



Course Prefix/Number/Title:

BADM 202 – Management

Credits: 3

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.

Pre-/Co-requisites: None

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:

2:00 – 3:00 Monday - Friday

Phone:

701-228-5624

Email:

keri.keith@dakotacollege.edu

Lecture/Lab Schedule:

T/R: 11:00 – 12:15

TH 2211

Textbook(s):

Contemporary Management, Ninth 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

Due before class questions @ 10 pts each 90 points

Test 1 100 points

Test 2 100 points

Test 3 100 points

Test 4 100 points

Participation 90 points

Total: 780 points

Grading Scale

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

Tentative Course Outline

Tuesday, January 10	Syllabus, Course Intro, my Intro, Student Introductions
Thursday, January 12	Chap 1 Lecture
Tuesday, January 17	Chap 2 Lecture Building Management Skills Questions page 55 – due before class
Thursday, January 19	Chap 3 Lecture Management in Action Questions 1-4 page 86 – due before class
Tuesday, January 24	Chap 4 Lecture
Thursday, January 26	*Assignment: Answer Discussion Questions 1-5 on page 119-120. The Big Quit- 60 minutes piece. Due in class.
Tuesday, January 31	Chap 5 Lecture
Thursday, February 2	*Chapter 5 Case Studies in class assignment – page 153-154*
Tuesday, February 7	Chap 6 Lecture
Thursday, February 9	*Chapter 6 Discussion Questions 1-5 on page 180.* Review for Exam 1
Tuesday, February 14	No Class - Assessment Day
Thursday, February 16	Exam 1

Tuesday, February 21	Chapter 7, Decision Making Management in Action Questions 1-5 page 210 – due before class
Thursday, February 23	Chapter 8, Planning
Tuesday, February 28	*Chapter 8 Case Studies in class assignment- McDonalds – Page 245*

Thursday, March 2	Chapter 10, Organizational Structure Management in Action Questions 1-6 – page 307 – due before class
Tuesday, March 7	Chapter 11, Control
Thursday, March 9	*Chapter 11 Case Study- Chick-fil-A on page 343*
Tuesday, March 14 (Spring Break)	
Thursday, March 16 (Spring Break)	
Tuesday, March 21	Chapter 12, HR Management Management in Action Questions 1-6 – page 374 – due before class
Thursday, March 23	Exam 2 Review - Video
Tuesday, March 28	Exam 2
Thursday, March 30	Chapter 13, Motivation and Performance
Tuesday, April 4	Chapter 13 Case Study – You can buy happiness... page 408-410 – Due in class
Thursday, April 6	Chapter 14, Leadership Building Management Skills Questions 1-5 – page 436 – due before class
Tuesday, April 11	Chapter 16, Communication Process Managing Ethically Questions 1-2 – page 503 – due before class
Thursday, April 13	*Chapter 16 Case Studies in class assignment- Conference Call... page 505- 506*
Tuesday, April 18	Chapter 15, Groups Building Management Skills Questions 1-8 – page 469 – due before class
Thursday, April 20	Chapter 17, Conflict and Negotiation Management in Action Questions 1-9 – page 530 – due before class
Tuesday, April 25	Exam 3 Review - Video
Thursday, April 27	Exam 3
Tuesday, May 2	Review of Exams 1-3 for Comprehensive Final
Thursday, May 4	Exam 4, Comprehensive Final

CTE Competency/Department Learning Outcome(s): The student learning competencies of career and technical education degree programs are as follows:

- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

Relationship to Campus Focus: 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: 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. Most assignments can be posted in BlackBoard. That way the assignment has a time stamp for due date compliance.

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.

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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.