



Course Syllabus  
Spring Semester 2017

Business Administration Program

**Course Name:** Principles of Management

**Course Number:** BUA 220-H40

Credits: 3

Faculty: Tom Stewart

**22MAY17-14AUG17**  
**Monday, 1800-2138, Room JNC 105**

**Office Hours: Monday, 1600-1800, Room JNC 105**

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**Course Description:**

This management course exposes students to the dynamics of the changing world. Topics such as management functions/processes, quality, leadership styles, power, global issues and the challenges and opportunities of diversity are included. Emphasis is placed on ethics, decision making, effective communication, evaluating employees, motivational tools, organizational design, environmental scanning, supervising groups, controlling quality, productivity improvement, managing change and conflict, labor relationship and time management.

**Current Textbook:**

MyManagementLab with the Robbins eText is required for BUA 220. You may purchase the access code in the bookstore or directly from Pearson at: <http://www.mypearsonstore.com/bookstore/>

Waiting for financial aid? Go to MyManagementLab.com. Register for free 14-day access.

The print text is not required. The e-text is included in MyManagementLab. If you wish a print copy of the book, the option to purchase a print upgrade is available inexpensively through MyManagementLab.

There is a free app for your iPhone/iPad so you may access the Pearson text offline.

**Contacting the Instructor**

Send an email, including course # and section # in email subject line (BUA 220-H40 or BUA 220-I50)

You MUST use your Jackson College email for communication. I will not read or reply to an email that is sent to me from an email address that is not your Jackson College email address.

## General Information

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Jackson College Catalog online.

### Course Outcomes:

1. To introduce the student to management; its functions, roles and challenges
2. To review the concepts of empowerment and total quality management
3. To understand the fundamentals of planning and time management
4. To review the decision making process and those factors which affect it
5. To understand the basic principles of organization
6. To review the delegation process and keys to effective delegation
7. To study the communication process and methods of improving communication
8. To review the major theories on how to motivate employees
9. To understand the different leadership styles and theories
10. To introduce the idea of team building and effective team leadership as well as the concept of managing change
11. To review the steps in the control process
12. To study methods to improve productivity, control quality, and promote employee safety
13. To develop skills necessary in coaching employees to improved performance
14. To understand group dynamics and techniques to make meetings more effective
15. To review conflict and stress as well as methods to manage these situations
16. To understand the process of selecting, training, and compensating employees
17. To review the performance appraisal process and the disciplinary process
18. To introduce the role of the supervisor in the union setting

## Specific Course Rules

Attendance Policy: HQV federal policy that JC follows

Your participation and attendance is expected weekly. Attendance is counted by your participation in online forums, taking weekly tests in MyManagementLab, completing non-graded work of your choice in the textbook support site, to name a few. Your success will depend upon the time you spend in class. JC administration and the federal government now require faculty to file attendance regularly throughout the term and your report is available online. Note the Course Calendar identifies GRD #1, GRD #2, and GRD #3 as to when each of these reports is due.

“H”—the student needs “help” and a notification goes to the Center for Student Success. “V”—the instructor “verifies” that the student is participating and doing acceptable work. “Q”—the student is not participating or attending and the instructor believes they have unofficially withdrawn. A “Q” will result in an administrative interruption from the course. \*\*\*If a student wishes to withdraw from the course it is the responsibility of the student to officially withdraw.

This syllabus may be amended at any point during the semester. Changes to it will be announced in class and students will be responsible for adhering to those changes.

Your grade will be based on the points you earn on exams, quizzes, assignments, class preparation and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

### **Grading Procedure:**

Grades and all relevant information are available to students via the course MyManagementLab site. Item points, weighting, and assignment due dates are all listed on the site.

### **Final Grading System**

Grade		Percentage
4.0	Excellent	95.0
3.5		90.0
3.0	Superior	85.0
2.5		80.0
2.0	Average	75.0
1.5		70.0
1.0	Inferior	65.0
0.5		60.0
0.0	Not Passing	59.9

### **Academic Honesty Statement and Student Code of Conduct:**

Students are expected to maintain academic integrity and honesty in completion of all work for this class. Examples of academic dishonesty include but are not limited to:

- Receiving or providing unauthorized assistance on exams
- Using unauthorized material during an exam
- Plagiarism (using materials from sources without citation)
- Copying the work of someone else and submitting it as you own

The first instance of academic dishonesty will result (for all parties involved) in no credit for the assignment or exam. In addition, a student will be ineligible to complete any extra credit work for this class. Subsequent episodes will result in further disciplinary action, up to and including failure of the course. All students are expected to follow Jackson College's Student Code of Conduct. If you are unfamiliar with the code, it can be found at:

<https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

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### **Classroom Procedures:**

1. It is the responsibility of the student to prepare for and attend all class sessions.
2. All students are required to have a textbook and bring it to every class.
3. Every student is expected to make a positive contribution to the class by joining in the discussions, asking questions or offering pertinent opinions on the subject matter being discussed.
4. Although this is a "face-to-face" class (in a classroom) there will be occasions when the student may find it beneficial to access MyManagementLab or the Internet to complete assignments, review the Grade Center or etc.
5. Cell phones and other electronic communication devices are not to be used during class.
6. Disruptive behavior or other actions that interfere with the educational process will not be tolerated. This includes bringing non-students and children to class.

## Assignment Calendar – BUA 220-H40 Principles of Management SP17

Week	Week of	Topic	Material/Chapter	Homework
1	05/22	Course Introduction  <b>Chapter 1</b> Managers in the Workplace	1	Get Started with MyManagementLab – Online at Pearson Site  Read Chapter 1  Complete Chapter 1 Warm Up in MyManagementLab
2	05/29	<b>Chapter 2</b> Making Decisions	2	Complete Test for Chapter 1 in MyManagementLab  Read Chapter 2  Complete Chapter 2 Warm Up in MyManagementLab
3	06/05	<b>Chapter 3</b> Managing the External Environment and the Organization’s Culture	3	Complete Test for Chapter 2 in MyManagementLab  Read Chapter 3  Complete Chapter 3 Warm Up in MyManagementLab
4	06/12	<b>Chapter 4</b> Managing in a Global Environment	4	Complete Test for Chapter 3 in MyManagementLab  Read Chapter 4  Complete Chapter 4 Warm Up in MyManagementLab
5	06/19	<b>Chapter 5</b> Managing Diversity	5	Complete Test for Chapter 4 in MyManagementLab  Read Chapter 5  Complete Chapter 5 Warm Up in MyManagementLab

6	06/26	<b>Chapter 6</b> Managing Social Responsibility and Ethics	6	Complete Test for Chapter 5 in MyManagementLab  Read Chapter 6  Complete Chapter 6 Warm Up in MyManagementLab
7	07/03	Personal Inventory Assessments	PIAs	Complete Personal Inventory Assessments using MyManagementLab  All assessments and SWOT Analysis must be completed by 16JUL17 at 2359
8	07/10	<b>Chapter 7</b> Managing Change and Innovation	7	Complete Test for Chapter 6 in MyManagementLab  Read Chapter 7  Complete Chapter 7 Warm Up in MyManagementLab
				<b>Make certain you have your Personal Inventory Assessments Completed and your SWOT Analysis submitted.</b>
9	07/17	<b>Chapter 10</b> Designing Organizational Structure – Basic Designs	10	Complete Test for Chapter 7 in MyManagementLab  Read Chapter 10  Complete Chapter 10 Warm Up in MyManagementLab
10	07/24	<b>Chapter 12</b> Managing Human Resources	12	Complete Test for Chapter 10 in MyManagementLab  Read Chapter 12  Complete Chapter 12 Warm Up in MyManagementLab

11	07/31	<b>Chapter 14</b> Managing Communication	14	Complete Test for Chapter 12 in MyManagementLab  Read Chapter 14  Complete Chapter 14 Warm Up in MyManagementLab
		<b>Chapter 16</b> Motivating Employees	16	Read Chapter 16  Complete Chapter 16 Warm Up in MyManagementLab
12	08/07	<b>Chapter 17</b> Being an Effective Leader Online Forum – Final Discussion	17	Complete Test for Chapter 14 in MyManagementLab  Complete Test for Chapter 16 in MyManagementLab
13	08/14	<b>Course Ends</b>		Complete Test for Chapter 17 in MyManagementLab

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”