BA 15 Introduction to Management

Course Syllabus  
(Tentative)

BA 15-56888 Introduction to Management

Instructor: Mike Sorensen

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Office: BUS 40 Phone: 638-3641 Ext. 3615

Office Hours: Monday and Wednesday 8:00-9:00  
Thursday 8:00-9:00 Virtual Office Hour Call (559) 869-8386

Text: MGMT11, Williams  
ISBN 9781337407465  
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 60%  
Chapter Assignments and Media Quizzes 30%  
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

**All assignments will close at 11:59 pm on Tuesday during the week that follows the discussion of a chapter or an assignment.  (For Example, Week 3 assignments will close on Tuesday at 11:59 pm on Week 4.)**

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.

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.  These are found on Canvas.

Chapter Assignment and Media Quiz:   
Every week, you will responsible for completing a Chapter Assignment and a Media Quiz.  Both of these are found in the Publishers Content link in your modules.  These are graded, so do not attempt them without first reading the material. The Chapter Assignments are a series of written situations related to the chapter that you will be asked questions about. The Media Quizzes are very short videos followed by a few questions.  Please complete these for each chapter.

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: October 12, 2018