



Lincoln University

BA 110 – Management Principles COURSE SYLLABUS 2018

Instructor: Prof. Pete Bogue, PhD
Lecture Schedule: Thursday, 12:30 to 3:15 PM
Credits: 3 units / 45 lecture hours
Level: Developed (D)
Office Hours: Thursday, 11:30 AM-12:30 PM by appointment
e-mail: pbogue@lincolnuca.edu

Textbooks: Robbins, Stephen P., Mary Coulter and David A. Decenzo, "Fundamentals of Management," 10th Ed. (Boston: Pearson Education, Inc., 2017). ISBN 9780134237473.

Last Revision: January 28, 2018

CATALOG DESCRIPTION

The course is emphasizing management of organization structures achieving organizational objectives and fundamental concepts related to the practice of management in terms of the basic functions of planning, organizing, motivating, directing and controlling. (3 units)

Prerequisite: BA 10 or equivalent

EDUCATIONAL OBJECTIVES

The course provides balanced coverage of all key concepts of Management. This includes not only traditional topics such as the management environment, planning, organizing, leading, and controlling, but also cutting-edge issues such as holacracy, the sharing economy, gamification, data analytics/big data, BYOD (bring your own device), and wearable technology. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

COURSE LEARNING OUTCOMES¹

	Course LO	Program LO	Institutional LO	Assessment Activities
1-5	*Define the role of management in an organization. *Recognize and conceptualize the management knowledge learned.	PLO 1	ILO 1a, ILO 2a, ILO 3a	Assigned textbook chapters; Discussion questions; Case applications;

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

	<p>*Explain management theory and applications.</p> <p>*Demonstrate cognitively the role of management methods in practice.</p> <p>*Research the internet effectively for management information.</p>			<p>Personal inventory assessments;</p> <p>Internet search assignment;</p> <p>Comprehensive final exam;</p> <p>Attendance.</p>
6	<p>*Demonstrate critical thinking by identification, recognition, or application of key terms, items, concepts or relevant data.</p>	<p>PLO 2</p>	<p>ILO 1a, ILO 6a</p>	<p>Discussion questions;</p> <p>Case applications;</p> <p>Case application Power Point presentation;</p> <p>Internet search assignment.</p>
7	<p>*Analyze the key issues for decision-making related to administering the management elements such as the manager's role, the management environment, integrative managerial issues, decision making, planning, organizational structure and design, managing human resources, foundations of individual behavior, groups and managing work teams, motivating and rewarding employees, leadership and trust, foundations of control.</p>	<p>PLO 4</p>	<p>ILO 1a, ILO 2a, ILO 5a</p>	<p>Discussion questions;</p> <p>Case applications;</p> <p>Case application Power Point presentation;</p> <p>Personal inventory assessments;</p> <p>Internet search assignment</p>

INSTRUCTIONAL METHODS

This is a direct classroom instruction course.

Lectures supported by PowerPoint slides with supervised exercises and business case studies. The emphasis will be on learning by doing. Every student must participate in intensive classroom activities, must complete homework, course assignments, and exams.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

COURSE REQUIREMENTS

Students will be responsible for completing the textbook chapter readings prior to the lectures, homework and classroom activities, case studies, and final exams. The expected amount of time a student will need to spend outside of class to complete his/her individual and/or group out-of-class homework assignments is six (6) hours per week for a 3-unit class.

ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

The basis for the determination of the final grade for the course will be the total weighted score for all activities according to the percentages shown in the table:

Discussion Questions	10%
Case Applications:	10%
Case Application Power Point Presentation:	15%
Personal Inventory Assessments:	10%
Internet Search Assignment:	15%
Comprehensive Final Exam:	35%
Attendance:	05%
Total:	100%

GRADING SCALE (POINT/GRADE CONVERSION)

100-95 A	76-74 C
94-90 A-	73-70 C-
89-87 B+	69-65 D+
86-84 B	64-60 D
83-80 B-	59 or <F
79-77 C+	

ATTENDANCE

Regular attendance at classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absences or tardiness may result in loss of credit, lowering of grade, or dismissal from the class. Students are responsible for making up class work missed.

EXAMINATIONS

The final exam will consist of short answer and/or essay questions evaluating the student's understanding of the basic concepts, terms, processes, and issues covered in the course.

ELECTRONIC DEVICES

Cell phone ringers must be turned off while in the classroom and placed in a vibrating mode. Smart phone and laptop screens may not be viewed in class while lectures are in progress unless otherwise instructed.

INTEGRITY AND QUALITY OF SCHOLARSHIP

Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author's work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in English structure, grammar, spelling, and sophistication of analysis.

PLAGIARISM DETECTION

Lincoln University subscribes to Turnitin plagiarism prevention service. Student work will be used for plagiarism detection and for no other purpose. Originality reports will not be available for viewing.

MODIFICATION OF THE SYLLABUS

This syllabus and schedule are subject to change in the event of extenuating circumstances. An announcement of any changes will be made in class.

HOMEWORK AND CLASSROOM ACTIVITIES

Note: Student teams will answer their assigned “Discussion Questions” in advance of lectures, word process the answers, bringing them to class, prepared to respond if called upon by the instructor to summarize the answers to these review questions. Satisfactory answers will be scored as a 2 (strong answer), 1 (satisfactory answer), or 0 (unsatisfactory answer or absence). Student teams will submit the Discussion Questions Answers to the instructor (or CANVAS) by the end of the course.

Note: Student teams will analyze and solve the assigned “Case Applications” under the guidance of the instructor, apply relevant concepts and practical applications found in the respective chapters, word process the answers to the questions following the cases, and submit them to the instructor (or CANVAS) by the end of the course.

Note: Student teams will be given the opportunity to make Power Point presentations before the class of solutions to their selection of assigned “Case Applications” and their responses to the questions following the cases. Students must be prepared to deliver creditable responses adding value based upon the material in the relevant chapter. Students’ presentation skills will be assessed and evaluated for their professional demeanor. Please be prepared to participate. What you put into the course will determine what you and others get out of it. Student teams will submit the Power Points to the instructor (or CANVAS) by the end of the course.

Note: Personal Inventory Assessments: Insights Into Your Skills, Interests, and Abilities. Personal Inventory Assessments handouts will be completed in class in conjunction with the textbook readings. Students will record their personal inventory assessment scores and an analysis/interpretation of them on the handouts to be submitted to the instructor (or CANVAS) upon completion of the exercise or by the end of the course.

Note: Undergraduate students will conduct an Internet Search Assignment about W. Edwards Deming’s management philosophy, “Total Quality Management (TQM),” [the forerunner was Japanese Quality Circles], devoted to continual improvement and responding to customer needs and expectations. Students will word process an essay about the results of their Internet Search Assignment, the format of the essay paper must adhere to the APA Publication Manual, available in the L.U. library and on the Lincoln University Website, be documented by proper annotation and referencing and include a bibliography. The 12 point font size should be utilized. Students will include at the beginning of their essay paper the statement, “I have done my own work and have neither given nor received unauthorized assistance on this work.” Students will submit their essay to the instructor (or CANVAS) by the end of the course.

COURSE SCHEDULE

TH 08/24/17, Lecture: Chapter 1, Managers and Management
Discussion Questions 1-1, 1-2, 1-3, 1-4, 1-7, 1-8

- Case Application 2, “Building a Better Boss” Questions 1-18, 1-19, 1-20
Personal Inventory Assessment
- TH 08/31/17, Lecture: Chapter 2, The Management Environment
Discussion Questions 2-2, 2-4, 2-6, 2-7, 2-8, 2-9
Case Application 1, “Getting Back on Target” Questions 2-15, 2-16, 2-17
Personal Inventory Assessment
- TH 09/07/17, Lecture: Chapter 3, Integrative Managerial Issues
Discussion Questions 3-1, 3-3, 3-5, 3-7, 3-8, 3-10
Case Application 2, “Serious about Sustainability?” Questions 3-19, 3-20, 3-21
Personal Inventory Assessment
- TH 09/14/17, Lecture: Chapter 4, Foundations of Decision Making
Discussion Questions 4-1, 4-2, 4-4, 4-5, 4-7, 4-8
Case Application 1, “Big Brown Numbers,” Questions 4-14, 4-15, 4-16
Personal Inventory Assessment
- TH 09/21/17, Lecture: Chapter 5, Foundations of Planning
Discussion Questions 5-1, 5-2, 5-4, 5-5, 5-6, 5-7
Case Application 3, “Future Vision,” Questions 5-24, 5-25, 5-26
Personal Inventory Assessment
- TH 09/28/17, Lecture: Chapter 6, Organizational Structure and Design
Discussion Questions 6-1, 6-3, 6-5, 6-7, 6-8, 6-9
Case Application 1, “You Work Where?” Questions 6-14, 6-15, 6-16
Personal Inventory Assessment
- TH 10/05/17, Lecture: Chapter 7, Managing Human Resources
Discussion Questions 7-1, 7-2, 7-3, 7-4, 7-8, 7-9
Case Application 3, “Spotting Talent,” Questions 7-23, 7-24, 7-25
Personal Inventory Assessment
- TH 10/12/17, Lecture: Chapter 9, Foundations of Individual Behavior
Discussion Questions 9-4, 9-5, 9-6, 9-7, 9-8, 9-9
Case Application 2, “Odd Couples,” Questions 9-19, 9-20, 9-21
Personal Inventory Assessment
- TH 10/19/17, Lecture: Chapter 10, Understanding Groups & Managing Work
Teams
Discussion Questions 10-2, 10-3, 10-4, 10-7, 10-8, 10-10
Case Application 1, “Rx: Teamwork,” Questions 10-15, 10-16, 10-17
Personal Inventory Assessment
- TH 10/26/17, Lecture: Chapter 11, Motivating & Rewarding Employees
Discussion Questions 11-1, 11-2, 11-3, 11-7, 11-8, 11-10

Case Application 1, “One for the Money,” Questions 11-15, 11-16, 11-17
Personal Inventory Assessment

TH 11/02/17, Lecture: Chapter 12, Leadership and Trust
Discussion Questions 12-1, 12-4, 12-5, 12-6, 12-8, 12-10
Case Application 1, “Developing Gen Y Leaders,” Questions 12-14,
12-15, 12-18
Personal Inventory Assessment

TH 11/09/17, Lecture: Chapter 14, Foundations of Control
Discussion Questions 14-1, 14-3, 14-4, 14-5, 14-7, 14-8
Case Application 1, “Top Secret,” Questions 14-14, 14-15, 14-16
Personal Inventory Assessment

TH 11/16/17, Case Application Presentations

TH 11/21-25/17 Fall Recess (Thanksgiving Holiday)

TH 11/30/17, Case Application Presentations

TH 12/07/17 Final Comprehensive Exam Results Due to instructor (or on CANVAS) (Chapters 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 14); ALL ASSIGNMENTS DUE to INSTRUCTOR (or on CANVAS).