

Instructor: Cindy Brown, M.Ed.  
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Office: Room 125  
Office Phone: 662-1532  
Office Hours: Monday – Friday - Schedule posted on office door, Room 125  
Class Hours: Monday – Wednesday – Friday, 9:00 – 9:50 AM  
Classroom: Room 122  
Class #: 16434  
Credit Hours: 3 credit hours  
Prerequisite: None

### **CATALOG DESCRIPTION:**

Learn basic functions of the manager; planning, organizing, staffing, directing, and controlling activities at all levels. Designed to provide students with the information essential to develop a framework about management and to develop managerial knowledge and skill. Specific case problems reviewed.

### **MATERIALS OF INSTRUCTION:**

*Management: A Practical Introduction*, Kinicki, Williams. 9<sup>th</sup> Edition. Mc-Graw-Hill, 2020.  
McGraw Hill Connect.

### **CTE MISSION STATEMENT:**

The Career and Technical Education Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the Trade and Technical Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.

### **COURSE OBJECTIVES:**

1. To develop your understanding of the basic functions of management – Planning, Organizing, Leading, and Controlling.
2. To understand the historical development of management theory.
3. To use a number of self-assessment tools to determine important dimensions of each student's management style.

### **PHILOSOPHY OF GENERAL EDUCATION AT LAKE REGION STATE COLLEGE**

- I. **An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems, which enable an educated person to make discriminating moral choices—*personal/inter-personal skills.***
3. To apply knowledge gained in the educational process and use that knowledge in everyday living—*apply knowledge to the real world.*

6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society—*values and ethics*.
7. To develop work habits and ethics necessary to function effectively in the workplace—*work-related skills*.

**II. An educated person must be able to think, speak, and write effectively—*communication/thinking skills*.**

1. To develop a working knowledge of the English language to communicate effectively by writing and speaking clearly and concisely--*present ideas (oral/written)*.
2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner—*rational/critical/higher-order thinking*.
3. To use information objectively for solving problems and arriving at alternative solutions— *problem-solving skills*.

**VII. An educated person must have a continued commitment to life-long learning—*life-long learning experiences/skills*.**

1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—*value of life-long learning*.
2. To nurture and promote the ability to adapt to an ever-changing society—*adapt to the future*.

**GRADING:**

There will be a minimum of two exams and sixteen quizzes throughout this course. Exams and quizzes will be based on material from the text, lecture notes, and case studies. Answering questions will require both knowledge of the theory of management and an ability to apply that theory to various fact situations. There will be no make-up exams unless arrangements are made with the instructor BEFORE the regularly scheduled exam. Make-up exams will be administered only at special make-up times arranged with your instructor.

Case studies will be included in this course. Further information will be provided by your instructor.

Drop quizzes and/or individual/group assignments will be periodically given in class. If a make-up quiz or assignment is approved by the instructor, only 50% of the original points for that quiz or assignment will be possible. The instructor reserves the right to deny make-up quizzes and/or assignments.

At the end of the course, grades will be averaged for those students completing the course. The following course grades will be based upon the indicated percentages:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

Regular attendance is EXPECTED. Failure to attend and/or participate regularly in class discussion and activities will affect your final grade.

**ACADEMIC HONESTY/DISHONESTY**

Lake Region State College is committed to an environment of integrity. The college values academic achievement and expects students to be truthful, ethical and responsible in their academic work. Commitment to academic integrity is the responsibility of every Lake Region State College student and employee. The Academic Integrity Code is established to encourage students to be responsible for their own learning by completing assignments, preparing for lessons, and participating in class in ethical and honest ways.

### **Definition**

Academic integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

**In each *first* case of plagiarism, a grade of zero will be recorded, and further disciplinary and/or legal action may be considered.**

### **SPECIAL NEEDS OF STUDENTS:**

Students needing special arrangements because of physical handicap or other reasons should notify your instructor as soon as possible.

### **MAJOR UNITS:**

Chapter 1: The Exceptional Manager: What You Do, How You Do It  
Chapter 2: Management Theory: Essential Background for the Successful Manager  
Chapter 3: The Manager’s Changing Work Environment & Ethical Responsibilities: Doing the Right Thing  
Chapter 4: Global Management: Managing Across Borders  
Chapter 5: Planning: The Foundation of Successful Management  
Chapter 6: Strategic Management: How Exceptional Managers Realize a Grand Design  
Chapter 7: Individual & Group Decision Making: How Managers Make Things Happen  
Chapter 8: Organizational Culture, Structure, & Design: Building Blocks of the Organization  
Chapter 9: Human Resource Management: Getting the Right People for Managerial Success  
Chapter 10: Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager  
Chapter 11: Managing Individual Differences & Behavior: Supervising People as People  
Chapter 12: Motivating Employees: Achieving Superior Performance in the Workplace  
Chapter 13: Groups & Teams: Increasing Cooperation, Reducing Conflict  
Chapter 14: Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader  
Chapter 15: Interpersonal & Organizational Communication: Mastering the Exchange of Information  
Chapter 16: Control Systems & Quality Management: Techniques for Enhancing Organizational Effectiveness

### **STUDENT OUTCOMES/COMPETENCIES:**

1. To identify and understand the management concepts that are introduced in this course.
2. To apply these concepts and functions to case study applications and to current managerial situations.
3. To define management and describe it in terms of efficiency and effectiveness.

### **ASSESSMENT TOOLS AND PROCEDURES:**

**Writing Assignments** - All assignments must be prepared in Microsoft Word (12 pt. Times New Roman font) unless otherwise approved by the instructor. All writing assignments must be submitted within the appropriate assignment area in Blackboard.

**Case Studies** – Case Studies are assessed on critical thinking skills and writing ability.

**Presentations** - Oral presentations including role plays are evaluated based on content knowledge demonstrated during presentations.

**Peer Evaluations** - Peer evaluations consist of student analysis and assessment of peer proficiency using established criteria from the instructor. An activity must be very carefully structured if students are to receive valid feedback from their peers.

**Quizzes and Exams** – Quizzes and Exams will be assessed based on knowledge gained from lecture, review questions, power points, and activities throughout the chapter.

**Participation** - Class participation will be assessed by the instructor and graded weekly. It is very important to attend class and participate in discussions.