College of Micronesia-FSM
P. O. Box 159 Kolonia,
Pohnpei FM 96941

Course Outline Cover Page

Fundamentals of Management	BU 260
Course Title	**Department and Number**

Course Description:
To enable students to develop an understanding of management and organization. The course focuses on important management functions such as planning, organizing, leading and controlling for successful managerial activities. The students will learn how successful managers use organizational resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

Course Prepared by: Business Division **State** Pohnpei -national campus

	Hours per Week		No. of Week		Total Hours		Semester Credits
Lecture	3	x	16	=	48/16	=	3
Laboratory		x		=		=	
Workshop		x		=		=	

Total Semester Credits = 3

Purpose of Course: Degree Requirement _____
Degree Elective _____
Certificate _____
Remedial _____
Other (workshop) _____

Prerequisite Course(s): BU 101, BU 251

4/13/1999
Signature, Chairperson, Curriculum Committee Date Approved by Committee
4/29/1999
Signature, President, COM-FSM Date Approved by President

College of Micronesia - FSM
Business Administration Division
BU 260 Fundamentals of Management
Course Outline

A. General Objectives:

To enable students to develop an understanding of management and organization. The course focuses on important management functions such as planning, organizing, leading and controlling for successful managerial activities. The students will learn how successful managers use organizational resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

B. <u>Specific Objectives</u>:

1. The students will be able to define management and organization and explain the challenge of management.

2. The students will be able to explain the history of management and examine managers' actions in terms of conditions faced at a point in time.

3. The students will be able to define managerial ethics and corporate social responsibility and explain the classical view, the accountability view and the public view of ethics.

4. The students will be able to define three terms - decision, risk, and problem- as they relate to the managerial decision making process. They will be able to discuss different categories of decisions facing managers and describe the seven steps of the decision making process.

5. The students will be able to define planning, discuss its relationship with organizational performance, and describe its benefits. They will be able to define and discuss differences between strategic, tactical and operational plans.

6. The students will be able to discuss the importance of strategic planning and strategic management.

7. The students will be able to explain the key aspects of job design and work group design, meaning and nature of organizational structure and describe the bureaucratic organization structure and departmentalization.

8. The students will be able to describe the meaning and sources of power and authority in organization, explain the process of empowerment in organizations and explain and give examples of the difference between line authority and staff authority.

9. The students will be able to describe the delegation process; specify the conditions for effective delegation; identify and explain the behavioral aspects of delegation; explain the meaning of decentralization and centralization of authority; and identify the advantage and disadvantage of decentralization.

10. The students will be able to identify the most important components of human resource planning; outline a model of organizational staffing; summarize the FSM laws regarding equal employee compensation; explain methods of staff orientation and training.

11. The students will be able to define the meaning of leadership, specify the major Traits, characteristics, and behaviors of successful leaders, and explain the leadership styles and what the leader can do to foster teamwork and quality.

12. The students will be able to explain the relationship between motivation and performance and productivity, describe a general model of motivation and identify characteristics that contribute to job enrichment.

13. The students will be able to specify the steps in the communication process, identify the major forms of organizational communication and explain how to improve the sending and receiving of messages.

14. The students will be able to discuss the nature of controlling function and describe the differences among three levels of controls in firms: operational, tactical and Strategic; define controlling and describe the six stages of control process.

C. <u>Text</u>:

Management, eighth edition, 1998, by Don Hellriegel, S.E. Jackson, J.W. Slocum Jr., South-Western Publishing. Various business journals and periodicals.

D. <u>Instructional Approach</u>:

Lectures, student discussion, projects and guest speakers.

E. <u>Course Content</u>:

I. The nature and challenge of management.
II. The history of management thought and practices.
III. Managerial ethics and corporate social responsibility.
IV. Managerial decision making.
V. Fundamentals of planning.
VI. Strategic planning and strategic management.
VII. Job design and organization structure.
VIII. Authority and power in organization.
IX. Delegation and decentralization of authority.
X. Staffing and human resource management.
XI. Leadership and teamwork.
XII. Motivation and productivity.
XIII. Interpersonal and organizational communication.

XIV. Principal of Control.

F. <u>Evaluation</u>:

Grades will be assigned based on the following percentage of total points received from exams, projects, quizzes, mid-term and final exams:

A……..90% to 100%
B……..80% to 89%
C……..70% to 79%
D……..60% to 69%
F……59% and below

G. <u>Attendance Policy</u>:

The COM- FSM Attendance Policy will be observed. Seven absences will result in automatic withdrawal from classes. Any homework assigned must be turned in on time regardless of attendance. No quizzes or exams can be made up without a valid medical excuse.