



Principles of Management

BUA 220 PL1

Fall 2018

Number of Credits: 3

Days Class Meets: Thursday

Meeting Times: 12:00 – 15:30

Location: TBD

Instructor: Vincent Maltese

Office: n/a

Contact Phone: n/a

Contact Email: maltesevincentj@jccmi.edu

Office Hours: T 12:00-15:30 & by appointment

Online: n/a

Course Description

This course serves as an introduction to the discipline of management. It is designed to integrate the accepted theories in the area with real world applications to provide students with the basic knowledge and skills needed for managing others. This course begins with a discussion of the current issues in management and then proceeds to cover the traditional functions of management: planning, organizing, leading, and controlling. Lecture and class assignments given in the course are intended to help students understand the needs of modern public and private organizations, including emerging national and international trends.

Prerequisite(s)

None.

Course Goals

By the end of the course, students should be able to identify the principals of managing formal organizations, recognize the various challenges faced by today's managers, and give examples of organizations engaging in the management functions of planning, organizing, leading, and controlling.

Course Objectives

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

Textbook

Management, 14th Edition by S. Robbins and M. Coulter, published by Pearson Education.

Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

Extras

A sufficient supply of paper and pens will be needed for this course.

Grading Procedure and Grading Scale

9 quizzes = 270 11 homework essays = 330 1 final exam = 200 Total = 800	Determination of Final Grades:	
	720 – 800	4.0
	680 – 719	3.5
	640 – 679	3.0
	600 – 639	2.5
	560 – 599	2.0
	520 – 559	1.5
	480 – 519	1.0
	440 – 479	0.5
	0 – 439	0.0

Course Requirements

Homework (30 points each): Homework will be short essays which should be no longer than 250 words (the equivalent of one typed page, double spaced). Do your best to answer the entire question in the maximum allowable space. The intent here is to take our learnings and place them in “real world” contexts.

Chapter Quizzes (30 points each): Each chapter will have a quiz with two chapters represented on each quiz. All quizzes are “open book” and will be completed outside of class.

Final Exam (200 points): We will have a cumulative final exam that covers all assigned readings during this semester.

Student Responsibilities

Jackson College is totally committed to student success. As an employee of Jackson College, I am an integral part of the College and am therefore totally committed to your success. As a student, you are also an integral part of the College and your total commitment to success is also required. It is expected that students will attend all classes, complete and submit all assignments by the due date, and seek help as soon as it is needed. A strong student/faculty partnership is essential to the achievement of academic goals so it is very important for students to seek instructor help in a timely fashion.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Course Management

During class, make good use of our time by being prepared and asking good questions. I am here to help; all questions are welcome! Use your classmates as resources – and be willing to be a resource. Finally, your textbook contains a wealth of information. Between classes, read your book.

Makeup Policy

Makeup or late work will be accepted with a 50% reduction in points.

Help

Office hours, by appointment, are there for you to come get help. Please come and see me if you need questions answered. Remember, though, that office hours are not a replacement for attending class. Get a regular study group. Work with your peers and call on each other when needed!

Homework Assignment Rubric

90 – 100%

Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.

80 – 89%

Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.

70 – 79%

Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.

60 – 69%

Student's answer did not address question asked. Student made attempt at answer but missed the point of the question. Student's work meets bare minimum requirements in content and lacks some key understanding of the material. Document organization and/or mechanics are well below professional expectations.

< 60%

Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Calendar

The following is a tentative course calendar. Changes may occur due to class cancellations or other factors which may arise during the semester.

Date	Discussion Topic	Assignments
09/06/2018	Ch. 1 Managers and You in the Workplace	Read Ch. 1, 2, 3 – HW 1
09/13/2018	Ch. 2 Making Decisions, Ch. 3 Managing the External Environment and Organizational Culture	Read Ch. 4 – HW 2 – Q 1
09/27/2018	Ch. 4 Managing in a Global Environment	Read Ch. 5, 6 – Q 2
10/04/2018	Ch. 5 Managing Diversity, Ch. 6 Managing Social Responsibility and Ethics	Read Ch. 7 – HW 3 – Q 3
10/11/2018	Ch. 7 Managing Change	Read Ch. 8, 9 – HW 4
10/18/2018	Ch. 8 Planning Work Activities, Ch. 9 Managing Strategy	Read Ch. 10 – HW 5 – Q 4
10/25/2018	Ch. 10 Entrepreneurial Ventures	Read Ch. 11, 12 – Q 5
11/01/2018	Ch. 11 Designing Organizational Structure, Ch. 12 Managing Human Resources	Read Ch. 13, 14 – HW 6 – Q 6
11/08/2018	Ch. 13 Creating and Managing Teams, Ch. 14 Managing Communication	Read Ch. 15 – HW 7, HW 8, Q 7
11/15/2018	Ch. 15 Understanding and Managing Individual Behavior	Read Ch. 16 – HW 9
11/29/2018	Ch. 16 Motivating Employees	Read Ch. 17 – HW 10 – Q 8
12/06/2018	Ch. 17 Being an Effective Leader	Read Ch. 18 – HW 11
12/13/2018	Ch. 18 Monitoring and Controlling	Study for Final Exam – Q 9
12/20/2018	Final Exam	

Caveat

Efforts are made to plan for the smooth progress through the semester for course progress and completion. Occasionally, factors beyond the control of students and faculty make it necessary to revise the plan in this syllabus and minor changes must be made.

Important Dates: Fall 2018

DATE	EVENT
SEPT. 4, 2018	DAY AND EVENING CLASSES BEGIN
SEPT. 4 – DEC. 20, 2018	SEMESTER DATES
SEPT. 18, 2018	IN-SERVICE DAY. NO CLASSES
OCT. 5, 2018	PATHWAY SHOWCASES DAY. NO CLASSES
NOV. 21 – 25, 2018	THANKSGIVING BREAK. NO CLASSES
DEC. 20, 2018	END OF FALL SEMESTER
DEC. 22, 2018	GRADES DUE

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.