Syllabus BA 15 Introduction to Management

Course Syllabus
(Tentative)

BA 15-55008 Introduction to Management

Instructor: Mike Sorensen

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

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

Text: MGMT11, Williams
ISBN 9781337407465
You may purchase the textbook used if it is available.  If you purchase a new textbook, you will access to the publisher's content.  But I will not require you to access the publisher's content area for any assignment.

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. They will close on Tuesday during the week that follows the discussion of a chapter or an assignment.

Papers:
Typically, your paper will involve answering questions related to a video of reading assignment. I will set up these papers so that they can be completed and turned in through the Canvas system.  If you email the assignment, or if you ever email me about anything, pease 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: October 11, 2019