

**Principles of Management  
COURSE SYLLABUS**

**Course Code:** BUS130

**Instructor:** James C. Henderson  
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**Credit Hours:** 4.5 credit hours awarded upon completion of course

**Course Schedule:** This course meets on Monday and Wednesday from 01/02/12 to 03/24/12 at 5:30pm - 7:25pm.

**Text:** *Supervisory Management*, 7<sup>th</sup>, Mosley, Pietri, Mosley  
South-Western / Cengage, 2011  
ISBN# 0-538-73707-7

**Course Description:** Presents current management practices in a formal organization. Emphasis is on aspects of the planning process, such as organizing for action, concepts of control, the communication system, and motivating employees.

**Course Objectives:** Note: Questions on your tests/exams will be based upon demonstrating your knowledge of the following course objectives.

Upon successful completion of this course, the student will be able to:

1. the need for management; what managers do and why management is needed in all organizations.
2. empowerment; quality and the three components of total quality management.
3. the steps involved in planning; importance of setting objectives and managing your time.
4. the role of decision-making; how to make decisions; improve decision-making and ethics.
5. the stages of growth in an organization; important organizing principles; line and staff relationships.
6. the importance of delegation; what is involved in the delegation process; authority-responsibility-accountability.
7. the components of a communication model; barriers to effective communication; improving communication.
8. the levels of employee motivation; relationship between performance and motivation; theories of motivation.

the factors that affect leadership styles; how to inspire self-confidence, develop people and increase productivity

**Prerequisite:** BUS105 or Permission of Instructor

**Course Outline:** Note: Instructor reserves the right to modify the outline as the needs of the class dictate.

**Week One:**

General Introductions  
Assign Student Groups  
Sharing of E-mail addresses and other information  
Review Course syllabus  
Introduction to Course; Author of Text  
Introduction to the various research resources  
Chapter One: Supervisory Management Roles and Challenges  
Chapter Two: Fundamentals of Planning  
Review next week's assignments

**Week Two:**

Review Week One (Questions/Answers/Discussions)  
Chapter Three: Decision Making, Problem Solving, and Ethics  
Chapter Four: Fundamentals of Organizing  
Group Work/discussion: Groups begin formulating their ideas for group project.

**Week Three:**

Review of previous week (Questions/Answers/Discussions)  
Chapter Five: Delegating Authority and Empowering Employees  
Chapter Six: Communication  
Groups present their group topic  
Cumulative Quiz #1 (Chapters One through Four)

**Week Four:**

Review of previous week (Questions/Answers/Discussion)  
Chapter Seven: Motivation  
Chapter Eight: Leadership  
Allow time for group interaction

**Week Five:**

Review of previous week (Questions/Answers/Discussion)  
Chapter Nine: Managing Change, Group Development, and Team Building  
Chapter Ten: Meetings and Facilitation Skills  
Allow time for group interaction

**Week Six:**

Review of previous week (Questions/Answers/Discussion)  
Chapter Eleven: Coaching for Higher Performance  
Chapter Twelve: Managing Conflict, Stress, and Time  
Cumulative Quiz #2: Chapters Five through Ten

**Week Seven:**

Review of previous week (Questions/Answers/Discussion)  
Chapter Thirteen: Exercising Control  
Chapter Fourteen: Controlling Productivity, Quality, and Safety

Allow time for group work

**Week Eight:**

Review of previous week (Questions/Answers/Discussion)  
Chapter Fifteen: Selecting, Appraising and Disciplining Employees  
Chapter Sixteen: The Supervisor, Labor Relations, and Legal Issues  
Allow time for group work

**Week Nine:**

Review of previous week (Questions/Answers/Discussion)  
Cumulative Quiz: Chapters Eleven Through Sixteen  
Chapter Seventeen:  
Chapter Eighteen:

**Week Ten:**

Group presentations

**Week Eleven:**

Group presentations

**Note:** You may expect that questions on your test/exams will be based upon demonstrating your basic understanding of the following course objectives.

**Instruction Method:**

A variety of instruction techniques will be used in this course. These practices include (but are not limited to) class lecture; small group work; discussion; group projects; out-of-class assignments; individual assignments; electronically based research; expected e-mail communications, etc.

**Grading:**

Class Attendance (being physically present in class) (This means 1 point for each week you physically attend class)	10%
Cumulative Test 1	20%
Cumulative Test 2	20%
Cumulative Test 3	20%
Group Project participation (assigned by group members)	10%
Group Project Performance (assigned by instructor)	
Self-assessment (this grade is assigned by the individual student as an overall indication of his/her "overall effort")	20%

**\*Missed tests:** If you miss a test, you must schedule to take the test within one week of having missed it or you will not be eligible to take the test at all.

Grading Scale:	A	=	90-100
	B	=	80-89
	C	=	70-79
	D	=	60-69
	F	=	Below 60

- Attendance:** **Regular attendance is expected** because it is through regular attendance that you will hear and learn from the experience of your instructor as well as from the input (questions, answers, discussions, concerns) of others of the members of your class. You may also “attend” classes (when you are not physically able to be present in class) by communicating with members of your assigned group and finding out from them what class materials you have missed and/or other aspects of what went on in class that you should know about. You can also “attend” by keeping in touch with your instructor through the use of e-mail. Let your instructor and members of your group know that you might be late, or that you’re too ill to come to class, or that you’ve missed an assignment and are trying your best to complete it, etc. As you can see by the section on grade assignment (above), you will earn one point for every week of perfect attendance. You attend ten weeks and you receive a very positive 10% of your grade. You must be in attendance for your scheduled test dates. You must be in attendance for your scheduled group presentation dates.
- Make-up work:** It is the individual student’s responsibility to find out from one of his classmates and/or group members what materials he/she might have missed as the result of having missed a class session. Call your classmates; e-mail them; keep up with them; be responsible for getting the information that you need in order to demonstrate competence in this course..
- Academic Dishonesty** Plagiarism and cheating are serious offenses and may be punished by failure on exam, or homework or failure of the course, and/or suspension /expulsion from the college.
- Resources** The College has adequate resources to assist students in researching projects (i.e. books, magazines, newspapers, Internet, LIRN).
- Changes** In accordance with the policy of the College, your instructor has the right to change the syllabus in a manner that he/she feels necessary in order to better accomplish the goal(s) of this course.

Notes to Instructors of this Course:

1. Cumulative tests are to be given. If a student misses a test, he/she is permitted to take a make-up test at the instructor's discretion. An instructor can choose to allow a student who has earned straight A's on his/her cumulative tests to exempt the final course exam. The instructor may choose to not give a "final" exam.
2. Instructors are permitted to exercise professional discretion regarding the actual course content and may make changes that they feel will enhance their course objective(s). For instance, an instructor may choose to not address a particular chapter or topic and, instead, substitute another appropriate topic and/or activity (such as a group activity/project) to the schedule.
3. Instructors have and will share with their students all supplementary materials available to them through the publisher, including CDs, etc (all teaching aides) as they feel appropriate.
4. Instructors are asked to encourage their students to be physically present, but instructors must offer other alternatives to students who have missed a class to "catch up" on missed lectures, class materials, tests, etc. Instructors must encourage students to consult other "group" members when they need to be "filled in" on what they have missed in class. Instructors are encouraged to share their lecture notes and other pertinent materials on the internet so that students may have access to materials covered in class at all times.
5. Instructors must have planned their class sessions thoroughly. They must give the class some definitive idea of how much time will be allowed for each planned classroom activity. There is a lot of material to cover in this course. Instructors must be planned in advance and students must be expected to have prepared their readings and their work/projects in advance or face the consequences.
6. Tests are cumulative. That means that once the material is covered it is not addressed again in tests/exams. Test questions should be mainly multiple choice and should come from the test banks provided to the instructor from the publisher. Test questions should directly reflect the "course objectives" section of the syllabus. In other words, the questions asked on the tests should have a direct bearing on what it is expected that the student will demonstrate as having learned in the course objectives section of this syllabus.