Management 210 Code # 21351  
Principles of Management  

WINTER QUARTER – 2005

INSTRUCTOR: Jim R. Huggins

OFFICE: IC 2051 B  
Office hours: Mon. & Wed.: 8-9:00 a.m. & 12-3 p.m.  
Tues. & Thurs.: 3-4:00 p.m.

PHONE: (630) 942-3275, e-mail: huggins@cdnet.cod.edu

WEB SITE: www.cod.edu/people/faculty/huggins

MEETING TIMES: Tuesday-Thursday  
12-2:50 pm.  
Room IC 1027


COURSE DESCRIPTION

This course provides the essential principles and concepts of management, including theoretical bases and practical applications of planning, controlling, organizing, and directing human, financial, material, and informational resources. Integrates management history, decision-making models, international business and diversity management with the functions of management and also covers classical and behavioral approaches to management.

COURSE OBJECTIVES

1. List and define the principles of management, the functions of management, and the resources managers' control.  
2. Identify management theorists and define their contributions to management theory and practice.  
3. Depict and apply the management decision-making model.  
4. Depict and define each step of the planning process.  
5. List the advantages and disadvantages of the various organizational designs.  
6. Identify legal and ethical issues in managing human resources.  
7. Describe motivation theories and methods for leading and managing groups.  
8. Identify and describe methods of controlling resources.  
9. Define the challenges facing management today and in the future.

ATTENDANCE POLICY

Students are expected to attend all classes. Class attendance and tardiness will be factored into the final grade, as deemed appropriate by the instructor. Arrangements must be made for make-up exams prior to the exam, if possible. All examination make-up arrangements must be made at the convenience of the instructor.

WITHDRAWAL FROM COURSE

In the event a student feels that withdrawal from the course is necessary, the College of DuPage withdrawal policy, as stated in the current catalog, will be followed. Before withdrawal procedures are initiated, please consult with me to see if other options are available to you.
INSTRUCTOR AVAILABILITY

As a rule, I will be available to answer questions or for general discussion shortly before and after each class. Arrangements for further help will be made on an individual basis as my schedule permits.

RULES

It is the student’s responsibility to know, understand and abide by all COD academic policies as stated in the current COD catalog. Any cheating will result in a grade of zero for this course. Turn off telephones and pagers during class.

EVALUATION

Grades will be determined by the accumulation of points on examinations and homework assignments. Due dates will be given for all assignments. Late assignments will not be accepted and will be scored as a “0”.

1. Exams: Four examinations will be given during the quarter. Each exam will be worth a maximum of 100 points.

2. Homework: Four homework assignments will be assigned covering a variety of topics (50 points each).

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<thead>
<tr>
<th>MAXIMUM POINTS</th>
<th>GRADING SCALE</th>
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<tbody>
<tr>
<td>Four Exams (100 each)</td>
<td>400</td>
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<tr>
<td>Four Homework (50 each)</td>
<td>200</td>
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<td>TOTAL</td>
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**COURSE OUTLINE**  
(Subject to change; all dates are tentative)

<table>
<thead>
<tr>
<th>Week</th>
<th>Week of Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>1/3</td>
<td>Read Chapters 1, 2 &amp; 3</td>
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<tr>
<td>Week 2</td>
<td>1/10</td>
<td>Read Chapters 4, 5 <strong>TEST 1</strong></td>
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<td>Week 3</td>
<td>1/17</td>
<td>Read Chapters 6, 7</td>
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<td>Week 4</td>
<td>1/24</td>
<td>Read Chapters 8, 9, 10 <strong>TEST 2</strong></td>
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<td>Week 5</td>
<td>1/31</td>
<td>Read Chapters 11, 12</td>
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<td>Week 6</td>
<td>2/7</td>
<td>Read Chapters 13, 14 &amp; 15 <strong>TEST 3</strong></td>
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<td>Week 7</td>
<td>2/14</td>
<td>Read Chapters 16, 17, 18</td>
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<td>Week 8</td>
<td>2/21</td>
<td>Read Chapters 19, 20 <strong>TEST 4</strong></td>
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**NOTE:** Class ends on Thursday, February 24, 2005.

Reading the textbook is vital to successfully complete this course. It is not possible to cover all of the material in the book during the lectures. You are responsible for all the material in the book and all the material delivered in class. If you miss class it is up to you to get the material from one of your classmates.