CASPER COLLEGE COURSE SYLLABUS
# MGT 2100 02: Principles of Management

**Semester/Year: FALL 2015**

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| **Lecture Hours:** 3 | **Lab Hours**: 0 | **Credit Hours**: 3 |
| **Class Time: 10-10:50 am** | **Days: MWF** | **Room: BU 221** |

**Instructor's Name:  Scott P. Nolan, MBA**

**Instructor's Contact Information:**    **Office Phone: 307-268-2506**        **Email:**
BU 110                                                                                                  snolan@caspercollege.edu

**Office Hours: M&W: 8:30-10am, TTH: 8:30-9:30, F: 9-10am**

**Course Description:** Analyzes objectives, policies, organizational structure, material and human utilization, human relations, planning, innovating, and controlling as management responsibilities. Students also study and discuss current activities in specific areas of business and industry.

**Statement of Prerequisites:** N/A

**Institutional Outcomes**:

☒Demonstrate effective oral and written communication
☐Use the scientific method
☒Solve problems using critical thinking and creativity
☒Demonstrate knowledge of diverse cultures and historical perspectives
☒Appreciate aesthetic and creative activities
☒Use appropriate technology and information to conduct research
☒Describe the value of personal, civic, and social responsibilities
☒Use quantitative analytical skills to evaluate and process numerical data

**Program goals:**
- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Students wishing to pursue a Bachelor's degree in Business can complete the first two years of a baccalaureate degree through Casper College by completing requirements for a degree in Business Administration or Pre-Law Business.  The program provides students with the opportunity to transfer at junior standing to a four-year college or university.
- Business majors have the opportunity to pursue a top-quality two-year degree in Management, Leadership, or Entrepreneurship that provides the skills and abilities to succeed in the business world upon graduation.
- This educational experience enables students to develop the expertise needed to function in a business environment and to develop an understanding of the social and economic forces shaping the future of the world's economy.

**Course Goal:** Students will master the learning concepts which are outlined at the beginning of each chapter. Mastery of these concepts will come through the text readings, class lecture, class discussion, case analysis, and case presentations.

**Course Objectives:**

Chapter 1
- Describe the four functions of management
- Understand the role of a manager
- Define skills needed to be an effective manager
- Summarize challenges that managers face today
- Recognize how successful managers achieve competitive advantage

Chapter 2
- Summarize the five classical approaches to management
- Discuss four contemporary approaches to management
- Identify modern contributors who have shaped management thought and practice

Chapter 3
- Describe the five elements of an organization's macroenvironment
- Explain the five components of an organization's competitive environment
- Understand how managers stay on top of changes in the external environment and respond to changes
- Discuss how corporate culture can be leveraged to overcome challenges in the outside environment

Chapter 4
- Describe how different ethical perspectives guide managerial decision making
- Identify ethics-related issues and laws facing managers
- Outline the ethical decision making process
- Develop a definition of corporate social responsibility

Chapter 5
- Summarize the steps in the planning process
- Discuss how strategic planning should be integrated with tactical and operational planning
- Describe the strategic management process and the importance of the SWOT analysis in forming strategy
- Analyze how companies can achieve competitive advantage through business strategy
- Explain the decision making process

Chapter 6
- Describe why people become entrepreneurs and what it takes personally
- Summarize how to access new venture opportunities
- Identify common causes of success and failure
- Describe methods of encouraging intrapreneurship

Chapter 7
- Define the fundamental characteristics of organizational structure
- Discuss the components of vertical and horizontal structures
- Describe mechanisms for coordinating work

Chapter 8
- Discuss how companies use human resources to gain competitive advantage
- Discuss reasons for internal and external recruiting
- Evaluate the importance of spending on training and development
- Discuss the performance appraisal process
- Describe the fundamental aspects of an effective rewards system

Chapter 9
- Describe how changes in the US workforce make diversity a critical organizational and managerial issue
- Explain how diversity can become a competitive advantage
- Identify challenges in managing a diverse workforce

Chapter 10
- Explain how a good vision helps you be a better leader
- Discuss differences between leading and managing
- Identify sources of power within organizations

Chapter 11
- Understand the principles for setting goals that motivate employees
- Give examples of how to effectively reward good performance
- Describe the key beliefs that affect people's motivation
- Explain how people's needs affect their behavior
- Define ways to create jobs that motivate

Chapter 12
- Discuss how teams contribute to an organization's effectiveness
- Summarize how groups can become teams
- Describe how to build an effective team

Chapter 13
- Discuss advantages of two-way communication
- Identify communication problems to avoid
- Describe how and when to use appropriate communication channels
- Describe how information flows through various types of organizations

Chapter 14
- Explain why companies develop control systems for employees
- Summarize how to design a basic bureaucratic control system
- Describe how to use budgets as a control device
- Recognize basic types of financial statements and financial ratios used as controls
- Discuss ways how market and clan controls can be used to influence performance

Chapter 15
- Summarize how to assess technology needs
- Identify criteria on which to make technology decisions
- Evaluate the elements of an innovative organization
- Discuss what it take to be world-class
- Describe how to manage change successfully

**Methodology:** The instructor will review each chapter in lecture form and facilitate discussion of the course material in a classroom setting. Details on course material will be evaluated through quizzes, exams, and class discussion. Students will be expected to be prepared in advance for each class discussion. Each student will complete a case analysis in the form of a paper from an assigned case as well as present their case study to the class. Details on the case analysis and presentation will be outlined in class.

**Evaluation Criteria:**

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| 35% | Exams (Excluding Final) | A: 90-100% |
| 15% | Final Exam | B: 80-89% |
| 20% | Class Participation | C: 70-79% |
| 20% | Case analysis paper & presentation | D: 60-69% |
| 10% | Quizzes | F: 59 & below |

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Required Text, Readings, and Materials:**
*M -Management – 4th edition, Bateman & Snell: McGraw-Hill with Connect Card*

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:**
- Thorough reading of assigned text and supplementary materials is expected.
- Active, informed participation and intellectual engagement in discussions is expected.
- Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence. Non-attendance at a required class, laboratory, or field trip constitutes an absence. Excessive absences or tardiness may result in a lowered grade; and, at the discretion of the college administration, a student who fails to attend regularly may be asked to withdraw from the college. A record of absence is kept by the instructor. For further information, please refer to the Casper College attendance policy. Attendance includes being on time to class and remaining in class for the duration of the class time.
- Exams will be given on pre-announced dates. If a student is going to be absent on the day a test is to be given, arrangements must be made with the instructor **before** the absence. Test may not be made up if the student has not made arrangements with the instructor before the absence.
- Assignments/projects/papers/quizzes are due on the specified date/time. No assignments/projects/papers/quizzes will be accepted after the due date unless arrangements are made prior to the due date. Technical malfunctions are not a valid excuse for handing in late work.
- The last day to audit or drop the class is November 12, 2015.
- Electronic devices must be shut off or put on silent and placed in a purse or backpack.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should

then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty.  Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:**  Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication.  Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:**  If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu .  The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

## Tentative Schedule: Subject to change

| Week of | Monday | Wednesday | Friday |
|---------|--------|-----------|--------|
| 8/24 | Welcome and introductions/class overview and chapter 1 | Chapter 1 | Ch 2: The Evolution of Management |
| 8/31 | Ch 3: The Organizational Environment and Culture | Ch 3: The Organizational Environment and Culture | Exam 1 |
| 9/7 | Labor Day - No Class | Ch 4: Ethics and Corporate Responsibility | Ch 4: Ethics and Corporate Responsibility |
| 9/14 | Ch 5: Strategic Planning and Decision Making | Ch 5: Strategic Planning and Decision Making | Ch 6: Entrepreneurship |
| 9/21 | Ch 6: Entrepreneurship | Ch 6: Entrepreneurship | Exam 2 |
| 9/28 | Ch 7: Organizing for Action | Ch 7: Organizing for Action | Ch 8: Managing Human Resources |
| 10/5 | Ch 8: Managing Human Resources | Ch 9: Managing Diversity and Inclusion | Ch 9: Managing Diversity and Inclusion |
| 10/12 | Exam 3 | Ch 10: Leadership | Ch 10: Leadership |
| 10/19 | Fall Break - No Class | Ch 11: Motivating People | Ch 11: Motivating People |
| 10/26 | Ch 12: Teamwork | Ch 12: Teamwork | Ch 13: Communicating |
| 11/2 | Ch 13: Communicating | Exam 4 | Advising Day - No Class |
| 11/9 | Ch 14: Managerial Control | Ch 14: Managerial Control | Ch 14: Managerial Control |
| 11/16 | Ch 15: Innovating and Changing | Ch 15: Innovating and Changing | Exam 5 |
| 11/23 | presentations | Thanksgiving Break - No Class | Thanksgiving Break - No Class |
| 11/30 | presentations | presentations | presentations |
| 12/7 | presentations | presentations | presentations |
| 12/14 | **Final Exams TBA** | **Final Exams TBA** | |