

Syllabus for HIMT355

Principles of Management

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.

Course Requirements/Components

Individual assignments and class discussions will be included every week of the course. In the first few lessons, you will be introduced to basic management principles via scenarios in which you gain experience in the driver's seat of management. These lessons will prepare you for an application-based case study where you will be asked to apply the management principles you are learning to a specific scenario. This case study will span the rest of the semester.

All assignments in this course have rubrics by which you can self-assess and by which you will be graded. Please refer to each assignment for more detailed information and instructions, and check the course calendar for due dates.

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
Discussions (6 x 8 pts, 1 x 10 pts)	58
Assignments (11)	281
Total	344 Points