



Course Prefix/Number/Title:

BADM 202 – Management

Credits: 3

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.

Pre-/Co-requisites: None

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.

Instructor:

Keri J Keith

Office:

Available through email

Office Hours:

Available through email

Phone:

701-771-8627

Email:

Keri.keith@dakotacollege.edu

Lecture/Lab Schedule:

This is an online asynchronous course

Textbook(s):

Contemporary Management, 12th Edition – Jones and George.

Course Requirements:

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

Grades

Item	Points.	Percentage
Assignments (3@40)	120	12%
Weekly Discussion Questions (16@10)	160	16%
Quizzes (12@20)	240	24%
Mid Term Exam	100	10%
Final Exam	100	10%
Participation (16@10)	160	16%
Introduction	20	2%
Final Project	100.	10%
Total	1000	100%

Grading Scale

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

Tentative Course Outline

Topic 1	Syllabus, Course Intro, my Intro, Student Introductions, Chapter 1
Topic 2	Chapter 2
Topic 3	Chapter 3
Topic 4	Chapter 4
Topic 5	Chapter 5
Topic 6	Chapter 6
Topic 7	Chapter 7
Topic 8	Mid Term Exam
Topic 9	Chapter 8
Topic 10	Chapter 9
Topic 11	Chapter 10
Topic 12	Chapter 11
Topic 13	Chapter 12
Topic 14	Chapter 13
Topic 15	Chapter 14
Topic 16	Chapter 15
Topic 17	Final Exam

CTE Competency/Department Learning Outcome(s): The student learning competencies of career and technical education degree programs are as follows:

- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

Relationship to Campus Focus: A focus on the growing “green” movement in business marketing and management. Also addressing consumption and the new technologies that are affecting the business industry. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

Classroom Policies:

Absences and Assignment Due Dates: Late work is docked 10% per day late and is eligible for points up to one week past the due date. Extensions will be granted in emergency circumstances only. Please contact me before the due date to arrange an extension.

Syllabus

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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.