

## **Principles of Management**

BADM 202

3 Credits

### **Instructor:**

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### **Office Hours:**

11:00 – 12:00 am: Monday, Wednesday and Friday

2-3:00 pm: Tuesday and Thursday

### **Course Description:**

This course is designed to study the basic functions of management which include planning, organizing, directing and controlling. This course introduces students to effective conflict management, communication, leadership, and decision making techniques. Additional management issues that are addressed include human resources management, ethics, and diversity.

### **Required Text:**

Contemporary Management, Fourth Edition – Jones and George.

### **Course Objectives:**

After taking this course students should be able to:

- Describe what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and effectively to achieve organizational goals.
- Distinguish among planning, organizing, leading, and controlling (the four main management functions) and explain how managers' ability to handle each one can affect organizational performance.
- Discuss the principle challenges facing managers in today's increasingly competitive global environment.
- Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory.
- Explain the principle of job specialization and division of labor
- Describe the various personality traits that affect how managers think, feel, and behave.
- Describe the nature of emotional intelligence and its role in management.
- Define organizational culture and explain how managers both create, and are influenced by, organizational culture.
- Describe conflict management strategies that managers can use to resolve conflict effectively.
- Describe important communication skills that managers need as senders and as receivers of messages.
- Explain why effective human resources management can help an organization gain a competitive advantage.
- Describe the six steps that managers should take to make the best decisions.
- Understand the steps managers can take to effectively manage diversity.

- Understand the relationship between ethics and the law.

These course objectives meet the following MSU-B General Education Goals; #1, to develop the ability to communicate, #2, to develop thinking skills, #8, to understand and appreciate cultural diversity, #9, to develop lifelong learning skills, #10, to foster interpersonal development.

### Course Requirements and Evaluation:

Course requirements consist of class participation, assignments, quizzes, and exams.

### Grade Weighting

Case Studies and in class

Assignments. 8 @25 points each	200 points
Test 1	100 points
Test 2	100 points
Test 3	100 points
Test 4	100 points
Participation	75 points
Total:	675 points

### Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

### Course Policies:

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another as one’s own” (*Webster’s Dictionary*). **Plagiarism will not be tolerated in this course.**

When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

**Absences and Assignment Due Dates:** If a student must miss class, he/she must contact the instructor within 24 hours of the class period. Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

Attendance and participation is expected. Ten percent of your grade is based solely on attendance and participation. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.

**Need for Assistance:** If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.

**Electronic Devices:** Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class!

**Tests:** All tests should be completed on the day that they are given. If you are unable to take the test the day it is given in class, you must make up the test within 72 hours.

Additional university policies and procedures are located in the Student Handbook which can be viewed online at <http://www.misu-b.nodak.edu/currentstudents.htm>.

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals. As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

- Week 1: Start to class, introductions, Chapter 1
- Week 2: Chapter 2 and 3
- Week 3: Chapter 4 and **Assignment: Discussion Questions on 1-5 on page 141. Assignment #2: Read Boeing case on page 143 and answer questions 1 and 2.**
- Week 4: Chapter 5 and case study on page 185 – answer questions 1-4 on page 186.
- Week 5: Chapter 6 and case study on page 254 – answer questions on page 256
- Week 6: Exam 1 - Chapters 1-6
- Week 7: Chapter 7
- Week 8: Chapter 8 and 10, case study on page 294 - answer questions 1 and 2 on page 295.
- Week 9: Chapter 11

Week 10: Chapter 12, case study on page 407 - answer questions 1 and 2 on page 408.  
Week 11: Exam 2, chapters 7,8,10-12.  
Week 12: Chapters 13 and 14. Case study on page 525 – answer questions 1-4 on page 526.  
Week 13: Chapter 15, case study on page 562 answer questions 1-4 on page 563.  
Week 14: Chapter 17  
Week 15: Review for Final Exam  
Week 16: Final Exam - Chapters 13,14, 15 and 17