

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: BA2283- Business Management

**II. COURSE DESCRIPTION: 3 credit hours
3 credit hours of lecture and 0 credit hours of lab per week.**

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading, and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process, and applications in operational activities of a business firm.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: NA

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Prepare students to obtain a job in mid-management or marketing position, possessing the skills to make them successful employees and employers.

IV. TEXTBOOK AND MATERIALS:

MANAGEMENT, Tenth Edition, by Ricky Griffin, Southwestern Cengage

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

6: Exhibit skills in information and technological literacy

9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

VI. COURSE OUTCOMES:

Examine the basic principles of management and apply them to business situations.
Evaluate the impact of global management and relate it to business today
Evaluate planning and decision making
Evaluate the concepts of organization design

Apply the principles of human resource management to business
Evaluate the controlling process

VII. COURSE OUTLINE:

1. General Management History, Theories, and Environment
2. Decision Making and Planning
3. The Organization Process
4. The Leading Process
5. The Controlling Process
6. Special Challenges of Management

VIII. INSTRUCTIONAL METHODS:

Lecture
Case Problems
Computer Simulations
Group Discussion
Projects in assigned topic areas

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

Textbook
Teacher prepared handouts
Computer Simulations, Internet Exploration
Chalkboard
Overhead
Films and videos
Business Periodicals

X. METHODS OF ASSESSMENT:

Exams
Student participation
Assigned projects
Quizzes
Assessment of SCCC/ATS Outcomes.
Outcome #1: Assessed through assigned reading material and electronic research.
Outcome #2: Assessed through classroom presentations, student participation, and various assigned projects.
Outcome #3: Assessed through classroom presentations, student participation, and various assigned projects.
Outcome #5: Assessed through projects requiring evaluation and application of course material.
Outcome #6: Assessed through projects using the Internet, PowerPoint presentations and electronically prepared brochures.
Outcome #7: Assessed through student participation in various activities.
Outcome #9: Assessed through classroom projects and simulations that offer cases for decision making and group participation.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students

should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 11/08/2018 20:07:54