

Syllabus for: Bus68	
Semester & Year:	Spring 2013
Course ID and Section Number:	E3494 (033494)
Number of Credits/Units:	3
Day/Time:	Tuesday / Thursday 4:30 pm to 5:55 pm
Location:	CR Main Campus; Forum Building, Room FM107
Instructor's Name:	Laura A Wolfsen
Contact Information:	Office location and hours: ½ hour before and after class or by appointment. Phone: 707-476-4100 ext. 3084 Email: laura-wolfesen@redwoods.edu (preferred)
Course Description:	
<p>An introduction to modern management theory. Key topics include the role and function of a manager, organizational design and structure, strategic and tactical planning, communication strategies, human resource management, diversity in the workforce, ethics and social responsibility, motivational theories, and management of change.</p>	
Student Learning Outcomes :	
<ol style="list-style-type: none"> 1. Articulate understanding of the primary management functions of planning, organizing, leading and controlling. 2. Develop recommendations for management action based upon course concepts. 3. Define management terms and explain their application in a business setting. 4. Describe and analyze the importance of business ethics and the ability to apply ethical theory to real-world behaviors in business. 5. Develop and utilize management skills through participation in a team project. 6. Compare and contrast business entities, placing particular emphasis on analyzing the effectiveness of differing organizational models. 	
Special accommodations:	
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.</p>	

Academic Misconduct:

Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an “F” in the course.

The student code of conduct is available on the College of the Redwoods website at:

<http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf>

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

COLLEGE OF THE REDWOODS

BUSINESS DEPARTMENT

(Please Note: This syllabus is subject to change)

Course Number: BUS68 Syllabus, Spring 2013

Course Title: Principles of Management (E3494)

Lecture: 2 sessions weekly; 3 Units

Monday / Wednesday, 4:30 – 5:55 pm

Location: Main CR Campus – Forum Building, Room FM105

Pre-requisites: Bus10 and English150 are recommended

Instructor: Laura Wolfsen, BS Business; MBA

Office Hours: Half hour before class, after class & by appointment

Phone: 707-476-4100 ext. 3084

Email: laura-wolfesen@redwoods.edu

Course Description

This course is a study in the principles of management, which includes the role and function of a manager, organizational design and structure, strategic and tactical planning, communication strategies, human resource management, diversity in the workplace, ethics and social responsibility, motivational theories and management of change. These concepts, once mastered, will allow students to effectively deal with workplace situations. This course integrates written and oral communication concepts.

Text

Required:

Understanding Management, 8th edition, Richard L. Daft and Dorothy Marcic, South-Western, Cengage Learning. (ISBN-13: 978-1-111-58024-7)

Other Recommended: None

Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

- Articulate understanding of the primary management functions of planning, organizing, leading and controlling.
- Develop recommendations for management action based upon course concepts.
- Define management terms and explain their application in a business setting.
- Describe and analyze the importance of business ethics and the ability to apply ethical theory to real-world behaviors in business.
- Develop and utilize management skills through participation in a team project.
- Compare and contrast business entities, placing particular emphasis on analyzing the effectiveness of differing organizational models.

Organization of Course

Class Participation

Students are expected to attend all lectures, as attendance is required. Participation is a critical part of the learning process and is closely associated with attendance. Lack of participation and excessive absences will jeopardize the status of the student in that course objectives may not be met. For this reason, your attendance will affect your grade as follows:

- 0-3 absences – No Deduction, positive bubble impact
- ≥4 absences – Negative bubble impact

The only exception to this policy is for an emergency. In that case, you need to notify me in **advance** that you will be unable to attend class.

Teaching/Learning Methodologies

Student participation is critical to the overall success of the class. Active involvement in the learning process is essential. Instructors serve as facilitators of learning and engage students in a variety of activities to promote the acquisition of communication skills. Reading course materials is essential to achieving subject matter mastery, and students should come to class prepared.

Though lecture is an important element of the classroom experience, additional participative activities (e.g. discussion, reflection and application) enhance the learning process. Each member of the class, instructor and student alike, is responsible for creating an effective and enjoyable learning environment.

Note: If you are having difficulty with course content or assignments, please make an appointment with your instructor immediately.

Students with special needs will be accommodated. Please let your instructor know about any special needs that you may have and contact College of the Redwoods' Disabled Student Programs and Services (DSPS) at 707-476-4280 for information and assistance with support services.

Classroom Conduct (Reference Student Code of Conduct in College of the Redwoods 2012-2013 Catalog)

- Attendance - Please be prompt. Late arrivals are disruptive to both lectures and class discussion and show disrespect to those who are on time.
- Be prepared for class.
- **No Cell Phones.** Please turn off your cell phone (or any other electronic devices) prior to entering the classroom.
- Respect all class participants.
- No sunglasses are to be worn in the classroom.
- Students missing more than five consecutive class sessions will be dropped from the class.

Grading

- Evaluation will be based on quizzes, assignments, midterm and final examination.
- Sakai's MyCR will be utilized for quizzes and to post class lecture slides and track student progress. The results of all quizzes, exams and assignments will be posted on MyCR.
- Exams – The midterm and final are 100 points each and are not cumulative; each will contain a maximum five point bonus (Ethical Essay Question). Exam questions will be variable.

Percentage of Grade:

Quizzes	20%
Assignments	20%
Midterm	30%
Final	<u>30%</u>
	100%

Grading Scale:	93-100%	=	A	90-92%	=	A-		
	83-86%	=	B	87-89%	=	B+	80-82%	= B-
	70-76%	=	C	77-79%	=	C+		
	60-69%	=	D					

If your final grade is on the "bubble" (e.g., 79% or 89%, **class participation will be the deciding factor**). Extra credit is given at the Instructor's discretion.

Assignments

- Five quizzes with the lowest score deleted from final grade calculation. No make-up quizzes will be administered. Quizzes will be conducted on-line.
- Written Assignments are due at the beginning of class.
 - There are three (3) assignments worth a total of 255 points. Together they comprise 20% of the grade.
 - For unexcused tardiness and unexcused absences, assignments submitted after class begins will be considered late. Late assignments will receive a 50% deduction. Any assignment turned in more than one week late will receive no credit. For excused tardiness and excused absences a minimum two-hour notification prior to class is required via e-mail or CR office phone. Midterm and Final exams **cannot** be made-up.
- Attendance is required for all presentations. There will be no make-up presentations. It is expected you will attend your fellow classmates' presentations as a professional courtesy – even if you have already completed your presentation.

Assignment, Quiz and Exam Blueprint

All quizzes are scheduled as on-line activities on MyCR and are 10 points each, lowest score dropped. Quizzes are available on-line for several days. Missed quizzes cannot be made up without prior arrangements. Assignments are due at the beginning of the class period. Total value of Assignments #1, #2, and #3 is 255 points. Exams (midterm & final) are not cumulative. Extra points: Midterm & final will include a maximum of four bonus points each in the form of an Essay Question. Other extra credit points are at the discretion of the instructor.

Students are responsible for information about academic dishonesty and plagiarism as stated in the 2012-2013 College of the Redwoods Catalog. Academic dishonesty will not be tolerated.

Please review the policy for "Incomplete" grade assignments as described in the 2012-2013 College of the Redwoods Catalog.

Quiz #1 (1/24) – 10 points	Topic: Chapter 1 & 2
Quiz #2 (2/7) – 10 points	Topic: Chapter 4 & 5
Assignment #1 (2/7) - 80 points	Topic: Ethics Assignment
Quiz #3 (2/21) – 10 points	Topic: Chapter 6 & 7
Midterm (3/7) – 100 points Comprehensive – Chapters 1-8 Bonus – Ethical Essay Question – up to 4 points	
Assignment #3 (3/28) - 75 points	Topic: Leadership Exercise
Quiz #4 (4/4) – 10 points	Topic: Chapter 11 & 12
Quiz #5 (4/18) – 10 points	Topic: Chapter 14 & 15
Assignment #2 (4/30) – 100 points	Topic: Project Presentations
Final Exam (5/7) – 100 points Comprehensive – Chapters 9-15 Bonus – Ethical Essay Question – up to 4 points	

I want every student to succeed in this class and to enjoy your learning experience. Please feel free to talk with me to discuss your progress throughout the semester.

PRINCIPLES OF MANAGEMENT (Bus68) SCHEDULE*

Spring 2013

DATE	Exams, etc.	TOPIC	Reading Assignment
Week 1 1/15 & 1/17	Welcome Projects	Orientation to the course / Intro Assignments Innovation for Turbulent Times	Syllabus Chap 1
Week 2 1/22 & 1/24	Quiz #1 Ch 1-2	The Environment and Corporate Culture	Chap 2
Week 3 1/29 & 1/31		Managing in a Global Environment	Chap 3
Week 4 2/5 & 2/7	Quiz #2 Ch 4-5 Ethics Assignment	Managerial Ethics and Corporate Social Responsibility Managerial Planning and Goal Setting	Chap 4 Chap 5
Week 5 2/12 & 2/14		Managers as Decision Making	Chap 6
Week 6 2/19 & 2/21	Quiz #3 Ch 6-7	Designing Adaptive Organizations	Chap 7
Week 7 2/26 & 2/28		Managing Change and Innovation	Chap 8
Week 8 3/5 & 3/7		Midterm Review MIDTERM EXAM	Chapters 1-8
Week 9 3/12 & 3/14		SPRING BREAK	
Week 10 3/19 & 3/21		Managing Human Resources & Diversity Dynamics of Behavior in Organizations	Chap 9 Chap 10
Week 11 3/26 & 3/28	Assignment #3	Leadership	Chap 11
Week 12 4/2 & 4/4	Quiz #4 Ch 11-12	Motivating Employees	Chap 12
Week 13 4/9 & 4/11		Managing Communication	Chap 13
Week 14 4/16 & 4/18	Quiz #5 Ch 14-15	Leading Teams	Chap 14
Week 15 4/23 & 4/25		Managing Quality & Performance	Chap 15
Week 16 4/30 & 5/2	Assignment #2	Business Modeling Presentations Final Exam Review	
Week 16 5/9	Final Exam 3:15 -5:15 pm	Final Exam	Ch 9-15

*Please Note: This schedule is tentative and subject to change.