

Common Course Outline
MNGT 105
Principles of Management
3 Credits

Community College of Baltimore County

Description

MNGT 105 – Principles of Management examines the basic managerial process and activities, relates findings in the behavioral sciences to the various levels of management, and aids the student in understanding the theory and practice of management.

3 Credits

Prerequisites: ACLT 052 or ACLT 053

Overall Course Objectives

Upon completion of this course students will be able to:

1. define management;
2. explain the evolution of management theory;
3. compare the various environments of an organization;
4. explain the use of ethics and social responsibility in the business environment;
5. summarize the effective management strategies in global organizations;
6. describe the planning process and the components of strategy;
7. compare various aspects of decision making processes;
8. identify the role of entrepreneurship in society and discuss unique challenges faced by entrepreneurs;
9. compare organizational models;
10. describe organizational change and the management of responses to change;
11. describe the importance of human resource management as it relates to organizational goals;
12. describe the value of diversity and individual differences and their impact on the organization;
13. describe the basic elements of individual behavior in organizations;
14. compare and contrast the theories of motivation and their importance to productivity and employee satisfaction;
15. compare and contrast leadership styles;
16. explain the value of communication and information management in the work environment;
17. identify the important building blocks for successful teambuilding and conflict management;
18. explain the role of management in developing and maintaining control systems; and
19. describe the key elements in managing operations, quality, and productivity.

Major Topics

- I. Define Management
 - A. Four functions of management
 - B. Skills and competencies needed
 - C. Management roles
 - D. History of management theory
- II. Ethics and Social Responsibility
 - A. Business environment
 - B. Stakeholders
 - C. Organizational culture
 - D. Corporate social responsibility
- III. Planning Fundamentals
 - A. Organizational goals
 - B. Management decision-making strategies
 - C. Types of plans
 - D. Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis
- IV. Decision Making
 - A. Types of decisions
 - B. Decision-making conditions
 - C. Group and team decision making
- V. Entrepreneurship and Management
 - A. Unique characteristics of entrepreneurial firms
 - B. Challenges and opportunities in entrepreneurial management
- VI. Organizational Structure and Design
 - A. Centralization and decentralization
 - B. Basic types of organizational design
 - C. Effect of strategy and technology on structure and design
 - D. Change and impact on employees
- VII. Organization Change
 - A. Planned vs. reactive change
 - B. Nature of change
 - C. Forces for change
 - D. Innovation process
- VIII. Human Resource Management
 - A. Legal requirements of human resource management
 - B. Recruitment and selection
 - C. Training and development
 - D. Performance and appraisal systems
 - E. Labor management relations
- IX. Individual Behavior in Organizations
 - A. Personalities and attitudes
 - B. Influence on organizational effectiveness
- X. Motivation
 - A. Importance of motivation
 - B. Evolution of motivational theory
 - C. Current motivation issues

- D. Use of compensation and other rewards to motivate
- XI. Leadership
 - A. Foundations for effective leadership
 - B. Leadership theories
 - C. Approaches to leadership
 - D. Personality, values, and behavior
 - E. Trends in workforce diversity
- XII. Communication and Information
 - A. Communication process
 - B. Barriers to communication
 - C. Communication in the information age
 - D. Improving communication effectiveness
- XIII. Teambuilding and Group Decision Making
 - A. Importance of teams
 - B. Building blocks for successful teamwork
 - C. Stages of development
 - D. Decision making methods
- XIV. Foundations of Control
 - A. Managing for productivity
 - B. Steps in the control process
 - C. Control tools and techniques
- XV. Managing Operations, Quality, and Productivity
 - A. Total Quality Management (TQM)
 - B. Effective operations systems
 - C. Ways to improve productivity
- XVI. Diversity and Cultural Differences
 - A. Inclusive organizational cultures
 - B. Challenges in managing diversity in the workplace
 - C. Valuing and supporting diversity
- XVII. Global and International Business
 - A. Levels of international business activity
 - B. Managing in a global organization
 - C. Types of global organizations
 - D. Barriers to trade

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Grading/exams

- A minimum of three exams

Written Assignments: Students are required to use appropriate academic resources. The individual faculty member will determine specific writing assignments but must include a minimum of three written assignments. Examples include but are not limited to:

- Topic related exercises
- Case studies
- Term paper/project

Other Course Information

This course is one of the program requirements for Business Administration and Business Management.

Date Revised: 12/01/2015