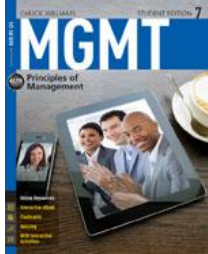


## COLLEGE OF THE REDWOODS

Course/Section#	<b>BUS 68 / Section # E6296</b>
Semester/Year	<b>Fall 2014</b> <span style="float: right;"><b>Units: 3</b></span>
Lecture Hours	<b>Monday &amp; Wednesday 4:30pm to 5:55pm HU Rm 215</b>
	<b>MGMT 7, 7th Edition</b> Chuck Williams ISBN-10: 1-285-41966-9 ISBN-13: 978-1-285-41966-4
Final Exam Date	<b>Final Exams are: Wed/ 12/10/14 3:15pm to 5:15pm</b>
Instructor/Phone	<b>Sid Anderson</b> <b>Phone: text or call: 599-3320</b> <b>e-mail: <a href="mailto:sid@mingtree.com">sid@mingtree.com</a> or <a href="mailto:sid-anderson@redwoods.edu">sid-anderson@redwoods.edu</a></b>
Office & Hours	<b>Adm Busn/Tech: 1hr before or after class: by appointment</b>

### SYLLABUS FOR BUSN 68

**COURSE DESCRIPTION:** 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

#### **STUDENT LEARNING OUTCOMES:**

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

**Special accommodations:** 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.

**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://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002->

[07-2012.pdf](#)

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

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.

**DESCRIPTION:** 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

**COURSE LEARNING OUTCOMES:**

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

**COURSE CONTENT AND CONCEPTS:**

1. Basic understanding of management theory - including historical trends in management, managing in a global environment, ethics and social responsibility, strategic / tactical / operational planning, leadership, motivation, human relations, organizational structure, innovation and change.

2. The role of a manager in an ever-changing local state, national and global environment.

3. The role of technology in modern management.

The importance of ethics and social / environmental responsibility as a manager.

**COURSE ISSUES:**

1. Ethics in business.
2. Diversity of individual skill sets and work ethic.
3. Global diversity and socially responsible business practices.
4. Opportunities and challenges posed by 21<sup>st</sup> Century globalization.  
Opportunities for creative, innovative managers with global perspective

**COURSE THEMES:**

1. Causes and effects of technological changes and globalization in management principles.

2. Diversity, multi-culturalism, and cross-functional teams as key considerations for managers.

3. Challenges of the dynamic global environment for 21<sup>st</sup> Century managers.

The role of innovation and change in business management

**COURSE SKILLS:**

1. Understand the core management concepts of the text and supplementary handouts.
2. Utilize management skills as a productive member of a team.
3. Understand the role a manager plays in motivation, productivity, and job satisfaction.

**REPRESENTATIVE LEARNING ACTIVITIES:**

1. Analyzing case studies.
2. Participating in group discussion and/or activities.
3. Listening and engaging in dialogue with guest speakers from the local business community.
4. Participating in a group business exercise.
5. Developing a PowerPoint presentation for the business project.

**ASSESSMENT TASKS:**

1. Participating as a team member in an extended management exercise and present the results in a PowerPoint presentation.

**2. A written out-of-class report demonstrating analytical and critical thinking skills on a business ethics topic.**

**HOMEWORK & QUIZZES:** Homework & quizzes will be assigned. Your grade will be largely based on Exams, Quizzes, Class Project, Case Study Projects, Class, and Team participation. Any student who attends regularly, participates eagerly, and clearly understands the concepts presented, and passes the projects, quizzes and exams should receive a satisfactory grade. You will need scantron sheets for exams.

**COURSEWORK:**

**Chapter Quizzes on My CR:** For each chapter, there will be an open book quiz on the My CR site. <http://www.redwoods.edu> Quizzes will be due Sunday night by 11pm. Once you start a quiz, you will only have 1 hour to complete it. There will be multiple choice questions on each quiz. –. There will be no make-up quizzes. Make a copy to help you study for your exams.

**Exams:** We will have two exams over the course of the semester, a mid-term and a final. For each exam, you can have a two-page, handwritten “cheat sheet” (double-sided, letter size). Several of the questions on each exam will come directly from the chapter quizzes. The others will be similar learning objective multiple choice questions.. There will be one essay question for each exam for extra points.

**Case Studies:** There will be two case study projects during the semester. These will be based on actual company problems.

**Team Project:** I will be giving a lecture and handout describing the Project in more detail. You will join or be assigned to a team with several classmates (4 to 8 people) on that day, so attendance is crucial. You may select who you would like to work with and submit those names to me at the beginning of that class. (Important for team members to be able to meet at the same times). Each team will be required to utilize course concepts, and the group’s collective creativity.

**GRADING:** Your grade will be based on the following components.

ITEM	POINTS	PERCENT
18 Chap Quizzes + pop quizzes	10 each	20% in total
1 Mid Term Exam 1-9	200	20%
2 Case Study projects	100 each	20% in total
1 Team Project	200	20%
Final Exam 10-18	200	20%
<b>TOTAL</b>	<b>1000</b>	<b>100%</b>

I will add or subtract from the above for class participation. I will round your score to nearest whole number percent (89.49% goes to 89%, but 89.51% goes to 90%) and apply the following letter grade thresholds:

95%=A, 90%=A-, 87%=B+, 83%=B, 80%=B-, 77%=C+, 73%=C, 63%=D.

One of the most important things that you can do to succeed in this course is to read the chapters prior to class, participate in the discussions, take the quizzes, complete the case studies, and put together a Class Project.

If you have to miss class, make prior arrangements to turn in your homework, as well as to get any notes or materials that were covered that day from another student.

Attendance and Absences: In general, you will be graded on your performance on the coursework, assessments, and participation. However, if you have an unexcused absence on the Team Formation, Executive Summary or Presentation Days, your score on those components of the grade will be reduced. If you are absent on an exam day, we can arrange a make-up after you provide written documentation of the compelling reason for your absence.

Arriving on Time: Late arrivals and leaving during class are disruptive to both lectures and class discussion, and show disrespect to those who are on time.

Being prepared for class: You should read the chapter prior to the day I present it to the class. Be ready to discuss key elements and to answer any questions for each day's class, including being ready to talk about current events that pertain to Management.

Classroom Conduct: Be prepared. Please respect all class participants thought and ideas. There will be **no cell phones allowed**, please turn these off prior to entering the class room.

Academic Integrity: Familiarize yourself with the Code of Student Conduct. Be aware of the definition of academic dishonesty. Be aware that any violation of the Code of Student Conduct could result in a failing grade in the class and a negative letter of reference going into the file that accompanies your transcripts. We will be running your written assignments through a plagiarism software package.

**TENTATIVE SCHEDULE:**

This schedule is subject to change, especially if I have to cancel class. Also, remember that there will be chapter quizzes due every Sunday night, 11pm, on My CR. These quizzes will be available by Tuesday.

<b>TENATIVE SCHEDULE BUSN 10</b>			
<b>WEEK OF</b>	<b>READING Assign</b>	<b>ASSIGNMENTS DUE</b>	<b>IN CLASS ACTIVITIES</b>
8/25-27	Chapter 1	Chapter Quiz each week	Orientation Chapter 1
9/1-3	Chapter 2 -3		
9/8-10	Chapter 4		
9/15-17	Chapter 5		
9/22-24	Chapter 6		
9/29-10/1	Chapter 7- 8		
10/6-7	Chapter 9		
10/13-15		Mid Term Exam	Exam Chapter 1-9 10/15
10-20-22	Chapter 10		
10/27-29	Chapter 11 - 12		
11/3-5	Chapter 13		
11/10-12	Chapter 14		
11/17-19	Chapter 15 - 16		
11/24-11/26	Chapter 17		

12/1-3		Project Presentations	
12-10	Finals Week	3:15 pm start	Final 10-18 Exam
Each week Quizzes on My CR are Due on the Chapters we cover that week			
This schedule is subject to change, especially if we have to cancel a class.			

\*The above syllabus, schedule and procedures are subject to change.

## Emergency Procedures/ College of the Redwoods/ Eureka Campus

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room) and review [www.redwoods.edu/safety.asp](http://www.redwoods.edu/safety.asp) for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (Be aware CR's lower parking lot and 101 frontage are within the Tsunami Zone).

**RAVE** – College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and of the interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “[redwoods.edu](http://redwoods.edu).”

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, [707-476-4112](tel:707-476-4112), [security@redwoods.edu](mailto:security@redwoods.edu), if you have any questions.

Emergency: 707-476-4111

Life Threatening Emergency Call 911

Ron Waters, Director

Emergency Response Training Center  
Chair – Emergency Preparedness & Safety Committee  
College of the Redwoods  
707.476.4331  
707.476.4411 (fax)