

Fond du Lac Tribal and Community College  
**COURSE OUTLINE**

**I. Catalog Information**

A. Title of Course: Principles of Management B. Course Designator: BUS 2020

C. Number of Credits: Lecture 3 Lab \_\_\_\_\_ D. Control Number: 40

E. Catalog/Course description:

A broad-based course in management fundamentals as they apply to management as a career. Includes the study of current philosophies and approaches as they apply to the successful practice of this profession. This course includes a study of current management principles and motivational/leadership skills that may be utilized in the business world.

F. Course prerequisites: - None

G. Date Approved: \_\_\_\_\_

Date Revised: 02/08/11

**II. Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers)

College level materials and text are chosen at the option of the instructor.

Study guide is available in the bookstore.

**III. Learning Goals, Outcomes, and Assessment** Minimum of one goal and two learning outcomes in each competency. *If your course does not meet one of the Competencies Across the Curriculum, please justify your rationale.* Minimum of two assessment measures for each learning outcome. Add other goals and outcomes as needed. If this course is part of the Minnesota Transfer Curriculum (MnTC), attach the MnTC goals, outcomes, and your assessment measures to this form; if possible, use them to complete the information below.

A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information as well as core computer tools for the manipulation and presentation of information.)

1. Learning Goals:

Goal: Research and be knowledgeable of historical developments, theoretical aspects and practice the application of the managerial process.

2. Learning Outcomes and Assessments:

Outcome: Students will know the basics of planning, organizing, leading, and controlling.

Outcome: Use problem-solving strategies and critical thinking in real life situations.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

1. Learning Goals:

Goal: Research the needed knowledge to be familiar with interactions between the environment, technology, human resources, and organizations in order to achieve high performance.

2. Learning Outcomes and Assessments:

Outcome: Evaluate opportunities to work with and better understand diverse populations and groups in the work environment.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

1. Learning Goals:

Goal: Understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management.

2. Learning Outcomes and Assessments:

Outcome: Develop annual departmental budgets and analyze whether budget goals and parameters are being met.

Outcome: Demonstrate an understanding of successful planning.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, and/or respect for global diversity.)

1. Learning Goals:

Goal: Research and apply concepts of the culture and environment of an organization and be aware of the ethical dilemmas faced by managers and the social responsibilities of businesses.

2. Learning Outcomes and Assessments:

Outcome: Students will learn what the meaning of the culture and environment of business are with knowledge of ethical development and application.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

Documentation for MnTC -None

**IV. Course Content** (Outline the major topics covered in this course.)

- Introduction to Management Concepts
- The Environment and Corporate Culture
- Managing in a Global Environment
- Managerial Ethics and Corporate Social Responsibility
- Small Business Management and Entrepreneurship
- Organizational Goal Setting and Planning
- Managerial Decision Making
- Structure and Fundamentals of Organizing
- Innovation and Change
- Human Resource Management
- Diversity in the Workplace
- Leadership in Organizations
- Motivation in Organizations
- Communicating in Organizations
- Teamwork in Organizations

(revised October 2009)