

MSU-BOTTINEAU

Course Outline

Name of instructor: Keri Keith

Course Title and Number: BADM 202, Principles of Management

Credits: 3

Prerequisite: None

Course Description: This course is designed to study the basic functions of management which include planning, organizing, directing and controlling. This course introduces students to effective conflict management, communication, leadership, and decision making techniques. Additional management issues that are addressed include human resources management, ethics, and diversity.

Required Text: Contemporary Management, Fourth Edition – Jones and George.

***Course Objectives:** (List which, if any, of the general education goals listed below each of your course objectives satisfies by writing the number of the goal beside the objective.)

After taking this course students should be able to:

- Describe what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and effectively to achieve organizational goals.
- Distinguish among planning, organizing, leading, and controlling (the four main management functions) and explain how managers' ability to handle each one can affect organizational performance.
- Discuss the principle challenges facing managers in today's increasingly competitive global environment.
- Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory.
- Explain the principle of job specialization and division of labor
- Describe the various personality traits that affect how managers think, feel, and behave.
- Describe the nature of emotional intelligence and its role in management.
- Define organizational culture and explain how managers both create, and are influenced by, organizational culture.
- Describe conflict management strategies that managers can use to resolve conflict effectively.
- Describe important communication skills that managers need as senders and as receivers of messages.
- Explain why effective human resources management can help an organization gain a competitive advantage.
- Describe the six steps that managers should take to make the best decisions.
- Understand the steps managers can take to effectively manage diversity.
- Understand the relationship between ethics and the law.

These course objectives meet the following MSU-B General Education Goals; #1, to develop the ability to communicate, #2, to develop thinking skills, #8, to understand and appreciate cultural diversity, #9, to develop lifelong learning skills, #10, to foster interpersonal development.

Course Content:

Course Requirements and Evaluation: Course requirements consist of class participation, projects, presentations, quizzes, and exams.

***Ten General Education Goals**

- 1) To develop the ability to communicate
- 2) To develop thinking skills
- 3) To develop knowledge and application of technology
- 4) To develop skills in mathematical computation
- 5) To develop an aesthetic appreciation for the world in which we live
- 6) To promote the management and use of physical activity
- 7) To develop a knowledge and application of science
- 8) To understand and appreciate cultural diversity
- 9) To develop lifelong learning skills
- 10) To foster interpersonal development

Course Objectives (Sample)

To develop skills analyzing and interpreting dramatic texts, demonstrated through discussions (Meets MSU-B General Ed. Goal #2)

To develop your own critical analysis and interpretation through writing papers

To become more familiar with dramatic terminology

To explore dramatic texts through performance (Meets MSU-B General Ed. Goal #5)