

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:

BADM 202 - Management

Course Description:

This course is designed to study the basic functions of management which include planning, organizing, directing and controlling. This course introduces students to effective conflict management, communication, leadership, and decision making techniques. Additional management issues that are addressed include human resources management, ethics, and diversity.

Course Objectives:

After taking this course students should be able to:

- Describe what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and effectively to achieve organizational goals.
- Distinguish among planning, organizing, leading, and controlling (the four main management functions) and explain how managers' ability to handle each one can affect organizational performance.
- Discuss the principle challenges facing managers in today's increasingly competitive global environment.
- Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory.
- Explain the principle of job specialization and division of labor
- Describe the various personality traits that affect how managers think, feel, and behave.
- Describe the nature of emotional intelligence and its role in management.
- Define organizational culture and explain how managers both create, and are influenced by, organizational culture.
- Describe conflict management strategies that managers can use to resolve conflict effectively.
- Describe important communication skills that managers need as senders and as receivers of messages.
- Explain why effective human resources management can help an organization gain a competitive advantage.
- Describe the six steps that managers should take to make the best decisions.
- Understand the steps managers can take to effectively manage diversity.
- Understand the relationship between ethics and the law.

Instructor:

Keri J. Keith

Office:

Thatcher Hall 205

Office Hours:

1:00 – 2:00 pm: Monday, Wednesday and Friday
2:00 – 3:00 Tuesday and Thursday

Phone:

701-228-5624

Email:

keri.keith@dakotacollege.edu

Lecture/Lab Schedule:

T/R: 11:00 – 12:15
TH 2211

Textbook(s):

Contemporary Management, Sixth Edition – Jones and George.

Course Requirements:

Course requirements consist of class participation, assignments, quizzes, and exams.

Grade Weighting

Case Studies and in class	
Assignments. 8 @25 points each	200 points
Test 1	100 points
Test 2	100 points
Test 3	100 points
Test 4	100 points
Participation	<u>75 points</u>
Total:	675 points

Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

Tentative Course Outline

Tuesday, January 13	Syllabus, Course Intro, my Intro, Student Introductions
Thursday, January 15	Chap 1 Lecture Chapter 1 *Case Studies in class assignment.*
Tuesday, January 20	Chap 2 Lecture
Thursday, January 22	Chap 3 Lecture
Tuesday, January 27	Chap 4 Lecture
Thursday, January 29	*Assignment: Answer Discussion Questions 1-5 on page 142.
Tuesday, Feb 3	Chap 5 Lecture
Thursday, Feb 5	*Chapter 5 Case Studies in class assignment.*

Tuesday, February 10	Chap 6 Lecture
Thursday, February 12	*Chapter 6 Case Studies in class assignment.*
Tuesday, February 17	Review for Exam 1 - Video
Thursday, February 19	Exam 1

Tuesday, February 24	Chapter 7, Decision Making
Thursday, February 26	Chapter 8, Planning
Tuesday, March 3	*Chapter 8 Case Studies in class assignment.*
Thursday, March 5	Chapter 10, Organizational Structure
Tuesday, March 10	Chapter 11, Control
Thursday, March 12	*Chapter 11 Case Studies in class assignment.*
Tuesday, March 17 (Spring Break)	
Thursday, March 19 (Spring Break)	
Tuesday, March 24	Chapter 12, HR Management
Thursday, March 26	Exam 2 Review - Video

Tuesday, March 31	Exam 2
Thursday, April 2	Chapter 13, Motivation and Performance
Tuesday, April 7	Chapter 14, Leadership
Thursday, April 9	*Chapter 14 Case Studies in class assignment.
Tuesday, April 14	Chapter 16, Communication Process
Thursday, April 16	*Chapter 16 Case Studies in class assignment.*
Tuesday, April 21	Chapter 15, Groups
Thursday, April 23	Chapter 17, Conflict and Negotiation
Tuesday, April 28	Exam 3 Review - Video
Thursday, April 30	Exam 3
Tuesday, May 5	Review of Exams 1-3 for Comprehensive Final
Thursday, May 7	Exam 4, Comprehensive Final

Relationship to Campus Theme:

A focus on the growing “green” movement in business marketing and management. Also addressing consumption and the new technologies that are affecting the business industry. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

Classroom Policies:

Absences and Assignment Due Dates: If a student must miss class, he/she must contact the instructor within 24 hours of the class period. Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

Attendance and participation is expected. Ten percent of your grade is based solely on attendance and participation. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.

If you miss an exam you must contact me within 24 hours of the missed exam to arrange for a time to make up the exam. Exams must be made up within 72 hours of the original exam time. If you do not contact me within 24 hours a grade of 0 will be entered for the exam that was missed. **Students are only allowed to make up ONE exam per course.** The exam grade will be docked 10% per day for late points.

Electronic Devices: Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class! I will not tolerate texting, playing games, watching videos or anything else that is disruptive to the class and others around you. You will be asked once to put the phone away, if asked again you will be asked to leave.

Do NOT wear headphones during tests. They are not allowed.

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

Electronic Communication: If you are contacting me through email – you must use your Dakota College email account. Emailed assignments that are not sent through your Dakota College account will not be accepted. This is a school-wide policy.

Academic Integrity:

Plagiarism: To plagiarize is to “steal and pass off the ideas or words of another as one’s own” (*Webster’s Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

Cheating: Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

Disabilities and Special Needs:

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.