BA 15-59848 Introduction to Management

Instructor: Mike Sorensen

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Office Hours: Monday 1:00-2:00; Friday 10:00-11:00
Thursday 8:00-9:00 Virtual Office Hour Call (559) 869-8386

Text: MGMT9, Williams
ISBN 9781305918894
Please purchase the textbook through the bookstore. You will need an access code that is bundled with the textbook. The book store will ship if necessary.

Outline:

• Identify and utilize different management/leadership styles to suit different groups of subordinates.
• Delineate the importance of effective management for business success.
• Identify, appraise, and examine management problems and create effective solutions.
• Recognize and differentiate significant factors in management/leadership challenges.
• Effectively utilize time management techniques.
• Design, test, and evaluate team building efforts.

Grading
Your final grade will be dependent on exams, homework, and participation.

Quizzes 70%
Projects, Papers, and Other Assignments 20%
Discussion Boards 10%

Final grades will be based on the following scale:

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

Quizzes and Assignments:
All quizzes will be taken on line. Please sign on to Canvas to complete your quiz. There will be no make-up quizzes. All quizzes will close at 11:59 pm on Tuesday during the week that follows the discussion of a chapter or an assignment.

Discussion Board:
All students must post to the discussion board each week. The posts do not need to be long, but should be well thought-out and clear.

Papers:
Approximately every other week you will have a brief written assignment. Typically, this involves answering questions related to a video of reading assignment. These papers must be emailed to me. Please include the course name (BA 15) in the subject line. Everyone who completes the first assignment will get full credit. My response to your first assignment will specify what you will need to do differently, if anything, in order to receive full credit on future assignments.

Attendance:
At the instructor’s discretion, you may be dropped if you fail to post for two consecutive weeks during the first nine weeks of the course. After the first nine weeks, the instructor can not drop you from the course, you will receive a grade.

Accommodations for Students with Disabilities
If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 or the Rehabilitation Act, please contact me as soon as possible.

Last day to drop this course: March 10, 2017