

# **Dakota College at Bottineau Course Syllabus**

## **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:**

1:00 – 2:00 pm: Monday, Wednesday and Friday

10:00 – 11:00 am: 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, 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

Attendance (approximate) 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 14  | Syllabus, Course Intro, my Intro, Student Introductions                              |
| Thursday, January 16 | Chap 1 Lecture<br>Chapter 1 *Elon Musk Case study Due in class- Page 30*             |
|                      |  |
|                      |  |
| Tuesday, January 21  | Chap 2 Lecture<br>Building Management Skills Questions<br>page 55 – due before class |
| Thursday, January 23 | Chap 3 Lecture<br>Management in Action Questions 1-4 page<br>86 – due before class   |
|                      |  |
|                      |  |
| Tuesday, January 28  | Chap 4 Lecture   |
| Thursday, January 30 | *Assignment: Answer Discussion<br>Questions 1-5 on page 119-120.                     |
|                      |  |
|                      |  |

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|-----------------------|--|
| Tuesday, February 4   | Chap 5 Lecture   |
| Thursday, February 6  | *Chapter 5 Case Studies in class assignment – page 153-154*            |
|                       |  |
| Tuesday, February 11  | Chap 6 Lecture   |
| Thursday, February 13 | *Chapter 6 Discussion Questions 1-5 on page 180.*<br>Review for Exam 1 |
|                       |  |
| Tuesday, February 18  | No Class - Assessment Day  |
| Thursday, February 20 | Exam 1   |
|                       |  |

|                       |  |
|-----------------------|--|
|                       |  |
| Tuesday, February 25  | Chapter 7, Decision Making<br>Management in Action Questions 1-5 page 210 – due before class             |
| Thursday, February 27 | Chapter 8, Planning  |
|                       |  |
| Tuesday, March 3      | *Chapter 8 Case Studies in class assignment- McDonalds – Page 245*                                       |
| Thursday, March 5     | Chapter 10, Organizational Structure<br>Management in Action Questions 1-6 – page 307 – due before class |
|                       |  |
| Tuesday, March 10     | Chapter 11, Control – Keri Gone  |
| Thursday, March 12    | *Chapter 11 Case Study- Chick-fil-A on page 343*   |

|                                   |   |
|-----------------------------------|---|
|                                   | Keri Gone   |
|                                   |   |
| Tuesday, March 17 (Spring Break)  |   |
| Thursday, March 19 (Spring Break) |   |
|                                   |   |
| Tuesday, March 24                 | Chapter 12, HR Management<br>Management in Action Questions 1-6 – page 374 – due before class       |
| Thursday, March 26                | Exam 2 Review - Video   |
|                                   |   |
| Tuesday, March 31                 | Exam 2  |
| Thursday, April 2                 | Chapter 13, Motivation and Performance  |
|                                   |   |
| Tuesday, April 7                  | Chapter 13 Case Study – You can buy happiness... page 408-410 – Due in class                        |
| Thursday, April 9                 | Chapter 14, Leadership<br>Building Management Skills Questions 1-5 – page 436 – due before class    |
|                                   |   |
| Tuesday, April 14                 | Chapter 16, Communication Process<br>Managing Ethically Questions 1-2 – page 503 – due before class |
| Thursday, April 16                | *Chapter 16 Case Studies in class assignment- Conference Call... page 505-506*                      |
|                                   |   |
| Tuesday, April 21                 | Chapter 15, Groups<br>Building Management Skills Questions 1-8 – page 469 – due before class        |
| Thursday, April 23                | Chapter 17, Conflict and Negotiation<br>Management in Action Questions 1-9 –                        |

|                    |   |
|--------------------|---|
|                    | page 530 – due before class                 |
|                    |   |
| 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 to make up any missed work. 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 Policy:**

Attendance is incredibly important. Therefore, attendance will be taken each day in class. Attendance will be taken promptly at the beginning of class. You will earn 3 points each day for attendance. If you arrive within 5 minutes late you will earn 2/3 attendance points. If you arrive more than 5 minutes late you will earn 0/3 points.

**If you are gone for a school sponsored event, please let me know ahead of time so that you do not lose attendance points.**

**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.

**Due before Class Assignments:** These assignments are designed to encourage you to read the chapter before it is lectured. The assignments are worth full points if posted in their entirety before the chapter is lectured (class time). If posted after the due date but on the same day they were due they are worth half the points. Assignments that are posted after the day that they are due are worth ZERO 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. When questions arise regarding due dates, visit BlackBoard for the most up to date information.

**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:**

**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.