COURSE INFORMATION FORM

DISCIPLINE Business Administration

COURSE TITLE Business Management

CR.HR 3 LECT HR. 3 LAB HR. _______ CLIN/INTERN HR. _______ CLOCK HR. _______

CATALOG DESCRIPTION
Principles and practices of business management developed around the framework of the functions of planning, organizing, and controlling. Specific topics covered include: managerial ethics, group dynamics, employee motivation, communications, decision-making, leadership and management styles, productivity, and organizational effectiveness.

PREREQUISITES
None.

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Identify and describe the four functions of management and the essential management skills.
2. Identify the distinguishing elements of an organization’s culture and explain how its culture affects productivity.
3. Explain why it is important for managers to be sensitive to global differences.
4. Differentiate between social obligation, social responsiveness, and social responsibility and discuss the factors that effect ethical and unethical behavior.
5. Apply some of the leadership models such as the contingency model and the situational leadership model to real world work situations.
6. Describe the creative decision making process and use the process to make decisions.
7. Compare and contrast the various planning tools and techniques and demonstrate an ability to formulate an appropriate plan in a given situation.
8. Identify external environmental trends that currently are affecting his/her organization, and/or businesses in general.
9. Analyze and assess an organizations structure and design.
10. Explain the importance of good communication as it relates to management and describe the factors that effect good communication.
11. Describe the important employee behaviors managers want to explain, predict and influence and identify ways that they might effect changes in those behaviors.
12. Demonstrate an understanding of the five stages of group development.
13. Outline the steps in the strategic management process and summarize the various types of organizational strategies.
14. Analyze the various motivational theories and formulate a plan using one or more of those theories to motivate employees in various positions within an organization.
15. Compare and contrast the various leadership theories and models.
16. Describe the three steps in the control process and explain the courses of action managers can take in controlling.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Written critiques and responses to questions, case studies, and application exercises in order to identify and apply management vocabulary, functions, techniques, theories, concepts and work experiences. (1, 2, 5, 6, 7, 9, 12, 13, 14, 15, 16)

2. Written reports involving Internet research on specific topics. (4, 8)

3. Required input and reaction to class discussion questions. (3, 4, 10, 11, 16)

4. Examinations/Quizzes containing multiple choice, scenario analysis, and essays questions. (1 through 16)

5. Final term paper reflecting research in a current topic related to business management. (Various)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introduction to Management
   A. The nature of management
   B. Foundations of management
   C. Managing in a global environment
   D. The environment and corporate culture
   E. Social Responsibility and Managerial Ethics

II. Planning and Organizing
   A. Organizational goal setting
   B. Foundations of planning
   C. Strategy formulation and implementation
   D. Managerial decision making
   E. Fundamentals of organizing
   F. Innovation and change
   G. Human Resource Management
   H. Managing diverse employees

III. Leading and Controlling
   A. Foundations of Behavior
   B. Leadership in organizations
   C. Motivation in organizations
   D. Communicating in organizations
   E. Teamwork in organizations
   F. Foundations of Control