**BA 206:  PRINCIPLES OF MANAGEMENT (CRN 30756)**

**Three Credits / Meets T/R 1:00 p.m. to 2:20 p.m. / IA - 223**

**Linn-Benton Community College – Albany Campus - Winter 2018**

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| **Instructor: Mindy Bean** | **Office Hours:** M & W: 8:00 -9:00 a.m. in Benton Center |
| **Office:** MKH - 112 | T/R: 10:00 a.m. – 12:00 p.m. F 10:00 a.m. – 11:00 a.m. |
| **Phone:** 541-917-4291 | **Email:** [beanm@linnbenton.edu](mailto:beanm@linnbenton.edu) |
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**OPEN EDUCATION RESOURCES**

For this class, we will use an electronic Principles of Management text made available by the OER Commons: [http://open.lib.umn.edu/principlesmanagement/](http://open.lib.umn.edu/principlesmanagement/%20%20)  Students who would prefer loose leaf copies can get it printed at Campus Printing Center for around ~$25.00. Other course content is available on our Canvas page. We will access many class materials from internet 0.sources including extensive Google searches. Students will also collect their own online resource materials to share with the class.

**USING EXCEL**

Using Excel is a core element in management and is commonly used in most industries today. The Excel tutorial integrated into this course was selected from numerous tutorials for its clarity, quality, ease of use, and accessibility.  The Goodwill Community Foundation (GCF) developed their Excel tutorial (as well as several others) and has made them publicly available for no charge.  Anyone can access and view GCF tutorials at any time with no prior account established or registration necessary. <http://www.gcflearnfree.org/>

For free Office 2016 downloads, visit: [Office.com/GetOffice365](http://office.com/getoffice365)

An orientation of this element will be provided during the first day of class. You must have a version of Excel to use or be able to access Google Sheets as a version of Excel. Also check on the LBCC campus for available free versions of Microsoft Office 365.

**NOTE: Excel is not taught in this course. It is your responsibility to access tutorials and other available resources to develop your project accordingly.**

**COURSE DESCRIPTION**

The key decision-making role of managers in modern organizations. Includes the study of organizations, management styles, and selected administrative problems. An overview of the processes involved in managing a business, including business planning, organizing, controlling, staffing and leading. Covers various theories of management with emphasis on managing a business in the local, national or international marketplace.

**COURSE OBJECTIVES**

Students will:

* + - * Discuss the nature of management.
      * Define social responsibility and ethics for management.
      * Discuss the role of planning and organizing for managers.
      * Identify leadership behavior and its impact on the organization.
      * Demonstrate control methods used by management.
      * Identify cultural differences in an organizational context.

**PARTICIPATION**

Commencing Tuesday 1/16/18, there is an absolute 1% grade reduction after your third absence. Additionally, a tenth absence shall result in an automatic course grade of “F” for material non-participation.

**GRADING**

* This class is graded “A” through “F”.  Letter grades will be assigned according to the following table:

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| A     100 – 90% | B     89 – 80% |
| C     79 – 70% | D     69 – 60% |
| F     Below 60% | |

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| Item | % of  Final Grade | Notes |
| Exams | **20** | 5% Midterm 1 (Ch. 1-4)  5% Midterm 2 (Ch. 5-8)  5% Midterm 3 (Ch. 9-12)  5% Final (Ch. 13-16) |
| Team Chapter Presentations | **20** | 10% Presentation  5% Peer Evaluation  5% Class Grading |
| Quizzes | **16** | 1% for each of the 16 Chapter Quizzes Online |
| Final Management Project | **20** | 16% Completion of each 16 sections  3% Grammar/Punctuation/Spelling  1% Professional Layout |
| Excel Projects | **9** | 3% Budget  3% Employee Tracking  3% Scheduling |
| Participation | **15** | .05% for every day present  .05% for actively participating in class exercises |
| Total | **100** |  |

* **Note:**  Punctual, regular attendance is an essential element of your success in BA 218.  Attendance will be taken on a regular basis. Attendance is important because of the valuable management soft skills taught in class through classmate simulation. Every absence diminishes the quality of the lesson, and will also diminish the quality of your group’s presentations.  Each student is expected to assume responsibility for his or her fair share of the presentations.  Each student will complete an anonymous evaluation of his or her group peers’ contributions after the presentations and grade classmates on their presentations. Since your peer evaluations and class grading count for 5% of your final grade, regular attendance and contributions are an imperative element of your success.  **Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7th) week of the term to avoid receiving a failing grade.**
* **STUDENT EVALUATION**

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| **CLASS SCHEDULE AND TIMETABLE** | | | |
| **WEEK** | **DAY** | **DATE** | **TOPICS COVERED & ASSIGNMENTS** |
| **1** | **Tuesday** | **09-Jan** | **Introductions & Course Orientation** |
| **Thursday** | **11-Jan** | **Ch. 1 Introduction to Principles of Management** |
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| **2** | **Tuesday** | **16-Jan** | **Ch. 2 Personality, Attitudes, and Work Behaviors** |
| **Thursday** | **18-Jan** | **Ch. 3 History, Globalization, and Values-Based Leadership** |
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| **3** | **Tuesday** | **23-Jan** | **Ch. 4 Developing Mission, Vision, and Values** |
| **Thursday** | **25-Jan** | **Midterm 1 : *Excel Assignment #1 Assigned*** |
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| **4** | **Tuesday** | **30-Jan** | **Ch. 5 Strategizing** |
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| **Thursday** | **01-Feb** | **Ch. 6 Goals and Objectives** |
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| **5** | **Tuesday** | **06-Feb** | **Ch. 7 Organizational Structure and Change** |
| **Thursday** | **08-Feb** | **Ch. 8 Organizational Culture : *Excel Assignment #1 Due at 11:59pm and Excel Assignment #2 Assigned*** |
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| **6** | **Tuesday** | **13-Feb** | **Midterm #2** |
| **Thursday** | **15-Feb** | **Ch. 9 Social Networks** |
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| **7** | **Tuesday** | **20-Feb** | **Ch. 10 Leading People and Organizations** |
| **Thursday** | **22-Feb** | **Ch. 11 Decision Making : *Excel Assignment #2 Due at 11:59pm & Excel Assignment #3 Assigned*** |
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| **8** | **Tuesday** | **27-Feb** | **Ch. 12 Communication in Organizations** |
| **Thursday** | **01-Mar** | **Midterm #3** |
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| **9** | **Tuesday** | **06-Mar** | **Ch. 13 Managing Groups and Teams** |
| **Thursday** | **08-Mar** | **Ch. 14 Motivating Employees & *Excel Assignment #3 Due at 11:59pm*** |
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| **10** | **Tuesday** | **13-Mar** | **Ch. 15 The Essentials of Control** |
| **Thursday** | **15-Mar** | **Ch. 16 Strategic Human Resource Management** |
| **Tuesday** | **20-Mar** | **Final .** |
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**EXAMINATIONS (4 x 5% ea. = 20%):**

Three midterm exams and a final exam will be administered during the course. Each exam will consist of multiple-choice and/or true-false questions over the assigned chapters. The first midterm will cover chapters 1 through 4. The second midterm will cover chapters 5 through 8. The third midterm will cover chapters 9 through 12. The final will cover chapters 13 through 16. **If you cannot take an exam on the scheduled date, you should inform me beforehand so we can arrange for you to take the exam at another time. Otherwise, you may take the missed exam, but your grade will be reduced by 20%. Missed exams must be made up within a week of the scheduled test date or the student will forfeit the exam**. Exceptions to this policy may be made for valid documented emergencies or CFAR accommodations.

**TEAM CHAPTER PRESENTATIONS (10% Presentation + 5% Peer Assessment + 5% Class Grading = 20%)**

PRESENTATION 10%

In the first day of class, students pick partners to do a 5-10 minute PowerPoint presentations on three interesting external resources (books, news articles, websites, etc.) related to that day's chapter topic. They will chose a chapter that has an exact day for their presentation. Managers often have to present factual information to employees, it is important to know how to engage, entertain, and retain your employees' attention. Presentations will need to be emailed day of the presentation, each day not emailed will lose a 1% off total grade.

CLASS GRADING 5%

During the presentation, fellow classmates will score presenters on presentation with score sheets supplied to them. The average of scores will reflect upon the 5%.

PEER ASSESSMENT 5%

Presenters will be given a score card after the presentation ranking their partners on how well they worked together. The score will reflect on 5%.

**QUIZZES (16 x 1% = 16%)**

There will be a quiz for each of the 16 Chapters. They open at 3pm of the day they are lectured on. Each quiz will have 10 Multiple Choice and True & False Questions. A time limit of 20 minutes will be available to finish the quizzes will be due on Mondays and Fridays.

**FINAL MANAGEMENT PROJECT (16% Completed Sections, 3% Grammar, Punctuation, Spelling, 1% Professional Layout = 20%)**

COMPLETED SECTIONS

For each Chapter there will be a Final Management portion to be filled out that contributes to your personal "Management Survival Guide". There is a link on Canvas that will go to a Google Doc page that will get your started. Each week a section will be due, for every section that is turned late you will lose .50%, sections must be done correctly and meet the minimum word requirement to receive the full 1% credit. Each section has its own set of instructions to get full credit.

GRAMMAR, PUNCTUATION, SPELLING

As a manager, having correct grammar, punctuation, and spelling is a necessity to keep your credibility with your employees. If this is not your strong point, please use the Writing Center on campus as a resource to help with your paper

PROFESSIONAL LAYOUT

This paper is to look professional enough that if you were to give guidance as a mentor to another employee, you would feel comfortable sharing it.

**EXCEL ASSIGNMENTS (3 x 3% = 9%)**

You will need to complete the excel tutorials to be able to complete each assignment. Excel tutorials should be complete in the first two weeks of the course. All assignment are due at 11:59pm of the due date on the class schedule and timetable.

*BUDGET*

As a manager you will need to keep things under budget, there will be an assignment that will give you step by step instruction on how to keep a budget.

*EMPLOYEE TRACKING*

Managers sometimes are better holding employees accountable by having a tracking system so they know when discipline, promotion, or rewards are to be given. There will be an assignment to assist first time managers step by step on how to create a custom system.

*SCHEDULING BY GANTT CHART*

All managers create efficiency and employee engagement through handling the schedule properly. A step-by-step guide will be handed out to help assist.

**PARTICIPATION (15%)**

The first week of classes and final day will not count towards participation. Commencing Tuesday 1/16/18, there is an absolute 1% grade reduction after your third absence. Additionally, a tenth absence shall result in an automatic course grade of “F” for material non-participation. Every day you will receive .50% for attending class and .50% for actively participating in class activities.

**SPECIAL ACCOMMODATIONS:**

You should meet with your instructor during the first week of class if:

* You have a documented disability and need accommodations,
* Your instructor needs to know medical information about you, or
* You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the LBCC Center for Accessibility Resources office at 541-917-4789.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information: <http://po.linnbenton.edu/BPsandARs/> ).