



Syllabus

BUS 221 Principles of Management

General Information

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Department

Business

Course Prefix

BUS

Course Number

221

Course Title

Principles of Management

Course Information

Credit Hours

3

Lecture Contact Hours

3

Lab Contact Hours

0

Other Contact Hours

0

Catalog Description

The basic purpose of this course is to provide an understanding and appreciation of the part management plays in the successful operation of a business. The evolution of management practices is explored along with present applications in order to maintain effective coordination and control. This course is targeted towards any one interested in learning about basic management skills; either professionals or current students. It will prepare the student for future or current management positions. The course also serves as a requirement in the AAS Business Administration program.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

None

Co-requisites

None

Grading Scheme

Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Inquiry

Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Develop an organizational structure showing formal relationships between levels of personnel
2. Interpret decisions according to different levels of planning
3. Apply the levels of planning to various business situations
4. Judge ethical implications of decisions that managers face on a regular basis

Outline of Topics Covered

1. Introduction to Management
 1. Four Functions of Management
 2. Levels of Managers
- 2.

Evolution of Management

1. Classical Approach
2. Contemporary Approach
3. Ethics and Responsibility
 1. Ethics
 2. Corporate Responsibility
4. Planning
 1. Planning Process
 2. Levels of Planning
 3. Decision Making Process
 4. Groups
5. Small Business Managers
 1. Entrepreneurs
 2. Challenges
6. Organizing
 1. Vertical Structures
 2. Horizontal Structures
 3. Integration
7. Human Resources
 1. Staffing
 2. Training and Development
8. Managing Diversity
 1. Multicultural Organizations
 - 2.

Cultivating a Diverse Workforce

9. Leadership
 1. Vision
 2. Contemporary Views
10. Motivation
 1. Setting goals
 2. Performance
 3. Needs
 4. Designing Jobs
11. Teamwork
 1. Building Effective Teams
 2. Managing Conflict
12. Communication
 1. Interpersonal
 2. Skills
13. Control
 1. Budget Issues
 2. Financial Issues
14. Innovation
 1. New Technology
 2. Managing Change