

# Syllabus for HIMT355

## Principles of Management

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**NOTE:** This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

### Course Description

This course provides an overview of basic principles involved in management and communication. Topics include basic management principles, communication skills, interpersonal communication competence, negotiation technique, team/consensus building, professional development, and problem solving/decision-making processes.

### Prerequisite(s)

None.

### Course Outcomes

At the conclusion of this course, you will be able to:

- Describe basic management principles.
- Explain the essentials of effective communication, both interpersonal and mediated (via technologies).
- Describe the essentials of leadership development.
- Apply effective problem-solving and decision-making processes.

### Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%

D	60% - 69%
F	0 - 59%

Assignment	Points
Introductions	5
Lesson 1 leadership book selection	5
Discussions (8 x 5 pts, 1 x 10 pts)	50
Assignments (6 x 10 pts)	60
<b>Total</b>	<b>120</b>