



Principles of Management
MGMT 0110
3 credits

Description: This introductory course focuses on the basic management functions in business. The emphasis is on developing leadership, teamwork, and communication skills. Topics covered include management theory, planning, organizing, leading, motivating, and controlling, as well as management ethics, change, and global perspectives.

Prerequisite: None

Textbook: The recommended text for the course is *Understanding Management* 12th edition by Richard Daft & Dorothy Marcic, published by Cengage, ISBN 978-0-357-71689-2 (2023)

Other textbooks may be considered by the faculty liaison on case-by-case basis.

Course objectives: Upon successful completion of this course, students will be able to:

- Be an effective employee under diverse managers and management styles
- Lead and motivate workers
- Build an organization that operates efficiently without stifling innovation
- Balance change and continuity in a business
- Be fair and ethical in business
- Make operations more efficient

Suggested Topics: The Course develops students' skills and knowledge from Management theory, Management ethics & Global perspectives. Topics suggested:

- Background of the field
- Introduction to Management
- The Global Business Environment
- Ethics and Corporate Social Responsibility
- Introduction to Strategy
- Business-Level Strategy
- Corporate-Level Strategy
- Operational Design & Culture
- Managing Human Capital
- Performance Management
- Organizational Change

- Leadership in Organizations
- Becoming a Leader
- Power and Influence
- Decision Making
- Conflict and Negotiation
- Leading Teams
- Motivation
- Communication
- Networking

Grading: The final grade will be determined using a variety of assessment methods including quizzes, exams, business analysis, case study, resume development, presentations and/or instructor-led evaluation methods.

Pitt Grading System:

All courses required to satisfy associate and baccalaureate degree requirements- including all courses required for a major, a minor, or general education- must be taken for letter grades, with the exception of those courses designated as graded S and NC only. Pitt-Bradford uses 13 earned letter grades. They are listed below with their equivalent quality point values.

- A +4.00
- A 4.00 superior achievement
- A -3.75
- B +3.25
- B 3.00 meritorious achievement
- B -2.75
- C +2.25
- C 2.00 adequate achievement
- C -1.75
- D +1.25
- D 1.00 minimal achievement

F 0.00 failure

Academic Integrity and Plagiarism: Members of a university community, both faculty and students, bear a serious responsibility to uphold personal and professional integrity and to maintain complete honesty in all academic work. Violations of the code of academic integrity are not tolerated. Students who cheat or plagiarize or who otherwise take improper advantage of the work of others face harsh penalties, including permanent dismissal. The academic integrity guidelines set forth student and faculty obligations and the means of enforcing regulations and addressing grievances.

Grades: Grade criteria in the high school course may be different from the University standards. A CHS student could receive two course grades, one for high school and one for the University transcript. In most cases, the grades are the same. Grading standards should be explained at the beginning of the course.

Transfer Credits: Grades earned in CHS courses appear on an official University of Pittsburgh transcript and the course credits may be eligible for transfer to other colleges and universities. Students should contact potential colleges and universities in advance to be sure their CHS credits will be accepted. If students will attend any University of Pittsburgh campus, grade earned in the course will count toward the student grade point average at the University. At the University of Pittsburgh, the CHS course supersedes any equivalent AP credit.

Drops and Withdrawals: Students should monitor their progress in a course. A CHS teacher can contact the program administrators to request a drop or withdrawal. Dropping or withdrawing from the CHS course has no effect on enrollment in the high school credits.