Landmark College Course Syllabus  
Principles of Management,  BU 2411A  

Instructor: Jim Koskoris,   Phone:  7183 from off campus, (802) 387-7183  
e-mail: jkoskoris@landmark.edu  
Office: Fine Arts Building (FAB) room 412  

Course Description: A study of management principles used in the organizational environment: planning, organizing, staffing, leading, and controlling. Managerial skills in the areas of communications, decision-making, group dynamics, conflict resolution, motivation, and leadership are also studied. Other topics include the evolution of management theory, ethics, social responsibility, diversity, organizational structure, human resource management, organizational conflict and change, operations management, and management information systems. Credits 3.  


Textbook Companion website: www.mhhe.com/jones3e  

COURSE OBJECTIVES:  

1. Discuss the interrelationships among planning, organizing, leading, and controlling functions in a business setting.  
2. Discuss the history of management concepts and give examples of how emphasis has been placed on production, administrative, and human relations of accomplishing organizational tasks.  
3. Describe and discuss the various leadership styles (autocratic, participatory, and contingency management) and their impact on management decision making.  
4. Discuss the application of various management tools (organization charts and manuals, job descriptions, and personnel policies) used by an organization to accomplish organizational endeavors.  
5. Explain the major theories of motivation and how each impacts employees.  
6. Discuss leadership as well as the styles and models associated with effective leadership.  
7. Explain the processes associated with group behavior and teamwork.  
8. Describe how personal and social factors influence organizational behavior.  
9. Discuss the various modes of communication as tools of efficient management.  
10. Explain how ethics and social responsibility are significant to the success of the organization.  

Course Assignments and Grading Criteria:  

1. Three Exams (15% each, 45% of final grade): Exams may consist of short essay, multiple-choice, true/false, and fill-in-the-blank questions. Questions are based on the text, lecture, cases, and any and all other class materials.  

2. Interactive Quizzes (15%): Online interactive quizzes are available for each chapter at the Essentials of Contemporary Management Companion Web Site. Students are required to complete each of the interactive quizzes on the website for each chapter assigned. Interactive quiz results must be submitted to the instructor via e-mail.
3. **“Case in the News” or “Video Case” Questions (25%)**: Prepare and submit written responses to questions of assigned case studies. These are called “Case in the News” or “Video Case” and are designed to give students the chance to apply the concepts introduced.

4. **Participation (15%)**: Individuals are expected to prepare for and to participate in classroom discussions. Preparation and in-class participation enhance learning and performance in this course.