Department:

Business

Course Description:

This course is designed to provide a basic understanding of the field and techniques of management. The course will cover management and managers, scientific management, human relations in management, bureaucracy in management, contingency findings, the management of foreign operation, product management, and ethics and social concerns of managers.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define and describe areas of management.
2. Explain early management theories, human relations, and the management process.
3. List and explain decision-making processes.
4. Define and explain communication, interpersonal and organizational communication, and semantics.
5. Define ethics and social responsibility, and outline relevant laws regarding consumers.
6. Explain the importance of international business.
7. Define the areas of planning and explain management by objectives (MBO).
8. Explain the types of business strategies and forecasts.
9. Define operations management and explain the difference between Gantt Charts, CPM, and PERT.
10. Explain the four principles types of organization that are related to authority.
11. Explain various types of organizational charts.
12. Describe formal and informal work groups.
13. Explain leadership and quality circles.
14. Define job analysis, description, and skills.
15. Define test, validity, and reliability of tests.
17. Define job motivation and theories of needs and motivation.
18. Define leadership, power, and traits.
20. List categories of organizational change and explain why employees resist change.
21. List the two categories of management control and control methods.
22. Define job and performance appraisal, job description, and compensation.
23. Explain ways to control costs of operating a company.
24. Describe management information systems.
Course Content:

A. Introduction
   1. Managers and Management
   2. The Management Environment
   3. Integrative Managerial Issues

B. Planning
   1. Foundations of Decision Making
   2. Foundations of Planning

C. Organizing
   1. Organizational Structure and Design
   2. Managing Human Resources
   3. Managing Change and Innovation

D. Leading
   1. Foundations of Individual Behavior
   2. Understanding Groups and Managing Work Teams
   3. Motivating and Rewarding Employees
   4. Leadership and Trust
   5. Managing Communication and Information

E. Controlling
   1. Foundations of Control
   2. Operations Management

Learning Assessment:

Assessment techniques may include, but are not limited to, group activities, written assignments, reflection papers, projects, class presentations, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.
On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.