

West Los Angeles College
Management 1 Principles of Management (CSU) – 3 Units – Section 1422
Fall Session – September 3, 2014 – December 17, 2014
Class Meets: Monday & Wednesday 9:35am – 11am Room GC 330
Office Hours: By Appointment
William Vega, Instructor – email: vegawm@wlaac.edu
Foundations of Management – Kreitner

Syllabus

Principles of Management
Fall Semester 2014

COURSE DESCRIPTION: This course provides practical and valid information about solutions to managerial problems through research findings, theory, and current successful practices. Detailed analysis of basic managerial functions including planning, organizing/staffing, leading, and controlling is made. Emphasis is placed on technical, interpersonal, conceptual, diagnostic, and political managerial skills needed to succeed as a manager in a domestic or global business environment.

REQUIRED TEXTBOOK: Foundations of Management – Basic and Best Practices by Robert Kreitner, 2008.

OBJECTIVES: The Principles of Management course is designed to:

1. Provide a fundamental understanding of an Organization's management systems and the role of managers in those systems.
2. Provide a fundamental understanding of the management of the Organization's Core Administrative Process (Planning, Strategy, Maintaining Control).
3. Provide a fundamental understanding of the ethical issues and social responsibilities managers face in today's environment.
4. Provide a fundamental understanding of human resources management and product management and the various methods used for the successful management of employees.
5. Provide an understanding of how new technology affects various management systems.

STUDENT LEARNING OUTCOMES:

1. Analyze the role of a manager in a business environment and prepare a business plan reflective of the unique U.S. marketplace.

CLASS FORMAT AND INSTRUCTIONAL METHODS: Format includes class lectures, reading assignments, review of assignments in class/lecture, weekly homework assignments, quizzes, mid-term assignment, and final exam.

ASSIGNMENTS: All assignments must be submitted by email and have a clear file name containing your name and the name of the assignment. For example: Vega William Introduction Assignment.doc

Reading:

Students are expected to read each chapter before class. For example, on class meeting 2 we will discuss chapter 1 and students should be prepared to participate in class discussion of the content and topics.

Homework:

The homework for this class will consist of weekly written assignments. Students will read the case study at the end of each chapter and answer the questions. Homework will be due each Monday before the beginning of class and should not exceed one page in length. No late assignments will be accepted

QUIZZES: There will ten quizzes given in class during the semester. Quizzes will cover the assigned reading.

MID-TERM: The mid-term assignment will be the creation of a business plan slide presentation based on the Best Practices segment on page 24 of the textbook. Each question will be limited to one slide and the entire business plan will be limited to 8 slides.

FINAL EXAM: The final will be an in class written response to questions covering the entire content of the course.

Grading Scale

| Assignment | Total Points |
|---------------|--------------|
| Homework (15) | 300 |
| Quiz (10) | 100 |
| Mid Term | 300 |
| Final | 300 |
| | |
| Total All | 1000 |

| | |
|---|-----------|
| A | 900+ |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | Below 599 |

ATTENDANCE: Attendance is essential for success. You should remain in class during the entire session. It is the student's responsibility to drop a class that he or she plan to no longer attend. Failure to withdraw may result in an "F" or "NC" grade.

Course Agenda

| Class Meeting | Date | Topic |
|---------------|------|---|
| 1 | 9/3 | Class Introductions |
| 2 | 9/8 | Chapter 1 – Today’s Managers and Entrepreneurs <u>Learning Goals:</u> <ul style="list-style-type: none">a. Define the term Managementb. Identify the Eight Managerial Functionsc. Explain how Managers learn to Managed. Describe Entrepreneurs Introduction Assignment Due |
| 3 | 9/10 | Continue Chapter 1 |
| 4 | 9/15 | Chapter 2 – Management’s Changing Landscape <u>Learning Goals:</u> <ul style="list-style-type: none">a. Define Managing Diversityb. How politics and law affect managementc. Why managers should study the global economyd. Define the term intrapreneur Homework Assignment #1 Due |
| 5 | 9/17 | Continue Chapter 2 |
| 6 | 9/22 | Chapter 3 – Management’s Social and Ethical Responsibilities <u>Learning Goals:</u> <ul style="list-style-type: none">a. Define Corporate Social Responsibilityb. Identify Four Social Responsibility Strategiesc. Business Ethics Researchd. Managers role in Business Ethics Homework Assignment #2 Due |
| 7 | 9/24 | Continue Chapter 3 |
| 8 | 9/29 | Chapter 4 – International Management <u>Learning Goals:</u> <ul style="list-style-type: none">a. Describe the six-step Internationalization Processb. High-Context and Low-Context Culturesc. Hofstede’s Researchd. North American women on Foreign Assignments Homework Assignment #3 Due |
| 9 | 10/1 | Continue Chapter 4 |
| 10 | 10/6 | Chapter 5 – Planning and Strategy <u>Learning Goals:</u> <ul style="list-style-type: none">a. Define the term Planning |

- b. Explain the 80/20 Principle
- c. Explain the concept Synergy
- d. SWOT analysis

Homework Assignment #4 Due

11 10/8 Continue Chapter 5

12 10/13 Chapter 6 – Making Decisions and Solving Problems

Learning Goals:

- a. Specify five sources of decision complexity
- b. Differences between programmed and nonprogrammed decisions
- c. Pros and Cons of group decision making
- d. Define Creativity

Homework Assignment #5 Due

13 10/15 Continue Chapter 6

14 10/20 Chapter 7 – Designing Effective Organizations

Learning Goals:

- a. Explain the time dimension of organizational effectiveness
- b. Mechanistic and Organic Organizations
- c. Define the term Delegation
- d. The traditional Pyramid organization

Homework Assignment #6 Due

15 10/22 Continue Chapter 7

16 10/27 Chapter 8 – Maintaining Control and Improving Quality

Learning Goals:

- a. Describe three types of control
- b. Identify Five steps of product quality
- c. Define Total Quality Management
- d. Deming's famous 14 points

Homework Assignment #7 Due

17 10/29 Continue Chapter 8

18 11/3 Chapter 9 – Human Resource Management

Learning Goals:

- a. Define the term Human Capital
- b. The PROCEED model
- c. Performance Appraisals
- d. Preventing Sexual Harassment

Homework Assignment #8 Due

19 11/5 Continue Chapter 9

Mid-Term Due

- 20 11/10 Chapter 10 – Communicating for Results
Learning Goals:
 a. The five strategies for communication
 b. Grapevine and Nonverbal Communication
 c. Emails, Cell Phones, and Video Conferences
 d. Listening, writing, and running a meeting
Homework Assignment #9 Due
- 21 11/12 Continue Chapter 10
- 22 11/17 Chapter 11 – Motivating Employees
Learning Goals:
 a. Maslow and Hertzberg’s Motivational lessons
 b. Job enhancements used to motivate
 c. Extrinsic Rewards vs Intrinsic Rewards
 d. Quality of Worklife Programs
Homework Assignment #10 Due
- 23 11/19 Continue Chapter 11
- 24 11/24 Chapter 12 – Managing Groups and Teams
Learning Goals:
 a. Define the term Group
 b. Six Stages of Group development
 c. Define Cross-functional teams
Homework Assignment #11 Due
- 25 11/26 Continue Chapter 12
- 26 12/1 Chapter 13 – Influencing and Learning
Learning Goals:
 a. Eight Generic influence tactics
 b. Five Bases of Power
 c. Goleman’s four leadership traits
 d. Fiedler’s Contingency Theory vs Path-goal Theory
Homework Assignment #12 Due
- 27 12/3 Continue Chapter 13
- 28 12/8 Chapter 14 – Managing Change and Conflict
Learning Goals:
 a. The Nadler-Tushman model
 b. Why employees resist change
 c. Unfreezing-change-refreezing analogy
 d. Competitive vs Cooperative Conflict Styles
Homework Assignment #13 Due
- 29 12/10 Continue Chapter 14

30 12/15 Review for Final
Homework Assignment #14 Due

31 12/17 Final Exam

***Instructor has the right to modify and/or change the chapters and assignments set forth above. ***

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW THE POLICY, PROCEDURES, AND CALENDAR DEADLINES FOR DROPPING A COURSE PROPERLY.

| LAST DAY TO | |
|--|--|
| Apply In-Person | All Year |
| Add Traditional Classes | Aug 31 online Sept 12 in-person |
| Drop a Class w/o a Fee | Sept 12 |
| Drop a Class w/o a W | Sept 12 |
| Drop w/ a W | Nov 21 |
| File Pass/No Pass | Sept 12 |
| CAMPUS CLOSED | Labor Day, Sept 1 Veteran's Day, Nov 11 Thanksgiving Nov 27 - 30 |
| <i>NOTE: Short-term courses and other accelerated program classes have different deadlines. Please check with your instructor.</i> | |