

Course Number & Name: LIS 404 - Principles of Management

- **Description:** Designed to acquaint students with the basic management functions of planning, organizing, staffing, directing, and controlling. The course is intended to help provide understanding of human interactions in the workplace and develop the practical problem-solving skills needed to handle managerial problems professionally. Approaches to managing, from authoritarian to participative to laissez-faire, are examined. Readings, case studies, critical incidents, simulations, and discussions. May be taken to fulfill the program requirements of either LIS 403 or LIS 404.
- **Prerequisites:** None
- **Audience (level, environment/setting):** Basic; covers a variety of environments
- **Student Learning Outcomes [by number]:** 1-5; 7-9
- **Topics/List of Lectures:**
 - Role of Management
 - Self Assessment and Attitude
 - Communication
 - Stress and Time Management
 - Negotiation
 - Human Resource Management
 - Goal setting
 - Team Building
 - Change, Conflict, Organizational change and development
 - Leadership
 - Decision Making and Control
- **Suggested Textbooks/Readings**
 - Griffin, R.W. Fundamentals of Management. Houghton Mifflin.
 - Anderson, A.J. Problems in Library Management
- **Course History:**

December 2004: Discussed at curriculum retreat, no vote needed
- **Document prepared by:** Nancy Rossiter, 12/04