Course Number and Title: BUS 200-01 Principles of Management

Prepared by: Jutta Green August 24, 2009
(Instructor) (Date)

Approved by: August 24, 2009
(Division Dean) (Date)

CONTACT INFORMATION

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COURSE DESCRIPTION

Teaches management and the management functions of planning, organizing, directing, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

COURSE MATERIALS


INTRODUCTION

The primary purpose and objective of Principles of Management is to provide a detailed overview of the four primary management functions: planning, organizing, leading and controlling. It is a foundation course in that it provides a theoretical and conceptual base for further study of other courses in the Business Management program.
COURSE OBJECTIVES

Upon the successful completion of this course, the student will be able to:

• Provide an overview of management, including an introduction to the job of managing others in organizations, as well as the role of the environment in management.
• Discuss planning in companies, including the strategic planning process, employee decision making, and entrepreneurial thought and action.
• Explore the process of organizing in companies by outlining organizational structure and design, corporate change and innovation, and the supervision of human resources.
• Understand basic leadership concepts such as managing employee conduct, motivating personnel, using leadership to influence others, corporate communication, and group/team management.
• Explore the concept of control in organizations, with a particular focus on operations, quality, and productivity.

COURSE CONTENT

Module One - Introduction to Management
Chapter 1 Management
Chapter 2 History of Management
Chapter 3 Organizational Environments and Culture
Chapter 4 Ethics and Social Responsibility

Module Two - Planning
Chapter 5 Planning and Decision Making
Chapter 6 Organizational Strategy
Chapter 7 Innovation and Change
Chapter 8 Global Management

Module Three - Organizing
Chapter 9 Designing Adaptive Organizations
Chapter 10 Managing Teams
Chapter 11 Managing Human Resource Systems
Chapter 12 Managing Individuals and a Diverse Work Force

Module Four - Leading
Chapter 13 Motivation
Chapter 14 Leadership
Chapter 15 Managing Communication

Module Five - Controlling
Chapter 16 Control
Chapter 17 Managing Information
Chapter 18 Managing Service and Manufacturing Operations
GRADING/EVALUATION

1. The final grade for the course will be determined as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance + Participation + Activities; 5 points per meeting</td>
<td>210</td>
</tr>
<tr>
<td>18 Online Chapter Review Quizzes; 25 points each</td>
<td>450</td>
</tr>
<tr>
<td>Variety of Assignments</td>
<td>Approx. 140</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Approx. 900</strong></td>
</tr>
</tbody>
</table>

2. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>81 – 90%</td>
</tr>
<tr>
<td>C</td>
<td>71 – 80%</td>
</tr>
<tr>
<td>D</td>
<td>61 – 70%</td>
</tr>
<tr>
<td>F</td>
<td>Below 61%</td>
</tr>
</tbody>
</table>

ATTENDANCE REQUIREMENTS

- Class attendance is required.
- Attendance records are maintained for each class meeting.
- The student has to sign the roll to be counted present.
- To sign the roll in the column titled **Signature on time**, the student has to be in his/her seat on time (11:15 am).
- If the student is **late** or **leaves early**, the student has to sign in the column titled **Signature late/early**. Examples for late arrival are 11:16, 11:30, 11:45. Leave early means leaving before class is dismissed.
- Full attendance earns the student 5 points.
- When absent from class, it is the responsibility of the student to inform the instructor in writing (indicating name and date of absence) about the reason for the absence asap.
- Six or more absences may result in withdrawal from the course by the instructor.
- Any instruction missed and not made up will affect the grade of the student, regardless of the reason for the absence.

The instructor strongly advises students who have difficulties with attendance and/or punctuality to consider taking the DE online section 35 for BUS 200.

Pagers, Cell Phones, and other Communication Devices
Kindly turn off during class time unless “Okayed” by the instructor prior to class.
WITHDRAWAL POLICY

Student Initiated Withdrawal Policy
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be revised and a decision made by the Coordinator of Student Services.

Instructor Initiated Withdrawal
A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.

Students who have not attended class during the add/drop period must be dropped by the instructor during the week following the last day to add a class.

When a student’s absences equal twice the number of weekly meetings of a class (in BUS 200-01 this is equal to 6 class meetings), the student will be dropped for unsatisfactory attendance in the class by the instructor unless mitigating circumstances exist and have been communicated to the instructor in a timely fashion. Mitigating circumstances include illness or the death of a loved one.
CHEATING/PLAGIARISM POLICY
A grade of zero will be awarded to any writing assignments or quizzes that show cheating or plagiarism. To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

DIVERSITY STATEMENT
The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

DISABILITY STATEMENT
If you are a student with a documented disability who will require accommodations in this course, please register with the Disability Services Office located in the Counseling Center in Rooker Hall for assistance in developing a plan to address your academic needs.
TENTATIVE SCHEDULE

Monday, August 24

Getting to know each other
Students provide input for the class format

Wednesday, August 26

Course Plan
Discussion: “What Do You Know About Management?”

Friday, August 28 through Friday, September 18

Presentation of the Blackboard Course Management System
Module One “Introduction to Management”

Monday, September 21 through Friday, October 9

Module Two “Planning”

Monday, October 12 through Wednesday, November 4

Module Three “Organizing”

Friday, November 6 through Wednesday, November 18

Module Four “Leading”

Friday, November 20 through Friday, December 11

Module Five “Controlling”

Monday, December 14 from 10:30 am to 12:30 pm
Final