

Luna Community College (LCC)
School of Business Administration
Las Vegas, New Mexico

MGMT 207 – Principles of Management

Professor:

Dr. Luis Ortiz
Dual Ph.D. Degree in International Business and Management

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Office Hours:

Friday 8am-noon or by Appointment (TBA)

Class Times:

MGMT – Principles of Management
Monday-Thursday 9:30-10:45 a.m. (Contact hours 8 weeks – 40-45 hours)

Required Materials for the Course:

Text: Essentials of Management
9th Edition

By: Andrew J. DuBrin

Publisher: Cengage Learning South-Western

ISBN/Copyright: ISBN-13: 978-0-538-47823-6 www.cengage.com ;
www.cengage.com/southwestern ; or www.cengagebrain.com

Course Description:

Focus on the fundamental principles and practices of effective management today with DuBrin's comprehensive, yet concise, ESSENTIALS OF MANAGEMENT, 9E. This brief but thorough new edition functions both as a solid introduction for new students or an in-depth review of core concepts and the latest research and applications for working professionals. Written from the first edition as an essentials text, this book is not a condensation of a larger text, but provides concise, complete coverage that clearly translates the latest research, theories, and management experiences into actual practice. The author's proven functional approach introduces the role of a manager and today's managerial environment before exploring critical topics in planning, organizing, leading, and control. This edition addresses emerging issues, such as sustainability and environmental concerns, management in difficult times, employee morale, diverse workforces, and teamwork. New coverage of ethics, personal productivity, the latest

information technology, and decision making are also included. Compelling, memorable examples show how leaders effectively apply principles of management in a wide variety of business settings. New action features, new online skill builders, new cases and video cases work with proven exercises and self-assessment quizzes to help readers develop the managerial, interpersonal, and technical skills necessary for outstanding career success. Help your students acquire the knowledge and skills to manage, lead, and successfully compete in today's rapidly changing business environment with DuBrin's ESSENTIALS OF MANAGEMENT, 9E.

Teaching Methods:

The course incorporates different teaching approaches: lecture, assignments, group work, real world experiences, class discussions, presentations and self motivation/self-learning “owning your own behavior”. You are expected to come to class having read and thought about topics scheduled for the class sessions. Note that your participation will make the class pleasant and intellectually stimulating, so please do attend every session.

Philosophy and of Performance Objectives the Course – Students who successfully complete this course should be able to:

- Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing.
- Explain major developments in the history of management thought.
- Describe the basic managerial process including the key skills necessary for managers to perform their roles.
- Identify an organization’s stakeholders and the importance of social and ethical responsibility of managers.
- Explain the relationship between goals, plans, vision statements, and mission statements.
- Demonstrate an understanding of the components of strategy formulation and implementation and managerial decision making.
- Define and explain organizational change, forces for change, and sources of resistance to change and explain techniques managers can use to implement and facilitate change.
- Explain the strategies managers use to help organizations adapt to changing conditions in the internal, task, general, and global environments.

- Articulate the importance of “Management” to the effectiveness of organizations as demonstrated by class discussions, book problems and real world exercises.
- Discuss ethical and social responsibility issues important to the business environment and our society.
- Interpret, critically analyze, recommend and defend with supporting evidence feasible courses of action for actual real-life work situations in Management that you will face (real-life problem solving).
- Describe the major factors affecting “Management” of individuals and groups within organizations.
- Recognize the interplay of diversity in an organization’s environments (internal, external, and global business environments).
- Effectively demonstrate both written and oral communication skills crucial for success in the real world of business (by exams and assignments).
- Demonstrate an ability to engage in constructive criticism and creative solutions of current “Management” issues.
- Demonstrate computer literacy, critical thinking, class attendance and in class participation skills.

Global Awareness Integration

The focus of this course is on how people act at work and why. Every student will incorporate examples, ideas, thoughts and experiences (self or others) of business in a global basis. The instructor hopes to add to this global awareness from his experiences in dealing with the maquiladora industry along the Mexico and United States of America’s border, public and private organizations in the USA, non-profit organizations in Australia, work in Spain and the service industry in Canada. Organizations that the instructor has worked with include ITESM, University of Salamanca, Invacare, Seagate, Eaton, Bard, Keytronic, TRW, BBB, Lucky Goldstar, CPM, Siemens, Lucent, Delnosa-Delphi, Rey Mex Bra, Bissell, Nokia and Whirlpool.

Performance Measures / Exams

The examinations will cover materials contained in the designated chapters and topics discussed in class as well as in assignments given. We will discuss the exam’s details in class (e.g. reviews). Work turned in late will be penalized by a “Letter Grade per Day”.

Reward System (grading)	<u>% of Grade</u>
Discussion/Participation/Attendance	25%
Assignments (knowledge sharing)	25%
Exams at www.drluisortiz.com	25%
Research Paper/Presentations	<u>25%</u>
Total	100%

Grades will be assigned using the following scale:

100% – 90%: A

89% – 80% : B

79% – 70%: C

69% – 60%: D

Below 60%: F

Attendance

I want and demand no excuses! Registering for this class implies that you know the days and time this class meets and you accept the responsibility for attending all classes as well as being on time. Look, I understand student life, I too was a student and I know important things sometimes come up. Here is the deal, you have two absent passes.

After that, you are hurting your grade by a letter grade. Excessive tardiness and/or leaving the class early “is” an absence. If you miss classes because of school (SOBA) activities, you should bring a schedule of expected dates of absence and creatively find a way to advance your work via your peers. Again, the student will drop a letter grade if he or she has more than **three** absences.

Expectations

We expect you to keep up with your reading assignments, to participate, to be present and on time for all classes. We also expect appropriate and ethical personal conduct from you. Scholastic dishonesty is subject to disciplinary penalties, including possible failure in the course & dismissal from the university. There will be no curving and no make-up exams given.

ADA Compliance

If you have a documented disability which will make it difficult for you to carry out the work as outlined and/or if you need special accommodations/assistance due to any disability, please contact the Office of Academic Support. We will make any appropriate accommodations for you.

People generally remember:

10% of what they read

20% of what they hear

30% of what they see

50% of what they both see and hear

70% of what is discussed with others

80% of what they personally experience

90% of what they teach others

Instructor reserves the right to change or alter the course material as deemed necessary as the class progresses.