

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

**I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**MAN 2021 MANAGEMENT PRINCIPLES (3 CREDITS)**

This course presents basic management principles and theory, including the history, progress, and functions of management. The relation of management principles to operations and the management process in business are emphasized. Leadership and motivational techniques plus organizational structure are also covered.

**II. PREREQUISITES FOR THIS COURSE:**

None

**CO-REQUISITES FOR THIS COURSE:**

None

**III. GENERAL COURSE INFORMATION: Topic Outline.**

- This is an Introductory Course Designed as an Overview of the Theory and Practice of Management
- Management will be Presented as a Discipline, as well as a Process
- The Evolution on Management
- The Basic Management Functions (Planning, Organizing, Leading and Controlling) and their relationship
- Motivational and Leadership concepts
- Various types of plans and goals

**IV. ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:**

Communicate clearly in a variety of modes and media.

Research and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one's community, nation, and the world.

#### **A. General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student's general education along with the general education competency it supports.

General Education Competency: **Investigate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Conduct current research on a current management problem/issue and provide a SMART solution.

#### **B. Other Course Objectives/Standards**

- Outline the historical evolution of management theories.
- Explain how decisions are made within an organization.
- Describe the various forms of organizational structure.
- Discuss group dynamics and the challenges of managing virtual work teams.

#### **V. DISTRICT-WIDE POLICIES:**

##### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

##### **REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu). Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College's website at <http://www.fsw.edu/sexualassault>.

#### **VI. REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

#### **VII. ATTENDANCE POLICY:**

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog,

and defers to the professor.)

**VIII. GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.”)

**IX. REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

**X. RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

**XI. CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

**XII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)