



COURSE OUTLINE

COURSE NO: BUS 103

COURSE NAME: PRINCIPLES & PRACTICES
OF
MANAGEMENT II

CREDIT HOURS: 3

CLASS HOURS: 3

LAB HOURS: 2

DATE: Winter 2006

PREPARED BY: Dave Aiken

TO BE UPDATED: Spring 2008

APPROVED BY: Sue Chiki

PREREQUISITES: BUS 102

COURSE DESCRIPTION: The second of a two-part series of courses that continue on examination of management theory and practice, with an emphasis on current trends in management. Along with leadership and motivation, the course discusses both the individual and interpersonal processes contributing to this part of management.

COURSE OBJECTIVES: Upon completion of this course, the student will be able to:

1. Discuss the process of staffing along with human resource planning and compensation decisions.
2. Develop an understanding of organizational culture, change, and organizational development.
3. Understand leadership behaviors and contemporary perspectives on leadership with their impact on motivation of individuals and groups.
4. Use practical aids to managerial communication in organizations.
5. Establish a control system and be able to overcome resistance to control.

COURSE MATERIALS:

- *Understanding Management*, 5th Edition, Daft and Marcic. Southwestern 2006.

SAFETY PRACTICES: To promote and insure the safety of all in this course and others, the students of this course agree to act in a safe and orderly manner at all times during this course, and agree to follow any and all policies as announced in class, or as posted in JL 353.

TOPICAL OUTLINE:

- Topic #1: Human Resource Issues: Staffing and selection along with training, performance appraisal, and collective bargaining are covered. Benefits and compensation are examined.
- Topic #2: Organizational Development And Effectiveness: This topic includes overcoming resistance to change along with diagnosing control problems. An emphasis is placed upon human resource problems.
- Topic #3: Leadership And Motivation: A major topic in the course. Various motivation theories are presented in context of how they relate to both individuals and groups. Various leadership models are presented along with managing groups and teams in organizations.
- Topic #4: Organizational Control and Quality: Maintaining effective organizational control, productivity, and quality control issues are covered in this topic.
- Topic #5: Managing Information: This topic focuses on the information needs of managers and the types of systems used to provide them.
- Topic #6: Success Skills: Communicates effectively. Maintains a code of ethics. Practices human relations skills. Demonstrates math skills.

DISABILITIES NOTICE:

If you have been diagnosed with a disability that hinders your academic suggest, please immediately contact the Access Center Office of Disabilities in JL 258 for special accommodations.

STUDENT INSURANCE/COVERAGE:

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

HOCKING COLLEGE

EVALUATION OF THE STUDENT

COURSE NO.: BUS 103

COURSE NAME: PRINCIPLES & PRACTICES
OF MANAGEMENT II (Online)

INSTRUCTOR (S): DAVE AIKEN

DATE PREPARED: Winter 2005

APPROVED BY: Sue Chiki

The objective of the instructor is to help the student to learn some of the concepts of management. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

The steps to the successful completion of Principles and Practices of Management II Online are as follows:

1. Read each chapter Study Guide carefully. It contains a listing of concepts and skills that you will be expected to master from the text chapter.
2. Read each text chapter carefully.
3. Be sure to discuss any questions you have with the instructor.
4. When you feel ready, request and complete the exam for that chapter.

SPECIFIC FACTORS

1. **EXAMINATIONS:** The student will be required to successfully complete a test for each chapter.

COURSE NO. BUS 103
MANAGEMENT II

COURSE NAME

PRINCIPLES & PRACTICES OF

2. **PROJECTS/HOMEWORK:** Projects and homework may be assigned as part of the course work. Projects and homework turned in late are not acceptable unless special arrangements have been made in advance of the due date with the instructor.
3. **ATTENDANCE:** You should go online regularly and submit your work as required. Generally, a student must spend about five (5) hours a week on the course in order to complete it in one quarter.

It is understood that there will be times when a student will be absent due to illness or other acceptable reasons. When it is necessary to be absent, the student would discuss this with the instructor by e-mail.

4. **CLASS PARTICIPATION:** This is very subjective in nature, and while class participation is encouraged, in general, it will not be used in evaluation, except in very positive cases.
5. **EXTRA PROJECTS:** With the express, prior permission of the instructor, a student may be permitted to undertake a project that is related to the course content.
6. **GRADING SCALE:**
Letter grades will be assigned as follows:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F (No Credit/Failure)

Using all of the preceding factors, a student should constantly be aware of his or her potential final grade in the course. The student is welcomed and encouraged to initiate discussion with the instructor regarding his or her progress or other aspects of this course.

7. **PROGRESS GRADE:** PR Grades will not be given for this course. It must be completed in the quarter that it was started.
8. **POLICY REGARDING HONESTY:**
Note: It is assumed that students are honest. If there should be a situation in which a student is observed in dishonesty in a testing situation, the grade recorded for that particular test will be zero. If the situation is other than a test, the final grade may be lowered one letter for each occurrence.

9. **FINAL GRADE CALCULATION:** The grade for the course is determined by averaging all of the final test scores (80% of the grade). Cases and other assignments constitute the remaining 20% percent.
10. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:** Due process procedures for the College are located in the *Student Code of Conduct, Policy & Procedures Manual*, published by the Student Affairs Office, Oakley 210.
11. **DISABILITIES NOTICE:**
If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.
12. **STUDENT INSURANCE COVERAGE:**
Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.