



Lincoln University

COURSE SYLLABUS Spring 2021

Course: BA 110 – Management Principles
Level: Development (D)
Lecture Schedule: Tues, 12:30 AM – 3:15 PM
Credit: 3 units (45 lecture-hours)
Instructor: Walter Kruz, DBA
Office Hours: By appointment, **E-mail:** wrkruz@lincolnuca.edu

Textbook: Management Skills and Applications, McGraw Hill, 12 Ed, Rue & Byars, 12 ed, 2007, ISBN:13-978-0-07353014-7

Last Revision: January 11, 2021

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 & ASSESSMENT¹

	Course LO	Program LO	Institutional LO	Assessment Activities
1	Define the role of management in an organization. Recognize and conceptualize the	PLO 1	ILO 1a, ILO 2a, ILO 3a	Assigned textbook chapters: Discussion

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).

	management knowledge learned. Explain management theory and applications. Demonstrate cognitively the role of management methods in practice. Research the internet effectively for management information.			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 online sessions in a highly interactive format. 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. 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. 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).

ATTENDANCE

Attendance is a school requirement. Exams may include questions related to discussions in 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

All 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.

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 PERCENTAGES

The course grade will be based on the total number of points scored by a student. The percentage allocation of the total of 100 points is provided in the table below:

Activity/Task	Percent
Attendance	10
Exams	60
Homework	30

COURSE GRADE DISTRIBUTION

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

MAKE-UP WORK

No late assignments are accepted. Make-up exams are done only due to documented medical emergencies.

PROPOSED SCHEDULE

Session	Activity	Assignment (Submit via Canvas)
Session 1	Chapter 1 - Intro to Management	Lecture, class exercise, video review, Answer Review Questions 1 through 10
Session 2	Chapter 3 - Developing communications skills	Write essay "Business success and failures due to communications". Video review
Session 3	Chapter 5 – International Business	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 4	Chapter 6 – Ethics	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 5	Chapter 7 – Basic Strategic management	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 6	Chapter 8 – Operations management	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 7	Midterm	
Session 8	Chapter 9 - Organizing work	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 9	Chapter 12 - Staffing	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 10	Chapter 13 Inventory Management II	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 11	Chapter 12 MRP and ERP	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 12	Chapter 13 - Developing employees	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 13	Chapter 15 - Leadership	Answer questions 1-10 from "Discussion and Review questions"
Session 14	Chapter 18 - Controlling	Answer questions 1-10 from "Discussion and Review questions" at end of chapter.
Session 15	Final Exam	

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