

Department of Business:

Course Outline for BUS 2425

Business Management - 3 Credits/3 Hours a week

Pre-requisites & Co-requisites: ACC 1101 <or> ACC 1162 <or> MKT 1210

Recommended Textbook(s) & Supplemental Material(s): Management by Robert Kreitner and Carlene Cassidy, Publisher: Houghton Mifflin/Cengage.

Course Description/Overview: This course provides the foundations of management, including the role of managers in decision-making theory, the types of managerial and the general functions of a manager. It includes an overview of the planning process; the various types of plans and planning tools; types of organizational structures; the delegating process; characteristics, styles and approaches to leadership; total quality management, types of quality control, and improving productivity; motivating employees, human resource management; corporate social responsibility; problems and approaches to decision making; managing time and stress, managing conflict and change and managing diversity in the workplace.

Learning Objectives - Course Specific & General Education:

- To provide the student with the fundamental Principles of Management in an ever changing environment.
- To examine the role of the Manager from the perspective as the first-line of management.
- To assist the students with determining their Leadership Styles.
- To provide the students with current information regarding the process of management, decision making and the structure of organizations.
- To provide the students with a thorough understanding of the various Theories of Motivation that managers can employ to increase productivity in the workplace.
- To review the various conflict management styles that managers can use to resolve conflicts in the workplace.
- To make the students familiar with the challenges and issues faced by all types of organizations in today's contemporary business environment, such as diversity, sexual harassment, etc., from a managerial perspective.

Student Learning Outcomes – Course Specific & General Education: At the conclusion of the course, the student should be able to acquire the following skills and knowledge:

- The student will know the functions of a successful manager, including planning, organizing, staffing, leading and controlling.
- The student will enhance their writing skills by researching and writing terms papers on contemporary issues/companies in the workplace today.



- The students will know the various motivational theories that can be used by managers to motivate employees in the workplace.
- The students will learn how to manage and solve problems related to a diverse workforce in today's workplace environment.
- The students will know the different types of plans and planning tools used by managers in the workplace.
- The students will know the various types of organizational structures that businesses use to organize their firms.
- The students will know their leadership styles and the various approaches to leadership used by managers in the workplace.
- The students will learn the fundamental knowledge and practical skills on how to manage as well as how to analyze current global management developments.

CUNY's Academic Integrity Policy: *Academic dishonesty is prohibited in The City University of New York.* Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension, or expulsion.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

For a more detailed explanation, you can find the full Academic Integrity Policy here:

http://www.citytech.cuny.edu/aboutus/docs/policies/CUNY_ACADEMIC_INTEGRITY_6-2011.pdf

Grading Policy:

Your grade for the course will be based on the following:

PERCENTAGE OF GRADE

Midterm Examination	20%
Final Examination	30%
Term Project	30%
Class Presentation	10%
Class Participation	10%
	100%

Grading System:

All grades will be based in proportion to the following scale:

A	=	93 - 100
A-	=	90 - 92.9

B+	=	87 - 89.9
B	=	83 - 86.9
B-	=	80 - 82.9
C+	=	77 - 79.9
C	=	70 - 76.9
D	=	60 - 69.9
F	=	59.9 and below

Assessment Methods: Midterm Exam, Class Project, Class Presentation & Final Exam

Course Technology: Blackboard.

14) Class Schedule:

TOPIC	CHAPTER	WEEK
I. Managers and Entrepreneurs	1	1
II. The Evolution of Management Thought	2	2
III. The Changing Environment of Management: Diversity, Global Economy, and Technology	3	3
IV. International Management and Cross-Cultural Competence	4	4
V. Management's Social and Ethical Responsibilities	5	5
FIRST EXAMINATION		
VI. The Basics of Planning and Project Management	6	6
VII. Strategic Management: Planning for Long-Term Success	7	7
VIII. Decision Making and Creative Problem Solving	8	8
IX. Organizations: Effectiveness, Design, and Cultures	9	9
X. Human Resource Management	10	10
XI. Communicating in the Internet Age	11	11
SECOND EXAMINATION		
XII. Motivating Job Performance	12	12
XIII. Group Dynamics and Teamwork	13	13
XIV. Influence, Power and Leadership	14	14
XV. Change, Conflict and Negotiation	15	15
XVI. Summary of Course and Review for Final Examination	-	15