

# COURSE OUTLINE

**MAMT-140**

**Principles of Management**

3 Semester Hours

## HOWARD COMMUNITY COLLEGE

### Description

This course will enable the student to identify and describe the major functions of management which include planning, organizing, leading and controlling. The student will also participate in individual and group activities which will provide practice in exercising these functions. Within this framework, the student will be able to describe and apply the concepts of major contributors to the field of management such as Drucker, Taylor, Hertzberg, McGregor, Fayol, Maslow, Deming and Crosby. (3 hours weekly)

### Overall Course Objectives

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

1. Identify various classical management theorists.
2. Explain the various theories from the differing "schools" of management.
3. Describe the impact of ethics in business management.
4. Describe planning and link it to the controlling process.
5. Identify various types of management decisions, and decision making processes.
6. Identify the various ways an organization can be structured, based on the culture and the strategic plan.
7. Compare and contrast various types of authority (power) and how they are used in an organization.
8. Describe the role of Human Resource Management (HRM) in an organization.
9. Summarize the various models of change and describe how they are used by an organization.
10. Describe some sources of organizational conflict and identify some approaches for reducing the conflict.
11. Describe various theories on motivation and explain their implications for managers.
12. Distinguish among various leadership styles and how they impact on the organization's culture.
13. Describe how various types of groups function in an organization.
14. Discuss the communication process and describe barriers to communication in an organization.
15. Describe the concept of controlling and its link to measuring performance--financial, operational, and information systems control.
16. Define entrepreneurship and describe the role of an entrepreneur in an organization.
17. Discuss some aspects of managing on an international level.

## **Major Topics**

- I. Introduction to Management Theory
- II. Ethics and Social Responsibility in Business Management
- III. The Planning Process - Strategic Planning and Decision-Making
- IV. Designing the Organization's Structure
- V. Managing Resources
- VI. Leadership, Motivation and Communication
- VII. Controlling (Evaluating) - Finances, Production, Information Systems
- VIII. Emerging Concepts in Management - Entrepreneurship, International Business

## **Course Requirements**

**Grading/Exams:** Grading procedures will be determined by the individual faculty member but will include the following:

Several exams, in-class analysis of management situations.

**Writing:** Specific assignments will be determined by individual faculty members.

## **Other Course Information**

This is a required course for Business Management career majors, and is a business elective for others. This course would be useful for anyone who is currently a business manager or plans to become a manager.