

BA 15: Introduction to Management | Course Syllabus

Reedley College

Course: BA 15-51024-2019SU: Introduction to Management

Instructor: Andrew Shinn

Email: andrew.shinn@reedleycollege.edu

Office: Virtual

Phone: (559) 744-3740

Office Hours: Virtual

Text: MGMT 11, Williams

Please purchase a NEW copy of the textbook through the bookstore or online at <https://amzn.to/2N2dXiH>. You will need an access code that is bundled with the textbook, but only with the NEW (unused) version of the textbook.

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.

Final grades will be based on the following scale:

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

BA 15: Introduction to Management | Course Syllabus

Reedley College

Due each week:

1. Reading

There will be chapters from the textbook to read each week. The chapters for the following week will be posted on Friday at 11:59 pm, and should be read first before completing the assignments, contributing to discussions, attending online chats, or taking quizzes.

2. Videos

Each week you'll be assigned videos to watch from the companion site to the textbook. Some of the videos are required for discussions and assignments, while some of them can be thought of as extensions of the textbook.

3. Discussion

Each week you'll be assigned a discussion question to answer. You will not be graded on your post until you've commented on at least one other person's discussion post. Your discussion post and response should be completed before 11:59 pm on Saturday of each week.

4. Assignments

Every week you will have a brief written assignment. These will be posted to the weekly folder and are due at 11:59 pm on Saturday of each week.

5. Quizzes

All quizzes will be taken on line. They are open-book, but limited to 70 minutes. Please read the textbook BEFORE attempting the quiz; you'll be much more successful at the quizzes if you do this. Please sign on to Canvas to complete your quiz. There will be no make-up quizzes. All chapter quizzes will be closed at 11:59 pm on Saturday.

BA 15: Introduction to Management | Course Syllabus

Reedley College

Attendance

At the instructor's discretion, you may be dropped if you fail to post for two consecutive weeks during the first four weeks of the course. Everyone is required to log in to the course on Blackboard by Wednesday, June 26.

Late Work

Late work will not be accepted.

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 of the Rehabilitation Act, please contact the **DSPS office - ext 3332** as soon as possible.
- *Please see the Reedley College catalog for clarification of issues and additional guidelines.

Plagiarism

All assignments will be checked for Plagiarism using TurnItIn. Assignments with plagiarized content will earn zero points. Because of the brevity of the class, one grade of zero on an assignment will significantly impact your course grade.

****Hot tip: To avoid plagiarizing, don't ever copy and paste anything. If you find yourself typing long sections of anything, stop and think. If it's really necessary, be sure to quote and properly cite the material you're using.***

Canvas

ALL assignments are to be turned in via Canvas. Assignments e-mailed to the Instructor or submitted on paper will not be accepted.

The website is:

<http://sccd.instructure.com>

- The standard Canvas login is:

Username: Your 7-digit student ID number.

Password: If you have not previously changed your password, it is:

First name initial (upper case) + last name initial (lowercase) + date of birth (mmddyy)

Example: John Smith born on July 9th of 1988 Password =Js070988

If you do not know your password and need assistance: (559) 499-6070

BA 15: Introduction to Management | Course Syllabus

Reedley College

Course Outline

Week	Item	Due
1	Reading: Chapters 1, 2, and 3	Tuesday
	Videos	Focus on the Manager Roles video and watch the company videos to get a feel for the case studies
	Discussion: Self-Introduction	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Interview a Manager	Saturday, 11:59 pm
	Quiz: Chapters 1, 2, and 3	Saturday, 11:59 pm
2	Reading: Chapters 4, 5, and 6	Tuesday
	Videos	Focus on the Theo Chocolate videos. The Corporate Responsibility and Porter's Five Forces videos are also important to understand.
	Discussion: Theo Chocolate Strategy	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Strategy	Saturday, 11:59 pm
	Quiz: Chapters 4, 5, and 6	Saturday, 11:59 pm
3	Reading: Chapters 7, 8, and 9	Tuesday
	Videos	Focus on the Holden videos and the Cultural Differences video. The Org Structure video is also an important concept.
	Discussion: Outsourcing	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Organization Design and Job Design	Saturday, 11:59 pm
	Quiz: Chapters 7, 8, and 9	Saturday, 11:59 pm
4	Reading: Chapters 10, 11, and 12	Tuesday
	Videos	No videos are required for homework, but the Diversity and Employee Selection videos

BA 15: Introduction to Management | Course Syllabus

Reedley College

		are important, useful concepts.
	Discussion: Affirmative Action	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Personality Test	Saturday, 11:59 pm
	Quiz: Chapters 10, 11, and 12	Saturday, 11:59 pm
5	Reading: Chapters 13, 14, and 15	Tuesday
	Videos	Watch the Leadership Styles and Leadership and Management videos before doing your homework and discussion. The Listening Skills, Equity Theory, and Employee Motivation videos have important concepts, as well.
	Discussion: Managements vs. Leadership	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Leadership Case Study	Saturday, 11:59 pm
	Quiz: Chapters 13, 14, and 15	Saturday, 11:59 pm
6	Reading: Chapters 16, 17, and 18	Tuesday
	Videos	The Barcelona Restaurant Group, Control Processes, and Operations Management videos will be useful in completing the assignment and discussion.
	Discussion: Barcelona Restaurant Group	First post: Thursday @ 11:59 pm Replies: Saturday @ 11:59 pm
	Assignment: Production Control Technologies	Saturday, 11:59 pm
	Quiz: Chapters 16, 17, and 18	Saturday, 11:59 pm