

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

**ACADEMIC AFFAIRS**

Course Number: MGT101

Department: Business Administration

Course Title: Principles of Management

Semester: Fall

Year: 2019

**Objectives/Competencies**

<b>Objectives</b>	<b>Competencies</b>
1. Recognize methods managers use to accomplish organizational goals	1. Discuss the four basic functions of management: Planning, Organizing, Leading, and Controlling
2. Discuss organization’s mission, vision, values, and organizational goals	1. Discuss mission and vision 2. Explain the relationship among organizational mission, vision, strategic goals, and operational goals. 3. Explain the major types of organization structure 4. Discuss how organizational culture impacts these areas
3. Identify ways that groups and teams operate in a business environment.	1. Distinguish between groups and teams 2. Discuss the stages of team development 3. Discuss conflict resolution and other team dynamics
4. Discuss diversity issues in the workplace	1. Discuss diversity in the workplace 2. Consider issues of global diversity
5. Review the relationship and connection between Manager and Employee	1. Review topics surrounding individual employee personality, behaviors, performance, and motivation
6. Identify how leadership impacts the manager.	1. Introduce leadership theories 2. Distinguish between leaders and managers
7. Begin to apply managerial skills that can be used in the workplace	1. Presentation skills, coaching skills, decision-making skills 2. Use case studies, classroom exercises, and presentations to simulate workplace activities. 3. Discuss communication techniques in both oral and written form
8. Summarize ideas and make decisions based on proper research, analysis, and critical thinking	1. Utilize classroom exercises, classroom discussion, case studies, and/or presentations to research topics, analyze

	topics, and make decisions Management concepts or issues that relate to the workplace
9. Practice effective communication skills	<ol style="list-style-type: none"><li>1. Utilize the many opportunities to discuss Management and managers, both orally and in writing</li><li>2. Provide and receive feedback from peers regarding effective communication</li></ol>