Lincoln University

BA 110 – Management Principles

COURSE SYLLABUS
Fall 2020

Course: BA 110 – Management Principles
Level: Development (D)
Lecture Schedule: Saturday, 9:00 AM – 11:45 AM
Credit: 3 units (45 lecture-hours)
Instructor: Harpal S. Dhillon, PhD
Office Hours: Saturday: 3:15 PM – 4:00 PM
Students are advised to schedule appointments by signing their names on the appointment list which is located in the class web site. Additional guidance regarding scheduling of one-on-one meeting with the professor will be provided in the first class. Students are encouraged to communicate with the professor through e-mail messages.
E-mail: hdhillon@lincolnuca.edu
Phone: (202) 330-2979 (Please call me on the phone between 6 AM and 6 PM (Pacific Time). **Phone communication in emergency situations only**)

Textbook:
Samuel C. Certo, and S. Trevis Certo ; *Modern Management : Concepts and Skills* (14th Edition), Pearson-Prentice Hall (2016) ISBN-13: 9780133859812

Last Revision: August 5, 2020

Prerequisite: BA 10 or equivalent

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 covers not only traditional topics such as the management environment, planning, organizing, leading, and controlling, but also cutting-edge issues/developments such as the impact of technology and decision-support systems on organizational/business operations and management. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

COURSE LEARNING OUTCOMES & ASSESSMENT[1]

	Course LO	**Program LO**	**Institutional LO**	**Assessment Activities**
1	Define the role of management in an organization. Recognize and conceptualize the management knowledge learned. Explain management theory and applications. Demonstrate cognitively the role of management methods in practice. Research the internet effectively for management information.	PLO 1	ILO 1a, ILO 2a, ILO 3a	Assigned textbook chapters: Discussion questions; Case applications; Personal inventory assessments; Internet search assignment; Comprehensive final exam; Attendance.
2	Demonstrate critical thinking by identification, recognition, or application of key terms, items, concepts or relevant data.	PLO 2	ILO 1a, ILO 6a	Discussion questions; Case applications; Case application Power Point presentation; Internet search assignment.
3	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.	PLO 4	ILO 1a, ILO 2a, ILO 5a	Discussion questions; Case applications; Case application Power Point presentation; Personal inventory assessments; Internet search assignment

INSTRUCTION PROCEDURE AND METHODOLOGY
This class will be conducted interactively in virtual face-to-face sessions (in on-line class sessions), and on-line for discussions and class management. All students will participate in class discussions, formal presentations, and in-class exercises. Short oral presentations may also be required in conjunction with homework assignments and in-class discussions. Assignments will be given weekly and may consist of textbook exercises and research questions. Students must

---

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

complete all assignments and take all quizzes, mid-term exam and final exam on **the specified due dates**.

Plagiarism will result in the grade "F" and a report to the administration.

Students are expected to utilize their personal laptop computers, the computer lab, and the resources available in the school library (when they are at the Lincoln University campus).

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](ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

ATTENDANCE

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class.

CLASS PROJECTS

Project work is designed to familiarize students with an industry, product, or technology of their interest. Projects may be assigned individually, and/or as group projects. If a number of students work together on a group project, the score for the project report and presentation may not be the same for all members of the project team. The Final Report for a group project will be turned in as a formal electronic document. All sources of content in a project report must be referenced. APA standard is recommended for formatting and organizing project reports.

EXAMINATIONS

Both, mid-term and final exams will include questions requiring written essay answers. The essay answers must be written clearly, easy to read, and organized logically with reference to the questions being answered. Graphs, charts, tables, and other supporting illustrations should be inserted in the answers, where appropriate.
Examples to illustrate the answers are required. Exams will cover all assigned chapters, and any additional readings or supplementary materials covered in class.

Both examinations will be conducted electronically, within the CANVAS class. Students will be required to work on the exams in the regular (on-line) classroom for this course/section (like attending a regular class).

The exams are 'open book' and 'open notes'.

TIME SPENT ON OUT-OF-CLASS WORK

The estimated time which a student should spend on out-of-class work/assignments in this course is 6 hours every week (about 90 hours for the course)

GRADING AND SCORING

All assigned work, and class activities will be graded by following the guidelines/criteria presented below:

POINT SCORE

The course grade will be based on the total number of points scored by a student. The allocation of the total of 100 points to various gradable out-of-class assignments and class activities is provided in the table below:

Activity/Task	Time/Schedule	Points (Total:100)
On-line Discussions (8)	Weekly, with some exceptions	16
In-class Discussions (3)	Presented in Course Schedule	9
Course Project	Throughout the course duration	45
Mid-term Exam	In the middle of the course	15
Final Exam	Last week of the course	15

COURSE GRADE

The points needed for securing a given course grade are shown in the table posted below:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	60-66	0-59

If both grades for the midterm and final exams are "F", the term grade for the course will be 'F' regardless of the grades for the project and classroom activities.

MAKE-UP WORK

Assignments are to be completed on time during the course. Late assignments will result in a reduced grade. Mid-term and final exams and group presentations cannot be made up if missed, unless there is a documented emergency.

COURSE SCHEDULE

WEEK	Class Date	Topic(s) & Activities	Chapter(s)	
			Textbook	**Lecture**
1	Aug. 29	**Reading Assignment:** • Introduction to Modern Management – Ch. 1 • Managers, Society & Sustainability – Ch. 2 **Do in-class:** • Introductions of Class Members • Overview of the BA 302 Course Planning for Group Project	Ch. 1 & Ch. 2	Ch. 1
2	Sep. 5	**Reading Assignment:** • Management and Diversity – Ch. 3 Planning the Group Project Creation of Project Teams	Ch. 2 & Ch. 3	Ch. 2 & Ch. 3
3	Sep. 12	**Reading Assignment:** • Management and Diversity – Ch. 3 • Managing in the Global Arena – Ch. 4 Group Project Review Submission of Project Proposals • *On-line Discussion 1* • *In-class Discussion 1-Teams formed and topics assigned*	Ch. 3 & Ch. 4	Ch. 3 & Ch. 4
4	Sep. 19	**Reading Assignment:** • Planning and Planning Tools-Ch. 5 • *On-line Discussion 2*	Ch. 5	Ch. 5
5	Sep. 26	**Reading Assignment:** • Planning and Planning Tools – Ch. 5 • *On-line Discussion 3* • *In-class Discussion 1- Presentation* Project Status Review	Ch. 5	Ch. 5
6	Oct. 3	**Reading Assignment:** • Making Decisions – Ch. 6	Ch. 6 & Ch. 7	Ch. 6 & Ch. 7

		• Strategic Planning – Ch. 7 • *On-line Discussion 4* • *In-class Discussion 2-Teams formed and topics assigned*		
7	Oct. 10	**Reading Assignment:** • Organization-Fundamentals – Ch. 8 • Responsibility, Authority, and Delegation – Ch. 9 Submission of Project Status Report 1	Ch. 8 & Ch. 9	Ch. 8 & Ch. 9
8	Oct. 17	**Reading Assignment** (a) Human Resource Management – Ch. 10 (b) Changing Organizations – Ch. 11 • *On-line Discussion 5* • *In-class Discussion 2- Presentation* Project Status Review	Ch. 10 & Ch. 11	Ch. 10
9	Oct. 24	MID-TERM EXAMINATION	Ch. 1-9	
10	Oct. 31	**Reading Assignment** • Changing Organizations – Ch. 11 • Influencing and Communication – Ch. 12 • *On-line Discussion 6* • *In-class Discussion 3-Teams formed and topics assigned*	Ch. 11 & Ch. 12	Ch. 11& Ch. 12
11	Nov. 7	**Reading Assignment:** • Leadership – Ch. 13 • Motivation – Ch. 14 • *On-line Discussion 7* • Submission of Project Status Report 2	Ch. 13 & Ch. 14	Ch. 13 & Ch. 14
12	Nov. 14	**Reading Assignment:** • Motivation – Ch. 14 • Groups and Teams – Ch. 15 • *In-class Discussion 3-Presentation*	Ch. 14 & Ch. 15	Ch. 14 & Ch. 15

13	Nov. 21	**Reading Assignment** • Managing Organizational Culture – Ch. 16 • Controlling Information and Technology – Ch. 17	Ch. 16 & Ch. 17	Ch. 16 & Ch. 17
14	Nov. 28	NO CLASS- Fall Recess		
15	Dec. 5	• *On-line Discussion 8* COURSE PROJECT PRESENTATIONS		
16	Dec. 12	FINAL EXAMINATION	Ch. 10-17	

OTHER COMMENTS

- Please participate. What you put into the class will determine what you get out of it, and what others get out of it.
- Please come on time. Late arrivals disturb everyone else.
- If you miss a class, you are responsible for getting notes/slide printouts on the material covered from a classmate or the instructor.
- To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- Questions and comments during the class are welcome. Do not hesitate to ask questions – do not leave anything unclear for yourself.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester.

Date of Last Modification: August 5, 2020