

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	MAN 2021
COURSE TITLE:	Principles of Management
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	35
CATALOG COURSE DESCRIPTION:	
<p>This course consists of a detailed analysis of management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles.</p>	
SUGGESTED TEXT(S):	<u>Effective Management</u> , Chuck Williams, Latest Edition
IMPLEMENTATION DATE:	November 16, 1987
REVIEW OR MODIFICATION DATE:	Fall Term, 2002 (20031) Fall Term, 2008 (20091) - Outline Review 2007 CLOA added 2009 (20092)

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. What is Management	6
A. Managerial Environments	
B. The Manager's Job: An Overview	
C. The Challenge of Management	
D. The Functions of Management	
II. Ethics and Social Responsibility	5
A. Workplace Behavior	
B. Ethical Decisions in Management	
C. Being Socially Responsible	
III. Management Planning and Decision Making	5
A. Organizational Objectives	
B. Nature of Strategic Planning	
C. Steps in Strategic Decision Making	
D. Making Operating Plans	
E. Planning Tools and Techniques	
F. Information and the Decision Making Process	
G. Quantitative Methods in Decision Making	
H. Continuous Improvement	
IV. Organizing for Effective Performance	6
A. Designing the Organization Structure	
B. Designing Organizational Processes	
C. Teams	
V. Global Management	6
A. Global Business	
B. How to Go Global	
C. Where to Go Global	
VI. Managing Human Resources	6
A. Human Resources Planning and Recruitment	
B. Jobs, Stress, and the Quality of Working Life	
C. Organizations-Change and Development	
D. Management of Professional Careers	

COURSE TOPICS (CONTINUED)	CONTACT HOURS <u>PER TOPIC</u>
VII. Leading and Motivation	6
A. Motivation and Job Satisfaction	
B. Theories of Motivation	
C. Situational Leadership	
VIII. Managing Communication	3
A. Perception	
B. How to Improve	
C. Managing Information	
IX. Controlling Performance	2
A. The Process of Control	
B. Operations Management	
C. Social Responsibility and Ethical Behavior	

PROGRAM TITLE: Business Administration and Management

COURSE TITLE: Principles of Management

CIP NUMBER: 0506.040102

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

04.0 PERFORM COMMUNICATION ACTIVITIES -- The student will be able to:

- 04.01 Follow oral and written instructions.
- 04.04 Participate in a group discussion as a member and as a leader.
- 04.04 Obtain appropriate information from graphics, maps, or signs.
- 04.05 Locate and record information retrieved from written resources including current business periodicals.

05.0 DEVELOP HUMAN RELATIONS SKILLS -- The student will be able to:

- 05.01 Demonstrate appropriate work habits.
- 05.02 Identify traits that promote good human relations and increase job performance.
- 05.03 Analyze and develop written solutions to behavior problems affecting job performance.

09.0 DEVELOP LEADERSHIP SKILLS -- The student will be able to:

- 09.01 Prepare an agenda.
- 09.02 Demonstrate the ability to conduct an orderly meeting.
- 09.03 Greet and introduce individuals.

11.0 PERFORM DECISION MAKING ACTIVITIES -- The student will be able to:

- 11.01 List the steps in problem solving.
- 11.02 Demonstrate the ability to determine the proper priority of work.
- 11.03 Prepare a day's schedule for an employer.
- 11.04 Choose appropriate action in situations requiring application of business ethics.
- 11.05 Choose appropriate action in situations requiring following a chain of command.
- 11.06 Choose appropriate action in situations requiring effective time management.
- 11.07 Identify ways to assign work to others.

12.0 IDENTIFY, CLASSIFY, AND DEMONSTRATE MANAGEMENT ACTIVITIES -- The student will be able to:

- 12.01 Identify the correct definition of management.
- 12.02 Identify management positions of styles.
- 12.03 Identify the major functions of management.
- 12.04 Classify activities as part of the planning function of management.
- 12.05 Classify activities as part of the organizing function of management.
- 12.06 Classify activities as part of the staffing function of management.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

- 12.07 Classify activities as part of the directing function of management.
- 12.08 Classify activities as part of the controlling function of management.
- 12.09 Distinguish among management functions.
- 12.10 Demonstrate a knowledge of the relationship between authority and responsibility to task accomplishment.
- 12.11 Select the most effective communication systems.
- 12.12 Identify problems and make an appropriate decision.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: <u>MAN2021</u>	SEMESTER CREDIT HOURS: <u>3</u>
COURSE TITLE: <u>Principles of Management</u>	

Section 2			
TYPE OF COURSE: (Click on the box to check all that apply)			
<input checked="" type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep	
<input checked="" type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate	
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship	
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)			

Section 3 (If applicable)		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4					
INTELLECTUAL COMPETENCIES:					
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry	
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input type="checkbox"/> Working Collaboratively	

Section 5	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	The student will be able to have a basic understanding of the management process in organizations.	Tests or class participation
•	The student will be able to demonstrate an understanding of making managerial decisions.	Tests or projects
•	The student will be able to demonstrate an understanding of organization and fundamental management concepts.	Tests or projects
•	The student will be able to demonstrate an understanding of effective listening and leading employees using both verbal and non-verbal communication.	Tests or projects, class participation
•	The student will be able to demonstrate an understanding of motivation and control of groups of people.	Projects or class participation

Section 6	
Name of Person Completing This Form: <u>Gary Corona</u>	Date: <u>10-2-2007</u>