

# BUA220: Principles of Management

BUA-220-PP1

Winter/2020



**Number of Credits:** 3.0

**Days Class Meets:** M

**Meeting Times:** 5:30 PM – 8:24 PM

**Location:** MDOC - Parnall, SMT Lecture

**Instructor:** Garrett Hiles, MBA

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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.

## Prerequisite(s)

CIS 095, ENG 085, and ENG 090

## Course Goals

Learn about the importance of managers in today's business sectors as well as gain new knowledge of how your own management skills will play a role in your future success.

## Course Objectives

- Identify the role of managers in today's dynamic organization
- Recognize the importance of decision making and how those decisions influence the external environment and culture of an organization
- Summarize how the global environment affects management and how a manager can positively influence workplace diversity
- Reflect on the manager's role in ethical behavior and social responsibility
- Identify the methods in which a manager influences change and promotes innovation within the workplace
- Clarify the manager's role within human resources and how that relates to communication and understanding human behavior
- Identify how a manager motivates employees and the differences between management and effective leadership

## Textbook

- **Management**  
ISBN: 9781305501294  
Author: Griffin  
Copyright Year: 2017  
Edition: 12th  
Pearson

## Classroom Etiquette

It is expected that all students will act in a professional manner when in the classroom. **Any inappropriate behavior will be reported and could result in the withdrawal from this course immediately.**

## Grading Procedure

Grades and all relevant information will be available to students during class time.

Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the course calendar. In addition, class participation will be measured by your level of engagement during class. As applicable, it is expected that each student engages in classroom discussions.

## FINAL GRADE

The grade points assigned are estimates and subject to modification. Your final grade will be based on the points you earn on quizzes, assignments, class preparation and participation.

Your final grade in our course is directly related to your amount of effort in our course. **Historically speaking, students that are engaged, prepared, complete assignments on time, and put forth effort for each quiz and assignment have done well in our course.** Thus, your final grade is dependent on you. In addition, it is up to each student to keep track of our course calendar and any missing assignments. Missing assignments can severely influence your final grade and this effect may not be “seen” until the midterm or the final grade (see comments above).

## Class Activities:

The list and descriptions below indicate the types of activities completed in our class. All of the course assignments and activities will be announced in class. Generally, each assignment is due at the beginning of the following class period. **With very limited exceptions, early access to assignments will NOT be granted. Late assignments (written work only, does not include tests or quizzes) will be accepted with a 50% deduction (FOR ANY REASON).** For example, if you score a 90% for your assignment, your final grade would be inputted as a 45% for being late. If this is abused, I reserve the right to refuse late assignments.

Please note: All late work must be submitted no later than 7 days prior to the end of the semester. For example, if you missed an assignment in Week 2, you have until 7 days prior to the semester ending to submit that assignment with the late penalty.

The listing below indicates how many points you earn for each activity:

- **WEEK 1 ACTIVITIES (up to 20 pts)**
  - More information on these activities will be reviewed in class.
- **ATTENDANCE / PARTICIPATION (up to 75 pts for the semester)**
  - Please note that this is over 10% of your final grade
  - Class participation will be measured by your attendance, level of engagement during class.
    - It is expected that each student attend class. Therefore, attendance will be taken during the semester.
    - For classes with a discussion, your participation is measured by your answers and responses to the answers of your fellow classmates.
    - For classes without a discussion for, your participation is measured by your overall participation in classroom discussions.
- **HOMEWORK (up to 10 pts per week)**
  - You will be completing multiple Skill-Based Personal Assessments (SBPA). Each SBPA is intended to reveal information about your social traits, motivations, strengths and weakness, and attitudes.
    - Please be honest during these assessments as this will offer you the greatest feedback.
    - It is imperative that you take notes of your results. The information gathered will be used in your final assignment for this course.

- For each SBPA, you will write a reflection of your results.
  - Make sure you keep all reflections for the end of the course.
- **MANAGEMENT REFLECTION PAPER (up to 50 pts)**
    - From what you have learned this semester, you will be reflecting on a management example. You should discuss what you would have either done differently or why you agree with the management skills being implemented in your example. More information and paper requirements will be discussed in class.
  - **SWOT ANALYSIS (up to 50 pts):**
    - Building upon the results you gathered when completing your Personal assessments, you will conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of your results. Your SWOT analysis is your opportunity to analyze your results, to show understanding of your assessments and the effect on your future as a manager, and connect the awareness elements with the effect on your future careers through the SWOT analysis.
    - You will submit your personal SWOT analysis at the beginning of the following class period.
    - The following guidelines must be adhered to for your submitted work:
      - Title page
      - 2 to 3 pages (not including title page)
      - Reference page (as required)
      - Written in essay format with an introduction, body, and conclusion
  - **EXAMS (100 pts each)**
    - We will have a mid-term and final exam that will cover all reviewed material. I will provide more information on these exams during our course.

**Activities:** Tentative activities, which are subject to change:

Week 1 =	20
Participation =	75
Homework =	120
Essays =	100
<u>Exams =</u>	<u>200</u>
Total =	515

## Grading Scale

<u>GPA</u>	<u>GRADE RANGE</u>
4.0	93 - 100%
3.5	88 - 92%
3.0	82 - 87%
2.5	76 - 81%
2.0	70 - 75%
1.5	64 - 69%
1.0	58 - 63%
0.5	52 - 57%
0.0	0 - 51%

## 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

## Failure

Anyone caught cheating on an assignment or quiz will receive a zero for that task. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

## Course Management

It is the responsibility of each student to manage their progress through the course. If circumstances arise beyond the control of the student, it is imperative that the circumstances be communicated to the instructor. You should be monitoring your grade throughout the semester. Waiting until the final week or the day after the conclusion of our course is not the time to assess your overall performance. Finally, at the conclusion of our course it is unacceptable to ask for a "bump up" in your grade. If you monitor your own performance and do your best, a "bump up" is not required. Again, your success is up to you.

For course withdrawals, **it is ultimately the responsibility of the student to withdraw from the course.** Simply not attending class will not classify as a withdrawal. You should also contact your instructor and Navigator when considering a withdrawal.

If you are unable to complete the course due to extenuating circumstances, please refer to your academic catalog for specific qualifications and details related to an "incomplete" grade.

## Help

If you need help with a topic, start with your fellow classmates. Ask questions and learn from each other. If you still need help with a topic, please ask your instructor. I am here to help you and want you to succeed. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact their Navigator. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

It is important to contact a Center for Student Success professional through your navigator prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

## Calendar

The course calendar is below.

Please note, calendar timelines and assignments are an approximation and could be changed. Your instructor will offer advance notice of any changes.

WEEK #	DATE	TOPIC	HOMEWORK
1	1/13	CH 1	Week 1 Activities & SBPA: How do I rate as a manager?
2	1/20	CH 2	SBPA: Assessing you Theory X and Theory Y tendencies
3	1/27	CH 3	SBPA: Refining your sense of culture
4	2/3	CH 4	Class Discussion: Ethics and Social Responsibility
5	2/10	CH 5	SBPA: Global awareness
6	2/17	CH 7	Essay Assignment: Management Reflection
7	2/24	CH 8	SBPA: Decision-making styles
8	3/02	CH 11	SBPA: Finding your comfort level & Mid-Term Exam (Chapter 1-5,7 & 8)
9	3/09	No Class	
10	3/16	CH 12	Class Discussion: Building Effective Diagnostic Skills
11	3/23	CH 13	SBPA: What do students want from their jobs?
12	3/30	CH 15	SBPA: Assessing your needs
13	4/06	CH 16	Class Discussion: Managers vs Leaders & SBPA: Managerial leader behavioral questionnaire
14	4/13	CH 17	Essay Assignment: SWOT analysis on personal assessments
15	4/20	CH 18	Final Exam (Chapters 11-13, 15-18) & Classroom Participation

## Student Responsibilities

- Follow the requirements in the Academic Honesty document posted in this class.
- Read assigned chapters before coming to class.
- Assignments will be due in accordance with the course calendar, generally the start of the next class period.
- Attend all classes and be on time. If you are absent you are still responsible for all information presented and for turning in any assignments that are due.
- The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss a class and make arrangements to make up any missed work.
- Participate in class activities and discussions in a responsible and considerate manner. Student discussion and questioning is encouraged.
- Grade issues must be reconciled within the one week of grade posting. Waiting until the end of the semester will not result in a grade change for any reason.
- Points are earned for learning, not for effort or best intentions.
- **Appropriate business talk and written work (grammar, spelling and capitalization) are expected.**

## 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.

- Attendance is reported weekly for each class. If you are unable to attend class, please notify instructor or Navigator ahead of time and state reason. If it is an excused absence, it will be thus reported; otherwise will be recorded as Absent, no excuse)

Class will begin promptly at the scheduled time. For your safety, the door will be closed. If you are late to class, you may knock on the door and your instructor will answer when convenient. It is strongly advised that you notify your instructor prior to the start of class if you are going to be late.

Attendance will be taken at the beginning of each class sessions. Absent or late students will be marked accordingly.

## Classroom Policy

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.

In addition, cell phones and other electronic communication devices are not to be used during class for any type of communication or social media. I reserve the right to temporarily pause class if you are on your device.

## Tips!!

- It may be surprising to learn how much of student **success depends directly upon you, the student.**
- Generally speaking, students who have come to class, submitted homework ON TIME, and prepared for each week's tests have generally done well in the class. **This is not a guarantee, but your effort can significantly affect your final grade.**
- **Please read feedback offered for every assignment.** The intent is to learn from your assignments and improve throughout the semester. If you do not read the feedback, you may be making the same mistakes and having points deducted.
- **Do not wait until the last minute to finish work.** Remember, all late work will be penalized 50% regardless of reason. If you are able to complete your work early in the week, you can avoid the "it's due tonight" stress. Please plan ahead now.
- Use a dictionary for all written assignments.
- **Find a "study buddy."** Your "study buddy" will help to remind you of upcoming assignments and can serve as a class teammate to address ideas and concerns.
- We may not review every topic included in each chapter during our time together in the classroom. **It is your responsibility** to review the assigned readings to prepare for any quizzes and complete your assignments.
- **Writing and reading make up a significant portion of our class, especially for the online version of BUA220.** At times, talking and listening are replaced by reading and writing. If you do not like to read and find it difficult to write, this class, either in person or online, may not be for you.
- Talk with friends/employers about business topics we study to reduce study time and memorization as well as increase retention.
- **Due dates for all assignments are at the beginning of the following week.** Please plan ahead now.

## Grading Rubric

Grade	Evaluation
A	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.

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

### **Caveat**

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