

North Carolina Wesleyan College - School of Business
BUS 206 OL1 Principles of Management
Online 2018
Syllabus and Schedule

Professor	
Phone	
email	
Office	
Class meets Day/Time	Online
Class Meets Room	Online

Catalog Description A survey of the primary functions of management including planning, organizing, leading and controlling. Emphasis on the importance of management as it relates to the various functional areas of both manufacturing and service businesses. 3 semester hours

Prerequisites None

Attendance is required for this class. The ASPIRE attendance policy applies. NCWC catalog page 87.

Required Purchase Kinicki, A. & Williams, B. (2018) *Management: a practical introduction*. (8th ed.). New York: McGraw-Hill/Irwin McGraw-Hill-Connect
http://connect.mheducation.com/connect/login/index.htm?&BRANDING_VARIANT_KEY=en_us_default_default&node=connect_app_19_81

Business Administration Program Mission The Business Administration Bachelor of Science major program empowers students to be productive, responsible, fulfilled members of dynamic and diverse organizations by providing an experiential, practical, team-based learning approach, designed to develop intellectual skills and knowledge-based competencies. Learning outcomes: 1. Demonstrate knowledge of the principles, procedures and practices of functional areas of business administration. 2. Be proficient in the technical skills and information required to function effectively in a dynamic and complex business society. 3. Speak effectively. 4. Write effectively. 5. Think critically

Disability Support Services Students with disabilities who believe that they may need accommodations in this class are encouraged to speak privately with the Instructor and contact Counseling and Disability Service at 252-985-5369 or 252-985-5131 as soon as possible to coordinate and implement accommodations in a timely fashion. Counseling and Disability Services is located in the Student Success Center, Pearsall Classroom Building 192.

REQUIREMENT	POINTS
Participation (DB) & Attendance - 8 @ 25pts.	200
Homework (Connect Quizzes & Videos)	300
Exams 4 @ 100	400
Oral Presentation & Paper of Research Project	200
Total	1000

L	Range
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-80
C	73-77
C-	70-72
D+	67-69
D	60-66
F	59

Grades will be posted on <https://my.ncwc.edu>

General Education Program Goals Outcomes for this course include Speaking and Information Skills. Students will communicate clearly and purposely in Standard Written English to an intended audience. Students will be able to demonstrate the ability to locate, evaluate, and use information from a variety of traditional and electronic formats, such as books, journals, and electronic databases; and will be able to use a computer effectively as a problem solving tool in their personal and professional lives.

Course Learning Outcomes. Each student will:

- 1) Understand the basic principles of management.
- 2) Give complete definitions of the vocabulary of management.
- 3) Describe and discuss current management issues and trends
- 4) Conduct research on a management-related topic. Organize thoughts into written form and make an oral presentation to the class.

Means of Assessment

Demonstrate understanding of the selected management topics by defining terms and discussing important implications of the area. Demonstrate correct business behavior in dress, speech, grammar, and ability to interact with audience by responding to questions.

Participation and Attendance

Students must attend the online course by logging on and completing the scheduled assignments by the due dates in order to earn those attendance points. Students must also actively participate in the required Discussion Boards (DB) by posting their required questions and then intelligently replying to other student's postings by the stated due dates. Students who do not participate in the DB on a regular basis (at least 4-5 times per week) will not earn the maximum points.

Homework – Connect Quizzes and Videos

Students will register for the McGrawHill Connect online platform they paid for. See instructions in Jenzabar. There will be weekly Quizzes and Video (Application Exercises) assignments due in order to learn and apply the Principals of Management terminology, concepts, and theories. This is a great way to prepare for the exams. Students must read the chapters and then complete the online assignments as scheduled in the course syllabus and schedule. No late assignments will be accepted.

Chapter Exams

Students will be given chapter exams per the course schedule. These exams will include T/F and Multiple Choice questions from the course assignments, homework, and DB. Several chapters will be combined for each exam. No late exams will be provided as students must complete them by the due date.

Oral Presentation and Paper of Research Project

The oral presentation and paper will be on a management topic related to one of our 16 different textbook chapters of your choice. Students will find a recent article (within 18 months) from a credible source (Wall Street Journal, Harvard Business Review, Academy of Management Executive, Journal of Management, or equivalent) which is related to one of the textbook chapters. Students will summarize the article, describe how it relates and then compare/contrast the main points of the article and textbook chapter. Submit your proposed topic to the instructor for approval prior to starting the research project. This is a research assignment. Use at least four academic sources from the library as information in your oral presentation and paper.

The oral presentation shall be 10 minutes in length and video recorded and posted on U-Tube (students might need to create an account) with the link provided. Students should record themselves giving their oral presentation which typically includes a power point presentation.

The paper should be 5 pages in length w/o the cover sheets, abstract, and reference page, double spaced and 12 point font. Grammar and spelling count.

Students must include their reference list in APA format in their oral presentation power point and paper. A minimum of at least references is required in both the paper and presentation. See the Purdue OWL APA site (go to APA sample paper) under book marks for assistance in APA or go to <https://owl.english.purdue.edu/owl/resource/560/01/> . **NOTE: Students must prepare their paper and presentation in this format to earn points for this assignment. See my references below as an example.**

Minimize the amount of reading when you present. Use notes and face the audience to maintain eye contact.

Other policies and details will be distributed by the instructor

Sample APA style references

References

- Business strategy, business policy, corporate strategy or strategic management. (2006). In C. Pass (Ed.), *Collins Dictionary of business*. London, United Kingdom: Collins. Retrieved from http://proxy.ncwc.edu/login?url=http://search.credoreference.com/content/entry/collinsbus/business_strategy_business_policy_corporate_strategy_or_strategic_management/0
- Fahey, L. (2016). John C. Camillus: Discovering opportunities by exploring wicked problems. *Strategy & Leadership*, 44(5), 29-35. Retrieved from <http://proxy.ncwc.edu/docview/1826809255?accountid=12726>
- Morris, K. (2016, Jul 20). City news: Hershey goes for bigger bite of Times Square. *Wall Street Journal* Retrieved from <http://proxy.ncwc.edu/docview/1805440156?accountid=12726>
- Strategy. (2011). In H. Thota & Z. Munir, *Palgrave key concepts: Key concepts in innovation*. Basingstoke, United Kingdom: Macmillan Publishers Ltd. Retrieved from <http://proxy.ncwc.edu/login?url=http://search.credoreference.com/content/entry/maci/strategy/0>

Class starts on 4-30-18 at 8am. Typically the DB is due by Sunday night at 11:00pm

Session / Calendar Date	Chapter Title	Assignments / Exams
1	Ch 1 The Exceptional Manager: What You Do, How You Do It	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB).
	Ch 2 Management Theory: Essential Background for the Successful Manager	
2	Ch 3 The Manager's Changing Work Environment & Ethical Responsibilities: Doing the Right Thing	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB). Exam 1 (Chapters 1-4) – See Jenzabar for due date. Submit Topic/Article of the Oral Presentation & Paper Research Project for approval.
	Ch 4 Global Management: Managing Across Borders	
	Ch 5 Planning: The Foundation of Successful Management	
3	Ch 6 Strategic Management: How Exceptional Managers Realize a Grand Design	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB).
	Ch 7 Individual & Group Decision Making: How Managers Make Things Happen	
	Ch 8 Organizational Culture, Structure, & Design" Building Blocks of the Organization	
4	Ch 9 Human Resource Management: Getting the Right People for Managerial Success	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB). Exam 2 (Chapters 5-8) – See Jenzabar for due date.
	Ch 10 Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager	
	Ch 11 Managing Individual Differences & Behavior: Supervising People as People	
5	Ch 12 Motivating Employees: Achieving Superior Performance in the Workplace	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB).
	Ch 13 Groups & Teams: Increasing Cooperation, Reducing Conflict	
6	Ch 14 Conflict and Negotiation	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB). Exam 3 (Chapters 9-12) – See Jenzabar for due date.
	Ch 15 Interpersonal & Organizational Communication: Mastering the Exchange of Information	
7	Ch 16 Control Systems & Quality Management: Techniques for Enhancing Organizational Effectiveness	Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB). Oral presentation and paper of Research Project –
8		Complete the weekly Connect Quizzes and Video's (Application Exercises). Participate in the weekly Discussion Board (DB). <u>All final assignments due by 6-18-18.</u> Exam 4 (Chapters 13-16) –