

Course Information

Semester & Year: Spring 2020
Course ID & Section #: BUS-68 D9293
Instructor's name: Sandra Rowan
Day/Time or *Online: Tuesdays/5:00 – 8:10 p.m.
Location or *Online: Pelican Bay
Number of units: 3

Instructor Contact Information

Office location or *Online: TBA
Office hours: TBA
Phone number: CTE Office Phone 707-476-4341
Email address: sandra-rowan@redwoods.edu

Required Materials

Textbook title: *Understanding Management*
Edition: 10th Edition
Author: Daft/Marcic
ISBN: 13: 978-1-305-50221-5 or 10: 1-305-50221-3

Catalog 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 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.

Evaluation & Grading Policy

Evaluation will be based on quizzes, assignments, in-class activities, a mid-term and final examination. Exams will not be cumulative and may consist of True/False, Multiple-Choice, Fill-in-the blank, and/or essay questions.

Prerequisites/Co-requisites/Recommended Preparation

BUS-10 and ENG-150 are recommended.

Special Accommodations Statement

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 at 707-476-4280.

Student Feedback Policy

My goal is to provide graded feedback to the students within two weeks of submitting an exam or written assignment. Quizzes will be graded and returned the next class session.

Proctored Exams

There are no proctored exams required this semester.

Student Accessibility Statement and Academic Support Information

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Institutional Policies

Special Accommodations Statement (*required for online classes)

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- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student Accessibility Statement (*required for online classes)

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor.

Admissions deadlines & enrollment policies

Spring 2020 Dates

- *Classes begin: 1/18/20*
- *Martin Luther King Jr. Day (all-college holiday): 1/20/20*
- *Last day to add a class: 1/24/20*
- *Last day to drop without a W and receive a refund: 1/31/20*
- *Census date: 2/3/20 or 20% into class duration*
- *Lincoln's Birthday (no classes): 2/14/20*
- *Last day to petition to file P/NP option: 2/14/20*
- *President's Day (all-college holiday): 2/17/20*

- *Last day to petition to graduate or apply for certificate: 3/05/20*
- *Spring break (no classes): 3/16/20-3/21/20*
- *Last day for student-initiated W (no refund): 4/3/20*
- *Last day for faculty initiated W (no refund): 4/3/20*
- *Final examinations: 5/9/20-5/15/20*
- *Semester ends: 5/15/20*
- *Grades available for transcript release: approximately 6/1/20*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. 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 website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. 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 website](#).

Policies for this Class

Class participation and Attendance policy

Class participation is essential to the learning process. Attendance is encouraged and required and students will earn participation points for activities done during class.

Communication Guidelines

Direct questions related to this course to your instructor. Questions related to the program should be submitted on a Ask My CR form.

Policies – additional

Late work will only be accepted up to one class period beyond the due date. Tardiness disrupts the classroom so please be punctual. Make-up work must be approved by your instructor.

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Policies for this Class

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Attendance will be taken each day class is in session. Students will earn participation points for activities done in class.

Information for this Class

Recommended textbooks & other materials

If there are additional materials required, they will be provided.

Emergency procedures / Everbridge

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students. These include:

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.

Components of grading:

Students receive an overall course grade based on points earned from a combination of case study assignments/written reports, class participation, and a team project. All grades will be posted on the Canvas Learning System. Students should regularly review their grades and report any apparent discrepancies.

| | |
|---|-------------------|
| A. Weekly Quizzes – x 10 Points = | 120 Points |
| B. Class Participation/Class Activities 15 Weeks x 10 Points = | 150 Points |
| C. Practical Applications/Role Plays/Reflections 3 +/- Assignments x 20 points = (up to) | 60 Points |
| D. Leader Profile Group Presentations Team Presentation and Peer Evaluation = | 170 Points |
| E. Exams - 2 x 150 points each = | <u>300 Points</u> |

There are a **total** of up to **800** total points possible in this course.

Nature of Exams: Questions may come from the textbook, discussions, class work, and including current events.

Grades are based on how you marshal the facts, your ethical reasoning, and how persuasive you are to your stakeholders.

I RESERVE THE RIGHT TO MAKE CHANGES TO THE SCHEDULE OF ASSIGNMENTS FROM WHICH YOUR GRADE WILL BE BASED, INCLUDING NUMBER OF ASSIGNMENTS, QUIZZES, EXAMS, AND ACTIVITIES.

Your total points will be converted to percentages and your grade assigned as follows:

| | |
|------------|----|
| 100-93 | A |
| 92-90 | A- |
| 89-87 | B+ |
| 86-83 | B |
| 82-80 | B- |
| 79-76 | C+ |
| 75-70 | C |
| 69-60 | D |
| 59 or less | F |

NOTE: A grade of "D" is not passing in terms of transferability to a four-year college or university.

Schedule of Assigned Reading and Assignments

| Date | Chapter | Quiz/Exam | Topic and Assignment |
|--|----------------|-------------------|---|
| Week 1 - 1/23 | Syllabus and 1 | CH 1 | Orientation to the Course/Intro Assignments |
| | | | The World of Innovative Management |
| Week 2 - 1/30 | 2 | CH 2 | The Environment and Corporate Culture |
| Week 3 - 2/4 | 3 | CH 3 | Managing in a Global Environment |
| Week 4 - 2/ 11 | 4 | CH 4 | Managing Ethics and Social Responsibility |
| Week 5 - 2/18 | 5 | CH 5 | Planning and Goal Setting In Class Activity |
| Week 6 - 2/25 | 6 | Exam 1 | Exam Covers Chapters 1 - 5 |
| | | | Managerial Decision Making |
| Week 7 - 3/3 | 6 & 7 | CH 6 & 7 | Designing Organization Structure |
| Week 8 - 3/10 | 8 | CH 8 | Managing Change and Innovation |
| March 16 - March 21 - Spring Break | | | |
| Week 9 - 3/24 | 9 | CH 9 | Managing Human Resources and Diversity |
| Week 10 - 3/31 | 10 | CH 10 | Understanding Individual Behavior |
| Week 11 - 4/7 | 11 | Exam 2 | Exam Cover Chapters 6 - 10; Start Chapter 11 |
| | | | Leadership (In-Class Activity) |
| Week 12 - 4/14 | 11 & 12 | CH 11 & 12 | Leadership/Motivating Employees |
| | | | In-Class Activity |
| Week 13 - 4/21 | 13 | CH 13 | Managing Communication |
| Week 14 - 4/28 | 14 | CH 14 | Leading Teams - Project |
| Week 15 - 5/5 | 15 | CH 15 | Managing Quality and Performance |
| Week 16 - 5/12 | | Final Exam | Presentations -Possible these will take the place of the exam. |
| I reserve the right to make changes to this syllabus as needed. All changes will be communicated. | | | |