



22 Spring Semester

COURSE NAME BUA220: PRINCIPLES OF MANAGEMENT

COURSE NUMBER AND SECTION: PPI1 INSTRUCTOR: KAREN M. BELAIR

Number of Credits: 3

Days Class Meets: Every other Monday starting 2/7-Meet 2/7, 2/21, (No Class 3/7; JC Break) 3/21, 4/4 and 4/18

Meeting Times: 1230 PM-330 PM

Location/Venue: CEP/Parnell

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 Cengage

GRADING PROCEDURE

Method employed for evaluating student performance. Testing format (essay, objective, portfolio, etc.) and the relative weight each evaluative tool has upon the final grade are helpful explanations for students.

GRADING SCALE

GPA	RANGE/GRADE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

FINAL GRADE

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.

The list and descriptions below indicate the types of activities completed in our class. All of the course assignments and activities are posted within the course calendar. **Late assignments will be accepted with a 50% deduction (UNLESS PROPER DOCUMENTATION IS PROVIDED).** 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 either be reviewed in class or will be sent to you via email. (JPAY)

- **HOMEWORK (up to 10 pts per assignment or exercise)**

- You will be completing multiple assignments throughout the semester.
- **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.
- The following guidelines must be adhered to for your submitted work:
 - Write neatly-use a pen, single sided paper
 - 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

Homework = 150

Essay = 50

Exams = 200

Participation = 75

Total = 495

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

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

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

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

ACCESSIBILITY

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0.

SUPPORT

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities. Please contact the Navigator for further information.

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 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

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.
- 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.
- View the JC email account (JPAY) weekly. Grade issues must be reconciled within the same 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 be recorded throughout the semester. 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.

PLEASE NOTE: Attendance is reported each week to JC on Thursday. You will be sent a brief weekly email no later than Fridays of each week, with the expectation that you respond appropriately by Tuesday to allow JPAY lag time. If a JPAY weekly response is not received by the reporting deadline, it will be shown as an absence for that week.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to JPAY and actively participate within the first couple of days of the term to validate your enrollment in the course. This is what Activity One (Value of 20 points) is for! After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid and billing status.

As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

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. Lastly, tutors (plus additional services for academic success) can be accessed by contacting your Navigator) Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Navigator. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

It is important to contact a Navigator/Center for Student Success professional 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.

Academic Advising

Student success navigators serve not only as academic advisors but as a student's academic, financial, and total resource advocate or coach.

Students will have an assigned navigator to meet with for advising and any questions they may have. Navigators will serve as the "go-to" person to help students throughout the college experience. It is important to know your Student Success Navigator. You should also receive an email from your Navigator at the beginning of the semester.

CAVEAT

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise. All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

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.

IMPORTANT DATES:

MONDAY 03/07/2022- FRIDAY 03/11/2022		MID-SEMESTER BREAK-NO CLASSES	
SUNDAY 04/30/2022		END OF SPRING SEMESTER	
WEEK #	DATE-WEEK OF:	TOPIC	HOMEWORK-IN GENERAL, YOUR ANSWERS SHOULD BE AT LEAST 250 WORDS AND GIVE A DETAILED RESPONSE TO THE QUESTION
1	1/31/22	CH 1 & 2- WEEK 1 ACTIVITY (20 PTS. INFO TO BE PROVIDED IN WEEK 1 AGENDA 2 EXERCISES DUE 2/7	Week 1 Activity due Wednesday 2/2 JPAY, Exercise: Building Effective Conceptual Skills DUE 2/7 COMPLETE THE EXERCISE ON PAGE 28 OF OUR TEXT: BUILDING EFFECTIVE DECISION-MAKING SKILLS DUE 2/7 COMPLETE THE EXERCISE ON PAGE 58 OF OUR TEXT
2	2/7/22 IN PERSON CLASS	CH 3 and 4 2 HW exercises Due 2/14	On page 93 of our text, find the section titled "Questions for Analysis." Then answer question #5. Your answer should be at least 250 words and give a detailed response to the question. For chapter 4, please answer discussion questions #1 and #2 on page 128 of our text. Your response should be between 250 and 500 words
3	2/14/22	CH 5 and 6 2 Homework exercises due 2/21	Under the "You Make the Call" section on page 167 of our text, answer question #1. Describe your choice for expanding and also provide the pros and cons to each and every option that you considered. On Page 196, answer the 2 questions (5, 6 and 7) under Questions for Analysis.

4	2/21/22 IN PERSON CLASS	CH 7 and 8 2 Exercises due 2/28	On page 233 of our text, you will see a section titled "Questions for Analysis" under Discussion Questions. For this assignment, answer questions 6 and 7. Read the case study on pages 267 and 268 of our text. Once you have reviewed the case, answer the four questions found on page 268 and 269.
5	2/28/22	CH 9 and 10 1 Exercise due 3/14	On page 330, Building Effective Diagnostic Skills, review and answer the four questions under Exercise task
6	3/7/22-No Class	CH 11 and 12 2 Exercises due 3/14	Management at Work: Dealing a Rigged Game: Read the case study on pages 361 and 362 of our text titled "Management at Work." Once you have reviewed the case, answer questions 1 and 2 found on page 363. Building Effective Diagnostic Skills: For this class discussion, please conduct the exercise "Building Effective Diagnostic Skills" found on page 392 and 393 of our text. Answer the four questions under Exercise Task on page 393 Mid-Term Exam CH 1-12 DUE 3/14/22
7	3/14/22	CH 13 and 14 2 Exercises due 3/21	Exercise: Building Effective Technical Skills Perform the exercise on page 431 of our text. Once you have completed the exercise, answer the four questions related to your review and decision. On page 463, answer the questions 5, 6 and 7 under Questions for Analysis
8	3/21/22 IN PERSON	CH 15 and 16	Perform the exercise on pages 503 and 504 of our text. In this exercise you will rate your choices on a separate sheet of paper. Rank

		<p>2 Exercises Due 3/28</p>	<p>each statement and then transfer your score to one of the two columns labeled "motivating factor" or "maintenance factor." Once you have recorded your choices, total up the columns and answer the following questions:</p> <p>Which factors were more important to you? Were they motivational (internal) or maintenance (external)? (keep in mind that the closer your totals were to 30 the more you important that factor may be to you) Were you surprised by your results? How would your factors influence how you manage people? If an employee's factors were different, would that influence how you manage them?</p> <p>Managers vs. Leaders: We learned a lot about leadership in this chapter. From what you have learned and your own experiences, please offer your own comparison of management versus leadership. Are there situations where both are needed? Are there examples of when one is needed over the other? Please answer these 2 questions relating to a work experience or credible work situation.</p>
9	3/28/22	<p>CH 17 and 18 Begin Management Reflection</p>	<p>Essay Assignment: Management Reflection</p> <p>For this management reflection assignment, locate a current example of a management practice or action. Your example can be from the local news or the national news but must come from a reputable source. Your example may be a "good example" of management or a "bad example." From what you have learned this semester, reflect on the example that you found and discuss what you would have either done differently or why you agree with the management skills being implemented in your example.</p>

			<p>Your assignment should follow the below guidelines:</p> <ul style="list-style-type: none"> - Title page - 2 to 3 pages (not including title page) - An introduction, body with arguments or facts to support your claims, and a conclusion -Cite any references used
10	4/4/22 IN PERSON CLASS	CH 19 and 20	
11	4/11/22	Review SWOT Final Review	Management Reflection Due!!!!
12	4/18/22 IN PERSON CLASS	F Wrap Up, final grades, Surveys Final Exam	In House Chapters 13-20
13	4/25/22		Grades Due-Final JPAY