

Department:

Business

Course Description:

This course presents a basic understanding of the field of management and management practices. Management functions of planning, organizing, leading, and controlling are covered while exploring leadership, values and culture, ethics and diversity, globalization, social responsibility, quality, productivity, and participative management topics.

Course Competencies:

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course as approved by the Kansas Board of Regents. (Kansas Regents Shared Number Course and Title: **KRSN Course BUS2020.**)

Upon completion of the course, the student should be able to:

1. Identify the historical perspectives of management theories and their application to contemporary management practices.
2. Apply business ethics and social responsibility concepts and their importance in managerial decision making.
3. Describe skills and competencies of effective managers.
4. Evaluate the major functions of management.
5. Analyze the internal and external factors that influence an organization.
6. Describe the influence of globalization on organizations.

Course Content:

- A. Management and Managers
 1. The Management Process Today
 2. Values, Attitudes, Emotions, and Culture: The Manager as a Person
- B. The Environment of Management
 1. Managing Ethics and Diversity
 2. Managing in the Global Environment
3. Planning, Decision Making, and Competitive Advantages
 1. Decision Making, Learning, Creativity, and Entrepreneurship
 2. Planning, Strategy, and Competitive Advantage
4. Organizing and Change
 1. Designing Organizational Structure
 2. Control, Change, and Entrepreneurship
5. Leading Individuals and Groups
 1. Motivation
 2. Leaders and Leadership
 3. Effective Team Management

4. Building and Managing Human Resources
6. Controlling Essential Activities and Processes
 1. Communication and Information Technology Management
 2. Managing Vital Operations and Processes

Learning Assessments:

Assessment techniques may include but not limited to group activities, written assignments, reflection papers/discussions on selected readings, projects, class presentations, quizzes, and exams.

Instructional Materials:

Textbook: Jones, G. R. & George, J.M. (2017). *Essentials of Contemporary Management* (7th ed.). New York, NY: McGraw-Hill Education. ISBN-13: 978-1259545474

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).