

<b>Syllabus for: Bus68</b>	
<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	E4193
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	Tuesday / Thursday 4:30 pm to 5:55 pm
<b>Location:</b>	CR Main Campus; Humanities Bldg, Room HU127
<b>Instructor's Name:</b>	Laura A Wolfsen
<b>Contact Information:</b>	Office location and hours: ½ hour before and after class or by appointment. Phone: 707-476-4100 ext. 3084 Email: <a href="mailto:laura-wolfesen@redwoods.edu">laura-wolfesen@redwoods.edu</a> (preferred)
<b>Course Description:</b>	
<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>	
<b>Student Learning Outcomes :</b>	
<ol style="list-style-type: none"> <li>1. Use management skills and concepts to make recommendations and decisions.</li> <li>2. Describe and analyze the importance of business ethics and the ability to apply ethical theory to real-world behaviors in business.</li> </ol>	
<b>Special accommodations:</b>	
<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, Fall 2013**

**Course Title: Principles of Management (E4193)**

Lecture: 2 sessions weekly; 3 Units

Tuesday / Thursday, 4:30 – 5:55 pm

Location: Main CR Campus – Humanities Building, Room HU127

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](mailto: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: MGMT, 6<sup>th</sup> edition, Chuck Williams, South-Western, Cengage Learning.  
(ISBN-13: 978-1-285-09107-5)

Other Recommended: None

### **Student Learning Outcomes**

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

- Use management skills and concepts to make recommendations and decisions.
- Describe and analyze the importance of business ethics and the ability to apply ethical theory to real-world behaviors in business.

## 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 2013-2014 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 to post class lecture slides and track student progress. All quizzes will be taken on-line at MyCR and all assignments are to be submitted thru MyCR. 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 four point bonus question. (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 two assignments and one team project worth a total of 265 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. The Ethics Assignment is worth 75 points. The Leadership is worth 90 points. The Team Project is worth 100 points. Exams (midterm & final) are not cumulative. Extra points: Midterm & final will include a maximum four bonus points 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 2013-2014 College of the Redwoods Catalog. Academic dishonesty will not be tolerated.

Please review the policy for "Incomplete" grade assignments as described in the 2013-2014 College of the Redwoods Catalog.

Quiz #1 (9/5) – 10 points	Topic: Chapter 1 & 2
Ethics Assignment (9/12) – 75 points	Topic: Paper
Quiz #2 (9/26) – 10 points	Topic: Chapter 5 & 6
Quiz #3 (10/3) – 10 points	Topic: Chapter 7 & 8
Midterm (10/24) – 100 points Comprehensive – Chapters 1-9 Bonus – Essay Question – up to 4 points	
Quiz #4 (10/31) – 10 points	Topic: Chapter 11 & 12
Leadership Assignment (11/14) – 90 points	Topic: On-line
Quiz #5 (11/19) – 10 points	Topic: Chapter 15 & 17
Team Project (12/3-5) - 100 points	Topic: Presentation
Final Exam (12/12) – 100 points Comprehensive – Chapters 10-17 Bonus – Ethical Essay Question – up to 4 points	

\*\* Throughout the semester there may be in-class exercises and assignments. They will have a value of 10 points each.

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\***  
**Fall 2013**

DATE	Exams, etc.	TOPIC	Reading Assignment
Week 1 8/27 & 8/29	Welcome	Orientation to the course / Assignment & Project preview	Syllabus Chap 1
Week 2 9/3 & 9/5	Quiz #1 Ch 1-2	The History of Management	Chap 2
Week 3 9/10 & 12	Assignment	Organizational Environments & Culture Ethics & Social Responsibility	Chap 3 Chap 4
Week 4 9/17 & 9/19		Planning & Decision Making	Chap 5
Week 5 9/24 & 9/26	Quiz #2 Ch 5-6	Organizational Strategy	Chap 6
Week 6 10/1 & 10/3	Quiz #3 Ch 7-8	Innovation & Change Global Management	Chap 7 Chap 8
Week 7 10/8 & 10/10		Designing Adaptive Organizations	Chap 9
Week 8 10/15 & 17		Midterm Review MIDTERM EXAM	Chapters 1-9
Week 9 10/22 & 24	Team Project Guest Speaker	Managing Teams XXXXXXXX	Chap 10
Week 10 10/29 & 31	Quiz #4 Ch 11-12	Managing Human Resource Systems Managing Individuals & a Diverse Work Force	Chap 11 Chap 12
Week 11 11/5 & 7		Motivation	Chap 13
Week 12 11/12 & 14	Assignment	Leadership	Chap 14
Week 13 11/19 & 21	Quiz #5 Ch 15 & 17	Managing Communication Managing Information	Chap 15 Chap 17
Week 14 11/26 & 28		Control Thanksgiving	Chap 16
Week 15 12/3 & 12/5	Project Presentations	Final Exam Review	
Week 16 12/12		Final Exam - Thursday, 3:15 - 5:15 pm	Chapters 10-17

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