

# **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 14	Syllabus, Course Intro, my Intro, Student Introductions
Thursday, January 16	Chap 1 Lecture Chapter 1 *Case Studies in class assignment.*
Tuesday, January 21	Chap 2 Lecture
Thursday, January 23	Chap 3 Lecture
Tuesday, January 28	Chap 4 Lecture
Thursday, January 30	*Assignment: Answer Discussion Questions 1-5 on page 142.
Tuesday, Feb 4	Chap 5 Lecture
Thursday, Feb 6	*Chapter 5 Case Studies in class assignment.*

Tuesday, February 11	Chap 6 Lecture
Thursday, February 13	*Chapter 6 Case Studies in class assignment.*
Tuesday, February 18	Review for Exam 1 - Video
Thursday, February 20	Exam 1

Tuesday, February 25	Chapter 7, Decision Making
Thursday, February 27	Chapter 8, Planning
Tuesday, March 4	*Chapter 8 Case Studies in class assignment.*
Thursday, March 6	Chapter 10, Organizational Structure
Tuesday, March 11	Chapter 11, Control
Thursday, March 13	*Chapter 11 Case Studies in class assignment.*
Tuesday, March 18 (Spring Break)	
Thursday, March 20 (Spring Break)	
Tuesday, March 25	Chapter 12, HR Management
Thursday, March 27	Exam 2 Review - Video

Tuesday, April 1	Exam 2
Thursday, April 3	Chapter 13, Motivation and Performance
Tuesday, April 8	Chapter 14, Leadership
Thursday, April 10	*Chapter 14 Case Studies in class assignment.
Tuesday, April 15	Chapter 16, Communication Process
Thursday, April 17	*Chapter 16 Case Studies in class assignment.*
Tuesday, April 22	Chapter 15, Groups
Thursday, April 24	Chapter 17, Conflict and Negotiation
Tuesday, April 29	Exam 3 Review - Video
Thursday, May 1	Exam 3
Tuesday, May 6	Review of Exams 1-3 for Comprehensive Final
Thursday, May 8	Exam 4, Comprehensive Final

## **Relationship to Campus Theme:**

A focus on the growing “green” movement in advertising as well as consumption and addressing the new technologies that are affecting the advertising 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.

## **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.

**Tests:** All tests should be completed on the day that they are given. If you are unable to take the test the day it is given in class, you must make up the test within 72 hours or a grade of 0 will be entered. Make-up exams will only be allowed if you have made arrangements with me previous to taking the exam within the 72 hour time period. Exams are docked 10% per day late.

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.

**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!

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.

## **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.