



MNGT 1001 PRINCIPLES OF MANAGEMENT COURSE SYLLABUS

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Office Hours:

TEXT REQUIRED

Robbins, Coulter MANAGEMENT, ninth edition, Pearson Education International 2007

TEXT OPTIONAL

Jones, George *Contemporary Management*; Third, Fourth or International Edition (what available in the Library) Irwin McGraw-Hill

COURSE DESCRIPTION

Survey of the history of management and review of significant management literature; Applications of management theories to practical problems in planning, organizing, and controlling business activity;

COURSE OBJECTIVES

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. After successful completion of the course, students are expected to be able to:

- Understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management;
- Be knowledgeable of historical development, theoretical aspects and practice application of managerial process;
- Be familiar with interactions between the environment, technology, human resources, and organizations in order to achieve high performance;
- Be aware of the ethical dilemmas faced by managers and the social responsibilities of businesses.

The material covered will be relevant to you, regardless of your career objectives. In all likelihood, you will either be a manager or work with one in any occupation you choose. In the final analysis, we are all managers of our own lives and can benefit by studying to be better managers.

LEARNING OUTCOMES

After a successful completion of the Course, the students will be introduced into the most important theoretical and practical nuances of the contemporary management, at the level that will allow them:

- To be successfully introduced into the further process of schooling, particularly when enrolled in courses such as Organizational Behavior and Business Strategy and Policy

- To take a part in the operations of the companies where they will have their internships or summer jobs, at the levels of most office tasks with active supervision from a dedicated mentor

PREREQUISITES: None.

Course Requirements and Student Responsibilities:

Tests and Exams:

During the course we will have a mid term exam and a final exam. The exam will have multiple choice, true/false, conceptual and essay questions to measure the student understands and ability to apply the principles of good management. The questions on the exams will cover the textbook, the class discussions and other related activities. It is expected that you will take the examinations as scheduled. See the following schedule of lectures, exam dates, times and locations. Short tests will be assigned and held randomly and during the regular lecture hours.

Date	Topic
Week 1	Orientation; Obtaining a copy of the textbook; Introduction to Management and Organizations
Week 2	Management Yesterday and Today
Week 3	Organizational Culture and Environment, Managing in Global Environment
Week 4	Social Responsibility and Managerial Ethics
Week 5	Decision making the essence of the Manager's job
Week 6	Foundations of Planning
Week 7	Strategic Management Planning Tools and Techniques
Week 8	Midterm Exam
Week 9	Organizational Structure and Design
Week 10	Communication and Information Technology
Week 11	Human Resource Management, Managing change and innovation
Week 12	Foundation of behavior
Week 13	Understanding groups and teams
Week 14	Motivating employees Leadership
Week 15	Foundation of Control Operations and Value Chain Management
	Final Exam

Reflection Papers:

Students will have to return several papers (up to one A4 page). These papers are due a week after the topic was presented in the class. If not given, students are free to choose the topic they will comment, the company or executive they will refer. The objective of this weekly

assignment is to foster the learning of the key concepts and further exploration, as well as to link the theory with the corporate and entrepreneurial practice.

Students are advised to use the Internet, the UACS library, read business magazines and newspapers in order to access the facts needed to support their standing points regarding the topic, the company or person in focus. The weekly assignments will be kept to show the development of business writing skills, instrumental for successful executive career. Clearly shown progress in writing style will be extra rewarded.

Project:

Students in smaller groups will choose one topic to prepare their comprehensive group project. The form of presentations of their project is chosen by the students and varies from booklets, trade fairs and market simulations, PPTs presentations, role-plays, even short movies and similar. During my office hours, I will meet each of the groups to foster their formation, help with the topic and to check the progress. The Project is essential for development of skills that will help students to cope with the challenges of the team work, otherwise so common in the contemporary organizational management.

Course Grades:

Students are graded based on their overall activity on the class, their results on the tests and exams, and their overall contribution and feedback provided with the review papers and the Project. Attendance, attitude, and preparation are important. Positive contribution to the class can provide rich learning experiences.

The right attitude means: a desire and willingness to study and learn, being ready to answer questions when called upon, volunteering answer to questions or asking questions and actively listening to the instructor and other class members.

Absences, and/ or carrying too many units and working too many hours in the Eve of the exam are symptoms of apparent lack of discipline and poor time management. They if present and will definitely negatively affect the grades.

Students are expected to read the lessons in advance and to submit their A4 papers, presentations, etc. prepared on the dates indicated. Assignments turned late will receive 50% of the points than they would earn if on time, except for the final project for which there is no make up term planned.

The grading scale used to determine course grades is:

Grade	Percentage	Points	Performance
A	96-100%	384-400 points	Excellent
A-	90-95%	360-383	Excellent
B+	87-89%	348-359	Very Good
B	83-86%	332-347	Good
B-	80-82%	320-331	Good
C+	77-79%	308-351	Good
C	73-76%	292-307	Satisfactory
C-	70-72%	280-291	Satisfactory
D+	67-69%	268-279	Unsatisfactory
D	63-66%	252-267	Unsatisfactory
D-	60-62%	240-251	Unsatisfactory
F	59% or less	239 or less	FAIL

C - or better is required to use a course either as prerequisite or as a major requirement. The weight of the listed course activities, if graded with A and expressed as number of total points (400), is:

Activity	Points Earned	Percentage of Total
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Class Contribution	60	15%
Review Papers	60	15%
Mid Term Exam	100	25%
Project	80	20%
Final Exam	100	25%
	400	100%

Ethical Behavior:

I accept responsibility for acting ethically in association with my students. Specifically, I will not abuse the position of power inherent in the instructor-student relationship. I will provide full value for time and effort invested in my course. I will not use the course to expose my own views on matters that do not bear directly on the course or your collegiate experience. Likewise, it is your responsibility to act ethically in accordance with the ACS Undergraduate Studies Charter (Articles 8 & 9). Anyone caught cheating on an exam and/or test will receive zero points.

CPC Coverage in terms of hours

- 1) Functional area
 - A Marketing – 2 hour
 - B Business finance – 1 hours
 - C Accounting – 1 hour
 - D management - 18
- 2) The Business environment
 - A) Legal environment of Business –
 - B) Economics – 2 hours
 - C) Business ethics – 5 hour
 - D) Global dimensions of Business – 5 hours
- 3) Technical skills
 - A) MIS/IT computing – 3 hour
 - B) Statistics/Quantitative techniques – 1 hours
- 4) Integrative areas
 - A) Business policy – 5 hours
 - B) Internship – 2 hours