



Course Prefix/Number/Title: BADM 202 Principles of Management

Number of 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 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: Patti Heisler

Office: Online

Office Hours: By appointment

Phone: Microsoft Teams can be used for text or face-to-face online communications with your instructor. Log into Office 365 and find the Teams tile on your dashboard. Open Teams, then click the New Chat button to the left of the search bar. In the "To:" field type your instructor's name to select from the list, then type your message at the bottom of the screen. Teams will indicate your instructor's availability. Messages will still be delivered even if your instructor is unavailable. Teams messages automatically route to Outlook if not immediately viewed.

Email: patti.heisler@dakotacollege.edu

Lecture/Lab Schedule: not applicable

Course Requirements: Course requirements consist of online participation, assignments, quizzes, and exams. Rubrics will be used as part of the assessment process.

Textbook

Essentials of Contemporary Management, 9e, Gareth Jones and Jennifer George

This course uses McGraw Hill Connect access. Students have two purchasing options:

- **Connect access only** – ISBN: 1260681556 / 9781260681550 | Includes Connect Access Card. This option does not include a printed text but contains complete eBook. Students who purchase Connect access only and then decide they'd like a print text may OPT to purchase a loose-leaf text shipped directly to them for an additional \$25.00. This offer is only good through Connect and only after Connect access has been purchased.
- **Loose leaf text with Connect access** – ISBN: 1264091699 / 9781264091690 | GEN COMBO LOOSE-LEAF ESSENTIALS OF CONTEMPORARY MANAGEMENT TEXT with CONNECT ACCESS CARD 9e 2021

The electronic version of this textbook provides functionality beyond what a printed book can offer. For example, students can elect to listen to the text instead of read it. Students can access the textbook via their mobile device to make learning more convenient. And students can use the search function to find specific information within the text to reference in their research papers.

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

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): not applicable

Relationship to Campus Focus: A focus on the growing "green" movement in business communication 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.

Grade Weighting

Starter Assignments (2@20 points each)	40 points
Assignments (4 @ 50 points each)	200 points
Chapter Quizzes (14 @ 15 points each)	210 points

Test 1	50 points
Test 2	50 points
Test 3	50 points
Test 4	25 points
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Total:	625 points

Grading Scale

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

Weekly Schedule

This weekly schedule is provided to help you manage your time. All assignments within the course are open now and students are encouraged to work ahead. All assigned work must be completed by the deadline. See classroom policies below for more information. This schedule may be subject to change.

Weeks run Sunday – Saturday with coursework due on Mondays by 11:59 PM.

Week	Dates	Items to Work On	Deadlines
1	Aug 23-28	Classes start Tuesday, August 24. <ol style="list-style-type: none"> 1. Review the Blackboard course site 2. Review the Assignments and Rubrics link in Blackboard 3. Review the syllabus and make note of all assignments and their due dates 4. Let your instructor know what questions you have 5. Read Chapter 1 6. Review Chapter 1 PowerPoint 7. Complete Chapter 1 Quiz (15 points) 8. Complete the "Your Course Goals" assignment (20 points) 9. Introduce yourself to the class (VoiceThread, 20 points) 	

Week	Dates	Items to Work On	Deadlines
2	Aug 29- Sep 4	<ul style="list-style-type: none"> • Read Chapter 2 • Review Chapter 2 PowerPoint • Complete Chapter 2 Quiz • Begin work on Assignment #1 	
3	Sep 5-11	<p>Labor Day holiday, Monday, Sep. 6</p> <ul style="list-style-type: none"> • Read Chapter 3 • Review Chapter 3 PowerPoint • Complete Chapter 3 Quiz • Continue work on Assignment #1 	<p>DUE MONDAY, Sep 6:</p> <ul style="list-style-type: none"> • My Course Goals • Introductions
4	Sep 12-18	<ul style="list-style-type: none"> • Read Chapter 4 • Review Chapter 4 PowerPoint • Complete Chapter 4 Quiz • Continue work on Assignment #1 • Prepare for Exam #1 	
5	Sep 19-25	<ul style="list-style-type: none"> • Read Chapter 5 • Review Chapter 5 PowerPoint • Complete Chapter 5 Quiz • Complete Assignment #1 • Complete Exam #1 	
6	Sep 26-Oct 2	<ul style="list-style-type: none"> • Read Chapter 6 • Review Chapter 6 PowerPoint • Complete Chapter 6 Quiz • Begin work on Assignment #2 	<p>DUE MONDAY, Sep 27:</p> <ul style="list-style-type: none"> • Exam 1 Chapters 1-4 • Quizzes (Chapters 1-4) • Assignment #1
7	Oct 3-9	<ul style="list-style-type: none"> • Read Chapter 7 • Review Chapter 7 PowerPoint • Complete Chapter 7 Quiz • Continue work on Assignment #2 	
8	Oct 10-16	<ul style="list-style-type: none"> • Read Chapter 8 • Review Chapter 8 PowerPoint • Complete Chapter 8 Quiz • Continue work on Assignment #2 • Prepare for Exam 2, Chapters 6-8 	

Week	Dates	Items to Work On	Deadlines
9	Oct 17-23	<ul style="list-style-type: none"> • Read Chapter 9 • Review Chapter 9 PowerPoint • Complete Chapter 9 Quiz • Complete Assignment #2 • Complete Exam 2 	
10	Oct 24-30	<ul style="list-style-type: none"> • Read Chapter 10 • Review Chapter 10 PowerPoint • Complete Chapter 10 Quiz • Being work on Assignment #3 	DUE MONDAY, Oct 25: <ul style="list-style-type: none"> • Exam 2 Chapter 5-8 • Quizzes (Chapters 5-8) • Assignment #2
11	Oct 31-Nov 6	<ul style="list-style-type: none"> • Read Chapter 11 • Review Chapter 11 PowerPoint • Complete Chapter 11 Quiz • Continue work on Assignment #3 	
12	Nov 7-13	Veteran's Day holiday, November 11 <ul style="list-style-type: none"> • Read Chapter 12 • Review Chapter 12 PowerPoint • Complete Chapter 12 Quiz • Continue work on Assignment #3 • Prepare for Exam 3, chapters 9-12 	
13	Nov 14-20	<ul style="list-style-type: none"> • Read Chapter 13 • Review Chapter 13 PowerPoint • Complete Chapter 13 Quiz • Complete Assignment #3 • Complete Exam #3 	
14	Nov 21-27	Thanksgiving holiday, Thursday, Nov. 26 <ul style="list-style-type: none"> • Begin work on Assignment #4 	DUE MONDAY, Nov 22: <ul style="list-style-type: none"> • Exam 3 Chapters 9-12 • Quizzes (Chapters 9-12) • Assignment #3
15	Nov 28-Dec 4	<ul style="list-style-type: none"> • Read Chapter 14 • Review Chapter 14 PowerPoint • Complete Chapter 14 Quiz • Continue work on Assignment #4 	

Week	Dates	Items to Work On	Deadlines
16	Dec 5-11	<ul style="list-style-type: none"> Prepare for Exam 4, Chapter 13-14 	DUE MONDAY, Dec 6: <ul style="list-style-type: none"> Assignment #4 Quizzes (Chapters 13-14)
17	Dec 12-18	Final exam week	DUE MONDAY, Dec 13: <ul style="list-style-type: none"> Exam 4 Chapters 13-14

Classroom Policies

PARTICIPATION. Like a face-to-face course, regular interaction is expected between students in this online course where applicable. In cases where enrollment is limited, your instructor will interact with you. Students should expect to log in several times each week and participate in discussion forums. Blackboard Learn provides reports of your online activity.

This online classroom is a place where the thoughts and ideas of all can be expressed without fear or reprisal from others. You're expected to show respect when the opinions of others conflict with your own. Situations like this are an opportunity for discussions to become more dynamic and allow you to learn effective ways to navigate difficult conversations. It can also become an opportunity for you to exercise leadership skills. The instructor reserves the right to terminate discussions.

TIME MANAGEMENT. Students are encouraged to establish a schedule to focus on their coursework. For example, you may decide that Monday, Wednesday, and Friday from 7-9 PM will be the times you will set aside for this course. Sharing this information with your family helps them understand how they can support your academic efforts. Sharing this information with your instructor and peers can help keep you accountable.

COURSE WORK. All coursework, including exams, is open to you now. This enables you to work ahead so you can flex your personal schedule. Waiting until the deadline and/or submitting work late – regardless of the reason – is a cause for concern. Your instructor will be looking closely at this.

All coursework must be uploaded to Blackboard Learn. Coursework will not be accepted via email.

If a personal issue arises that could impact your ability to turn in your work, contact your instructor well before the deadline to make arrangements. Keep in mind, your instructor must consider what is fair to others and will evaluate extenuating circumstances individually and make accommodations only when absolutely necessary.

All work will be graded after the deadline passes however students can ask to have their work graded earlier.

LATE WORK: Students can submit their work up to 5 days late however grades will be reduced by 10% of earned points for each day late. After 5 days, work cannot be accepted. It is up to you to keep track of deadlines. Your instructor will not remind you to turn your work in.

Student Email Policy: For security reasons, your Dakota College at Bottineau email account is the only officially recognized email. Messages sent through personal email accounts will not be answered as there is no way to determine if that message is from you.

The liability for missing or not acting upon important information conveyed via campus email rests with the student.

You can also use your Dakota College Microsoft Teams account to send instant messages and communicate face-to-face (virtually) with your instructor. Teams is located on your Office 365 dashboard. Teams can be used in-browser or you can download the desktop app: open Teams, click on your profile picture, then choose Download Desktop App. The desktop feature has full capabilities while the browser version is more limited.

Academic Integrity

According to the Dakota College at Bottineau Student Handbook, students are responsible for submitting their own work. Students who share their work with others share the responsibility for violation of academic principles and are subject to disciplinary action even if 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.

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. Students found plagiarizing material will receive a “o” for the assignment.** When completing a paper, it is necessary to cite all information gathered from other sources using MLA guidelines. Both an in-text citation and full bibliography must be included. The Student Resources section contains a handout on how to insert citations and automatically generate a bibliography in Word.

Remixes and Mashups qualify as plagiarism when used excessively (more than 20% of the paper) as they are not original work. Remixes are paraphrases from multiple sources made to fit together to write a paper. Mashups are mixes of copied material from multiple sources and used to create content for a paper. Remixes and Mashups are not considered original work. Excessive use of Remixes and/or Mashups will receive an “F” (zero points) with no opportunity to redo. This course uses SafeAssign which automatically detects plagiarism, remixes and mashups.

Cheating will not be tolerated. Any student found to be cheating will receive an “F” (zero points) on the coursework or test; an additional incidence of cheating will result in dismissal from the course.

Disabilities or Special Needs

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services. Disability Support Services will let your instructor know what accommodations are needed and your instructor will abide by them. Disability Services respects students’ privacy.

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. For more information, visit this website: <https://www.dakotacollege.edu/student-life/title-ix>