



**University of the Philippines Baguio
College of Social Sciences, Institute of Management**

Master of Management

MM 295 - Seminar in Management

COURSE SYLLABUS

2nd Semester, School Year 2016-2017

Saturdays: 4:30-7:30pm

Course Title: SEMINAR IN MANAGEMENT

Course Description:

The course attempts to summarize and integrate the knowledge, skills and attitudes covered by the core, specialty and elective courses. In the process of reviewing the theories, concepts, principles as well as all other learning and insights acquired in the student's journey to her/his MM degree, the course aims to enable her/him to apply them to specific administrative/management situations in one's field.

3 Credit Units (One Semester)

Course Objectives:

The overall objective of the course is to develop conscientious, effective and efficient managers. Towards this end, the following major areas will be addressed: development/refinement of knowledge and skills to plan and manage the health system in part or as a whole and to develop/strengthen the right attitude towards management roles and responsibilities.

Specifically, at the end of the course, the student is expected to be able to:

1. Identify the theories, concepts, principles, and processes involved in Management
2. Apply learning and insights of management in health organization/institution/ programs, and
3. Plan and implement a seminar/conference on a current management issue on a local/regional scale.

Course Outline

Review of Management Concepts, Nature, Concepts, Theories and Principles

- ♦ Context and Framework of Management
- ♦ Basic Concepts and Approaches of Management
 - Fundamentals of the Management Process
 - Functions of Management
 - General Principles of Management
 - Organizational Theories and the Organizing Function
 - Problem Solving and Decision-Making
 - Planning Process
 - Budgeting
 - Directing and Actuating Function
 - Motivation and Communication
 - Monitoring and Control
 - Evaluation
- ♦ Program Planning, Implementation and Evaluation

Application of concepts and principles of management

Current issues, problems and trends in management

Note: The above topics shall be tackled through mini-seminar type forum. Each student shall be given a question related to the above topics and present the topic on the scheduled day/time.

Course Methodology:

Workshop
Lecture-Discussion
Research on a selected topic
Seminar-symposium

Bases for Evaluation: (Requirements)

Seminar-Symposium	40%
Research Report	20%
Midterm Exam	15%
Seminar Evaluations	10%
Class Participation	15%
Self	5%
Peer	5%
Faculty	5%
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	100%

References:

You can use any books, journals or manuals in management available to you. You have been provided a list of references for each course. You can use them as a springboard to your research work.

Points for Leveling Off:

Points for Leveling Off:

1. The first day of classes is a crucial day. You must never miss the first day of my classes, for this is when I lay down the foundation of the course and spell out my and your expectations. Agreements reached on this day will guide the conduct of the course throughout the semester.
2. I highly appreciate punctuality much as I consider it a virtue. We will start classes on time. Tardiness is defined as being late by at least fifteen (15) minutes for a class session. Being tardy for three times during the semester is equivalent to one (1) absence. Incurring more than three (3) session-absences (with legitimate excuses e.g. sickness, emergencies, etc) would mean being dropped from the course. Students who dropped or are dropped from the course, but failed to accomplish the required **dropping** form by 18 **April, 2017** will automatically get a grade of "5.0".
3. Cell phones must be put off or put on silent mode during classes. Absolutely no texting. Please leave the room if you need to make an urgent call or if you are to respond to a call. This is one form of RESPECT.
4. Come to class to participate, open-minded, with maturity and respectful of your classmates and facilitators/mentors/teachers. Let the classroom be a vibrant venue for learning and growing.
5. I expect promptness in submitting seat works/exercises/case studies/group outputs. Late requirements automatically loose the 5% allotted for timeliness as one criteria for evaluating paper requirements. Late requirements whose answers/approaches/ solutions will be discussed in class on their due dates, will not be accepted. However for some cases found to be meritorious, there will be an additional 5% deduction for every day that passed until the receipt of the requirements. You can send the requirements through your classmate/s, or through fax/e-mail if you cannot make it in class. (Note: Hard copies of requirement/s sent through email must be submitted as soon as possible or within the same week of expected submission)

Grading system: (Based on computed grades, results maybe adjusted using Measures of Central Tendency and Standard Deviation)

1.0	97-100	2.25	75-79
1.25	93-96	2.5	70-74
1.5	89-92	2.75	65-69
1.75	85-88	3.0	60-64
2.0	80-84	5.0	Below 60

6. Leave messages at the IM Office or c/o Ms. Carmen Ramos or at the CSS office c/o Jenny or Thea
7. You may text/call for urgent inquiries or messages. The use of the landline is highly preferred over cell phone (text messages). Emails are even better.
8. Important dates to remember:
 - ↻ Deadline for dropping subjects: April 18, 2017
 - ↻ Deadline for filing a LOA: May 2, 2017
 - ↻ Midterm Examinations starts March 17, 2017
 - ↻ Last Day of Classes: May 16, 2017
 - ↻ Final Examination Period: May 19, 2017
 - ↻ Deadline for submitting grades: June 5, 2017
9. Make-up session/s shall be mutually agreed upon by faculty and students for sessions that will be missed due to: "force majeure" and/or inability of the faculty member to conduct classes attributed to attendance to activities on official business, sick leave or personal leave.

Prepared by:



Erlinda Castro- Palaganas, Ph.D.

Consultation Hours: IM Faculty Room/ODSA Office
Tuesday and Thursdays: 9:00-12:00 a.m. – 1:00-3:00 p.m.
Saturdays: 1-3pm (by appointment)
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