COURSE MATERIALS:**

To order textbooks or obtain information about book titles you may go to [www.exstudies.adams.edu](http://www.exstudies.adams.edu) and click on the “ASC Bookstore” icon.

Use **Section Number: 964** to order books from Bookstore site.

**Required Textbook:**

Griffin, R. W. (2008). *Management* (9<sup>th</sup> ed.). Indianapolis, IN: Houghton Mifflin.  
 ISBN-10: 0-618-76795-9 ISBN-13: 978-0-618-76795-3

**Other Materials:**

The student will need access to the *Wall Street Journal* and other business magazines.

**GRADE DISTRIBUTION AND SCALE:**

In alignment with ASC academic policies, no D may apply to a major or minor field.

**Grade Distribution:**

Article Review (2)	100 points each	200 points
Term Paper		200 points
Proctored Exams (4)	100 points each	400 points
Final Exam		<u>200 points</u>
Total Points		1000

**Scale:**

900-1000	A
800-899	B
700-799	C
600-699	D
599 and below	F

## COURSE INSTRUCTIONS

Follow the study guide and read each chapter in the text, study the vocabulary words, and work through the end of chapter questions. Submit the Article Reviews and Term Paper as assigned; refer to the specific requirements for each included following. Please refer to the Guidelines for Proctored Exams and Submit your Exam Request Form three weeks BEFORE you plan to take the exam.

### ADA Statement:

Students who need special accommodation to complete this class should contact the instructor and the Office of Student Affairs, 719.587.7221 as soon as possible.

## COURSE OUTLINE

### Segment I

**Reading** Chapter 1: Managing and the Manager's Job  
Chapter 2: Traditional and Contemporary Issues and Challenges  
Chapter 3: The Environment and Culture of Organizations  
Chapter 4: The Ethical and Social Environment  
Chapter 5: The Global Environment  
Chapter 6: The Multicultural Environment

**Written Work** **ARTICLE REVIEW 1 DUE** (from *Wall Street Journal* or other business magazines on list.)

**Exam** **Exam 1 - Closed book, proctored, one-hour time limit, Chapters 1-6**

### Segment II

**Reading** Chapter 7: Basic Elements of Planning and Decision Making  
Chapter 8: Managing Strategy and Strategic Planning  
Chapter 9: Managing Decision Making and Problem Solving  
Chapter 10: Managing New Venture Formation and Entrepreneurship

**Exam** **Exam 2 - Closed book, proctored, one-hour time limit, Chapters 7-10**

### Segment III

**Reading** Chapter 11: Basic Elements of Organizing  
Chapter 12: Managing Organization Design  
Chapter 13: Managing Organization Change and Innovation  
Chapter 14: Managing Human Resources in Organization

**Written Work** **ARTICLE REVIEW II DUE** (from Wall Street Journal or other business magazines on list.)

**Exam** **Exam 3 - Closed book, proctored, one-hour time limit, Chapters 11-14**

### Segment IV

**Reading** Chapter 15: Basic Elements of Individual Behavior in Organizations  
Chapter 16: Managing Employee Motivation and Performance  
Chapter 17: Managing Leadership and Influence Processes  
Chapter 18: Managing Interpersonal Relations and Communication  
Chapter 19: Managing Work Groups and Teams

**Written Work** **TERM PAPER DUE**

**Exam** **Exam 4 - Closed book, proctored, one-hour time limit, Chapters 15-19**

### Segment V

**Reading** Chapter 20: Basic Elements of Control  
Chapter 21: Managing Operations, Quality, and Productivity  
Chapter 22: Managing Information and Information Technology

**Exam** **Final Exam - Closed book, proctored two-hour time limit.**  
**Chapters 20-22 – 100 points**  
**Comprehensive questions over all chapters – 100 points**