



# Lincoln University

## BA 110 – Management Principles

### COURSE SYLLABUS

Spring 2022

<b>Course:</b>	BA 110 – Management Principles
<b>Level:</b>	Development (D)
<b>Lecture Schedule:</b>	Friday: 9:00 AM – 11:45 AM
<b>Credit:</b>	3 units (45 lecture hours)
<b>Instructor:</b>	Harpal S. Dhillon, PhD
<b>Office Hours:</b>	Friday: 12:15 PM – 1:00 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.
	<b>E-mail:</b> <a href="mailto:hdhillon@lincolnuca.edu">hdhillon@lincolnuca.edu</a>
	<b>Phone:</b> (202) 330-2979 (Please call me on the phone between 6 AM and 6 PM (Pacific Time). <b>Phone communication in emergency situations only</b> )

#### Textbook:

Fundamentals of Management by A Robbins; Mary A Coulter  
11<sup>th</sup> Edition (2020)

Publisher: Prentice-Hall

ISBN:

9780135183878

0134898842

**Last Revision:** January 5, 2022

**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<sup>1</sup>**

No.	Course LO	Program Learning Outcomes (PLOs)	Institutional Learning Outcomes (ILOs)	Assessment Activities/Tasks
1-5	<ol style="list-style-type: none"> <li>1. *Define the role of management in an organization.</li> <li>2. *Recognize and conceptualize the management knowledge learned.</li> <li>3. *Explain management theory and applications.</li> <li>4. *Demonstrate cognitively the role of management methods in practice.</li> <li>5. *Research the internet effectively for management information.</li> </ol>	PLO 1	1a, 3a and 4a	Assigned textbook chapters:  Discussion questions.  Case Studies.  Personal inventory assessments.  Internet search assignments.  Mid-term and Final exam.
6	*Demonstrate critical thinking by identification, recognition, or application of key terms, items, concepts, or relevant data.	PLO 2	1a, 3a and 4a	Discussion questions.  Case Studies.  In-class presentations.  Internet search assignments.

<sup>1</sup> 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).

7	*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	1a, 3a, 4a, 6a and 7a	Discussion questions. Case Studies.  Case application  In-class Presentations  Internet search assignments
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\* 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).

### 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 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](http://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, or soon after the conclusion of 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 activity. 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:

<b>Activity/Task</b>	<b>Time/Schedule</b>	<b>Points (Total:100)</b>
On-line Discussions (8)	Weekly, with some exceptions	24
Group Project-1	First half of Class Schedule	20
Group Project-2	Second half of Class Schedule	20
Mid-term Exam	In the middle of Class Schedule	16
Final Exam	Last week of the class	20

**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)		Related Course Learning Outcomes (CLOs)
			Textbook	Lecture	
1	Jan. 28	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>Managers and Management in Today's Workplace– Ch. 1</li> <li>History Module</li> </ul> <p><b>Do in-class:</b></p> <ul style="list-style-type: none"> <li>Introductions of Class Members</li> <li>Overview of the BA 110 Course</li> </ul> <p>Planning for Group Project-1 Project Teams formed.</p>	Ch. 1	Ch. 1	1, 2 & 3
2	Feb. 04	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>The Management Environment – Ch. 2</li> <li>Important Managerial Issues- Ch. 3</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>Instructions for Project -1</li> </ul> <p>Group Project-1 Proposal due</p>	Ch. 2 & Ch. 3	Ch. 2 & Ch. 3	1, 2, 4 & 6
3	Feb. 11	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>Making Decisions – Ch. 4</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>My Lab Management</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><i>On-line Discussion 1</i></li> </ul>	Ch. 4	Ch. 4	2, 4 & 6

4	Feb. 18	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>• Planning and Goal Setting- Ch. 5</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>• My Lab Management</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• <i>On-line Discussion 2</i></li> </ul>	Ch. 5	Ch. 5	2, 3 & 5
5	Feb. 25	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>• Organizational Structure and Design– Ch. 8</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>• My Lab Management</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• <i>On-line Discussion 3</i></li> </ul> <p><a href="#">Project Status Review</a></p>	Ch. 8	Ch. 8	2, 3 & 5
6	Mar. 04	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>• Managing Human Resources and Diversity-Ch. 9</li> </ul> <p><b>Do in-class</b></p> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• <i>On-line Discussion 4</i></li> </ul>	Ch. 9	Ch. 9	1, 2 & 3
7	Mar. 11	<b>Mid-term Examination</b>	Ch. 1, 2, 3, 4, 5, 8, & 9		1, 2, 3, & 5
8	Mar. 18	<b>No class. Spring Recess</b>			

9	Mar. 25	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>Understanding Individual Behavior- Ch. 11</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>My Lab Management</li> </ul> <p>Submission of Project-1 Report Project-2 Teams formed.</p>	Ch. 11	Ch. 11	1, 2, 4 & 5
10	Apr. 01	<p><b>Reading Assignment</b></p> <ul style="list-style-type: none"> <li>Managing Work-Groups and Work-Teams- Ch. 10</li> </ul> <p><b>Do in-class</b></p> <ul style="list-style-type: none"> <li>My Lab Management</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><i>On-line Discussion 5</i></li> </ul>	Ch. 10	Ch. 10	2, 4 & 5
11	Apr. 08	<p><b>Reading Assignment</b></p> <ul style="list-style-type: none"> <li>Motivating and Rewarding Employees- Ch. 12</li> <li>Leadership and Trust- Ch.13</li> </ul> <p><b>Do in-class</b></p> <p>My Lab Management</p> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li><i>On-line Discussion 6</i></li> </ul>	Ch. 12 & Ch. 13	Ch. 12 & Ch. 13	1, 3, 4 & 5
12	Apr. 15	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>Managing Organizational and Interpersonal Communication-Ch. 14</li> <li>Motivation – Ch. 14</li> </ul> <p><b>Do in-class</b></p> <p>My Lab Management</p> <p><b>Activity</b></p>	Ch. 13 & Ch. 14	Ch. 13 & Ch. 14	2, 4 & 5



		<ul style="list-style-type: none"> <li>• <i>On-line Discussion 7</i></li> </ul>			
13	Apr. 22	<p><b>Reading Assignment:</b></p> <ul style="list-style-type: none"> <li>• Controlling Work and Organizational Processes- Ch. 15</li> <li>• Managing Change and Innovation- Ch. 6</li> </ul> <p><b>Do in-class</b></p> <p>My Lab Management</p> <p>Project 2- Status Review</p>	Ch. 15 & Ch. 6	Ch. 15 & Ch. 6	2, 4 & 5
14	Apr. 29	<p><b>Reading Assignment</b></p> <ul style="list-style-type: none"> <li>• Managing Change and innovation- Ch. 6</li> <li>• Managing Entrepreneurial Ventures-Ch. 7</li> </ul> <p><b>Do in-class</b></p> <p>My Lab Management <b>Do in-class</b></p>	Ch. 6 & Ch. 7	Ch. 6 & Ch. 7	4, 5 & 6
15	May 06	<p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• <i>On-line Discussion 8</i></li> </ul> <p><b>PROJECT-2 PRESENTATIONS</b></p>			2 & 5
16	May 13	<b>FINAL EXAMINATION</b>	Ch. 6, 7, 10, 11, 12, 13, 14, and 15		1,2,3,4, 5, & 6

### 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:** January 5, 2022.