

# Florida Community College at Jacksonville

## Kent Campus

Principals of Management MAN 2021/REF 218613

Fall 2005

Monday-Wednesday, 11:00-12:15, Kent Campus Room B-209

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Office Hours: M-W 10:45-11:00, 12:15-12:30, 1:45-3:00...T-TH 10:30-11:00, 12:15-12:30, 1:45-2:30...T 1:45-6:00 it is advised that you make an appointment with me.

### **COURSE DESCRIPTION**

This course consists of a detailed analysis of the management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides students with the framework for further study in the field or the background for practical application of management principles.

### **COURSE OBJECTIVES**

1. At the conclusion of this course the student should have a basic understanding of the management process in organizations.
2. The student should be able to successfully plan and make managerial decisions.
3. The student should be able to effectively organize and apply fundamental management concepts to the workplace.
4. The student should be able to effectively listen to and lead employees in organizations using both verbal and non-verbal communication.
5. The student should be able to better motivate and control groups of people within organizations.

### **CLASSROOM POLICIES**

*Attendance:* although attendance is not required at every class meeting, a large portion of your final grade will be based on class participation; therefore poor attendance will result in a poor class participation grade and will negatively affect your final course grade.

*Tardiness:* Please try to be to class on time, chronic tardiness will also negatively affect your class participation grade.

*Cell Phones:* Please put your cell phones on "silent/vibrate" mode and quietly exit the classroom before talking.

*Withdraw:* Final date to withdraw from class with a "W" 11-7-05.

*Incomplete Grade Policy:* The instructor will not assign "I" grades.

## **TEXTBOOK**

*Effective Management*, by Chuck Williams, 2nd Edition, 2006. Please bring your text to all class sessions.

## **ACADEMIC HONESTY**

Plagiarism and/or blatant cheating will not be tolerated. If any student is caught participating in these unethical practices, a zero will be given on the assignment or test.

## **CLASS SCHEDULE**

<b><u>WEEK</u></b>	<b><u>TOPIC</u></b>	<b><u>ASSIGNMENTS</u></b>
1	Class Introductions, Goal Setting**	
2	What is Management/Business Culture	Ch. 1-2
3	Business Ethics	Ch. 3
4	Oral Reports	
5	Planning/Decision Making/Information	Ch. 4-5
6	Exam 1	Ch. 1-5
7	Management Control	Ch. 6 (WrtnRptDue)
8	Global Mgmt/Strategy	Ch. 7-8
9	Innovation/Change/Structure	Ch. 9-10
10	Exam 2	Ch. 6-10
11	Teamwork	Ch. 11
12	HR/Operations	Ch. 12-13
13	Motivation	Ch. 14
14	Leadership/Communication	Ch. 15-16
15	Group Projects	
16	Monday Dec. 12 10:30-12:30 Final Exam	Ch. 11-16

## EVALUATION

Class Participation	100 Points
3 Exams	150 Points (50 points each)
Oral Report	100 Points
Written Report	100 Points
Group Project	150 Points
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Total Points	600 Points

A = 600-540, B = 539-480, C = 479-420, D = 419-360, F = 359-0 (Points)

## EXAMS

Three exams will be given during the term. The tests will be based on the *book*. The final exam will not be *cumulative*. Format for the exams may be multiple choice and true/false. No make up exams will be given, if a student misses an exam, the final exam will double in point value if a student misses the final, he/she will receive a "0" grade for the test.

## ASSIGNMENTS

**Oral Management Report:** Each student will present an oral report to the class. This report should relate an actual management event that the student experienced from a professional "real world" manager. It should include both the good and bad parts of the interaction. The presentation should be at least 3 minutes long and must include a PowerPoint presentation.

**Written Management Report:** Students will be expected to write a 1-2 page summary report on a management to employee interaction that they personally experienced. It must be a different scenario than the student used in the oral report. As stated above, it should include both the good and bad parts of the interaction. Use terminology from the book.

### **Group Project**

For every chapter in our text there are two end of chapter exercises titled "Management Decision and Develop Your Career Potential". Each group of two students will select a chapter and complete and present analysis of the two exercises. Your findings must be in a 7-10 minute time frame and must be presented in class using PowerPoint.

**Class Participation/Attendance:** As in the real world, your opinions count...TALK and add to the classroom discussion. Do not be shy or timid. This portion of your grade can “make or break” you!

***This course syllabus is a working outline for our semester...at the Professors discretion with input from the class it may be altered to promote excellence in learning.***