

# BA-15: Introduction to Management

Reedley College

Summer 2021

BA-15-58907-2021SU

**Dr. Sarah Maokosy**

**BA Instructor**

**sarah.maokosy@reedleycollege.edu**

**Meeting Times:** ONLINE  
**Office:** By Appointment Only

- *Prerequisites: Advisory - ENGL-1A Reading and Composition*

## **Course Description and Objectives**

This course is an introduction to the primary management functions, including strategic and tactical planning, decision-making, organizational design and systems, leadership, motivation and communication, and internal control systems. ADVISORIES: English 1A. (A, CSU)

## **Learning Objectives:**

In the process of completing this course, students will:

1. Adjust composition, prose, and rhetorical language use for optimal conciseness and clarity.
2. Analyze how word selection and usage affects communication.
3. Be able to discern and appreciate the differences between primary sources and secondary sources.
4. Demonstrate an understanding of social etiquette applicable in a business environment.
5. Demonstrate an understanding of the importance of original work, the role of proper citations and references, and the ability to avoid plagiarism of either a deliberate or inadvertent nature.
6. Explain the elements of the communication process.
7. Identify a basic logical fallacy in an oral or written context.
8. Illustrate sensitivity to audience needs and desire, including cross-cultural situations.
9. Plan and deliver individual or team oral-presentations for business meetings.
10. Plan, organize, write and revise letters, memos, emails, and reports suitable for a variety of business situations, including quantitative (e.g., accounting and finance) and business legal contexts.
11. Select a proper delivery format, for example face-to-face v. electronic, and identify the strengths of each modality.
12. Solve business communication problems through planning, problem solving, organizing, writing, listening and presenting techniques.
13. Understand communication in an internationalization and globalization context.
14. Understand uses of social media and related Internet writing contexts

## **Learning Outcomes:**

Upon completion of this course, students will be able to:

1. Define commonly used management concepts.
2. Demonstrate an understanding of management's role in social responsibility.
3. Understand different leadership styles.
4. Understand the role of diversity in the workplace.

**Learning Methods & Course Activities:**

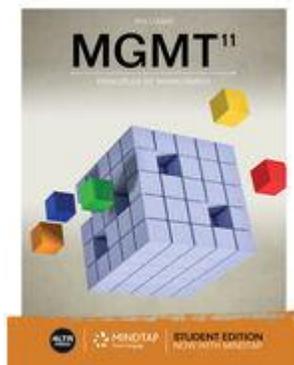
- Lectures based on textbook materials
- Required readings and discussions
- Internet Research

**Outline**

- A. Role of management/supervision
- B. Base of authority
- C. Communications
- D. Directing and delegation
- E. Planning
- F. Organizing
- G. Staffing
- H. Motivation and leadership styles
- I. Controlling
- J. Evaluation
- K. Team building
- L. Time management
- M. Human resource management
- N. Labor relations
- O. Counseling
- P. Disciplining
- Q. Training

**Course Readings**

***Required***



**Text:**  
**MGMT, 11th Edition**  
**Chuck Williams**

## Course Activities & Evaluations:

			Earned Percentage of Possible Points -	Grade:
Participation	200 points	20%	90 - 100%	A
Assignments	200 points	20%	80 - 89%	B
Quizzes	500 points	50%	70 - 79%	C
Final	100 points	10%	60 - 69%	D
			< 60%	F

## Course Policies

### 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 me AND the DSPS office - ext 3332 as soon as possible. Please see the Reedley College catalog for clarification of issues and additional guidelines.

### Internet and E-mail access

- Access to broadband Internet is required. If you do not have an Internet connection, you may use the resources in the Reedley College Library or at other computer labs on campus.
- An email address is required for all students.

If you do not already have one, please either obtain an email address through the RC Library – or any one of the many free email services out there (Gmail, Yahoo, etc.).

- Make sure your e-mail address is updated in the Canvas system. I use Canvas to send out information for the course including opportunities for extra credit and reminders about large assignments.
- Please note: I teach multiple courses (and multiple sections of some courses) so I have some rather strict rules about email. They are as follows:
  1. \*Use the subject line correctly. If your e-mail does not have the required information in the subject line, your email will not be read. Each e-mail you send to me must include the following subject line:

Course number, your first and last name, and the subject

*For example, if I was a student in BA 39 ( Finite Math), the subject line on my email would be as follows: BA 39 Sarah Maokosy Question about homework*

2. Use the spell and grammar checker.
  - a. Your e-mail messages represent you. Be accurate and be professional.
3. Use proper grammar.

- a. Make a habit of constantly improving the way you communicate.
4. Do not type in all capital letters. This is the same as yelling.

Please remember that you are in training for your professional career. One of the best places to start practicing is in this class.

### **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://scccd.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

### **Cancelled class notification**

If class is cancelled, students will be notified via a Canvas announcement. These announcements will also be e-mailed to your SCCCD e-mail address.

### **Attendance and Participation**

- Your attendance and participation are important. Online- participation in discussion boards and completion of assignments and quizzes count for your attendance in the course.
- Students missing more than 6 assignments may be dropped from the course for non-attendance.
- Unless you regularly prepare for and attend class you cannot participate fully in the course. Your success in this course depends on your active participation. In fact, your participation and homework are worth a portion of your grade. There will be no opportunity to make up missed participation points.

### **Drop Policy:**

- If you decide to drop the course, please do not simply stop attending. In order to officially drop a class, you must fill out a program change card, available in the Admissions and Records Office. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending, you will be assigned a letter grade.

### **Student Conduct:**

- As stated in your schedule of courses, students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.

- Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

**Ethics in the classroom:**

- You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other). All assignments will be checked using Turnitin.com, and plagiarism will earn an automatic 0 for the assignment. More than one incident of plagiarism per student will be cause for being dropped from the course.

## Faculty Profile

**Dr. Sarah Maokosy**



**K12 Pathway Coordinator, College of the Sequoias- Tulare County Office of Education  
Adjunct Business Instructor/Club Advisor/E-Ship Center Co-Coordinator- Reedley College  
Adjunct Business Instructor- West Hills College Lemoore  
Adjunct Business Instructor- Porterville College**

I am a compassionate individual. I am an energetic, kind, and bubbly person. I am passionate about helping others while sharing my knowledge and experience. I am a problem solver and often take the initiative to find a solution. "How can I help?"

As a disabled veteran, I struggled with the military to civilian transition which often times left me feeling empty. At first review, you may feel I have held various unrelated occupational roles during my career, but I will connect the dots for you so that they all make sense. The underlying theme all of my various professions have in common is SERVICE. No matter what my position or title is, I am always looking for ways to help others. "Please let me know how I can help."

My varied titles and positions have not only provided me with a vast amount of experiences and knowledge, but they have also further opened my mind and heart. I am a visionary, servant, and transformational leader, social entrepreneur and intrapreneur. From fighting a war in Iraq to fighting a war for employment, I pulled myself out of some tough times and continued to put forth my best effort. I fought my way through a war and fought my way through employment. I navigated the military to civilian transition and focused on my education to finally become Dr. Sarah Maokosy.

A unique fact about me is that I have five kids (boys) and five degrees (DM, MBA, BS, AS, and AA). I was basically pregnant for the last 10 years! Seriously though, I earned a degree for each one of my kids. They were able to experience the curriculum with me. Often times they were actively kicking me and making me feel uncomfortable during class. My boys are my life!

My parents have always told me to value the education I receive in the U.S. My parents grew up poor and barely survived the Cambodian genocide. I am fortunate to be born in America. If it weren't for humanitarians, my family and I wouldn't be here today. Throughout my childhood I was actively involved and spent a lot of my time in leadership and volunteer activities. I have always wanted to give back to my country for giving my family another chance at life, which is why I joined the US Army. I am thankful for my life and am very patriotic. I love our country-God Bless the USA!

No matter what happens in life, continue to push forward. Channel that negative energy into positive energy. Remember: Nothing is impossible. Make your dream a reality!!!

## Class Schedule

Date	Topic	Class Preparation	Assignments Due
Week 1 6/21-6/27	<b>Ch. 1-3:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Syllabus Review</li> <li>• Course Overview</li> <li>• Ch. 1- Management</li> <li>• Ch. 2- The History of Management</li> <li>• Ch. 3- Organizational Environments and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Ch. 1 PowerPoint</li> <li>• Ch. 2 PowerPoint</li> <li>• Ch. 3 PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Introductions- 6/21 (10 points)</li> <li>• Ch. 1 Discussion- 6/23 (10 points)</li> <li>• Ch. 1 Assignment- 6/23 (10 points)</li> <li>• Ch. 2 Discussion- 6/25 (10 points)</li> <li>• Ch. 2 Assignment- 6/25 (10 points)</li> <li>• Ch. 3 Discussion- 6/27 (10 points)</li> <li>• Ch. 3 Assignment- 6/27 (10 points)</li> <li>• Student Profile 6/27 (10 points)</li> <li>• Ch. 1-3 Quiz 6/27 (100 points)</li> </ul>
Week 2 6/28-7/4	<b>Ch. 4-7:</b> <ul style="list-style-type: none"> <li>• Ch. 4- Ethics and Social Responsibility</li> <li>• Ch. 5- Planning and Decision Making</li> <li>• Ch. 6- Organizational Strategy</li> <li>• Ch. 7- Innovation and Change</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 4 PowerPoint</li> <li>• Ch. 5 PowerPoint</li> <li>• Ch. 6 PowerPoint</li> <li>• Ch. 7 PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 4 Discussion- 6/28 (10 points)</li> <li>• Ch. 4 Assignment- 6/28 (10 points)</li> <li>• Ch. 5 Discussion- 6/30 (10 points)</li> <li>• Ch. 5 Assignment- 6/30 (10 points)</li> <li>• Ch. 6 Discussion- 7/2 (10 points)</li> <li>• Ch. 6 Assignment- 7/2 (10 points)</li> <li>• Ch. 7 Discussion- 7/4 (10 points)</li> <li>• Ch. 7 Assignment- 7/4 (10 points)</li> <li>• Ch. 4-7 Quiz 7/4 (100 points)</li> </ul>
Week 3 7/6-7/11	<b>Ch. 8-11:</b> <ul style="list-style-type: none"> <li>• Ch. 8- Global Management</li> <li>• Ch. 9- Designing Adaptive Organizations</li> <li>• Ch. 10- Managing Teams</li> <li>• Ch. 11- Managing Human Resource Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 8 PowerPoint</li> <li>• Ch. 9 PowerPoint</li> <li>• Ch. 10 PowerPoint</li> <li>• Ch. 11 PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 8 Discussion- 7/6 (10 points)</li> <li>• Ch. 8 Assignment- 7/6 (10 points)</li> <li>• Ch. 9 Discussion- 7/8 (10 points)</li> <li>• Ch. 9 Assignment- 7/8 (10 points)</li> <li>• Ch. 10 Discussion- 7/10 (10 points)</li> <li>• Ch. 10 Assignment- 7/10 (10 points)</li> </ul>

			<ul style="list-style-type: none"> <li>• Ch. 11 Discussion- 7/11 (10 points)</li> <li>• Ch. 11 Assignment- 7/11 (10 points)</li> <li>• Ch. 8-11 Quiz 7/11 (100 points)</li> </ul>
Week 4 7/12-7/18	<b>Ch. 12-15:</b> <ul style="list-style-type: none"> <li>• Ch. 12- Managing Individuals and a Diverse Workforce</li> <li>• Ch. 13- Motivation</li> <li>• Ch. 14- Leadership</li> <li>• Ch. 15- Managing Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 12 PowerPoint</li> <li>• Ch. 13 PowerPoint</li> <li>• Ch. 14 PowerPoint</li> <li>• Ch. 15 PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 12 Discussion- 7/12 (10 points)</li> <li>• Ch. 12 Assignment- 7/12 (10 points)</li> <li>• Ch. 13 Discussion- 7/14 (10 points)</li> <li>• Ch. 13 Assignment- 7/14 (10 points)</li> <li>• Ch. 14 Discussion- 7/16 (10 points)</li> <li>• Ch. 14 Assignment- 7/16 (10 points)</li> <li>• Ch. 15 Discussion- 7/18 (10 points)</li> <li>• Ch. 15 Assignment- 7/18 (10 points)</li> <li>• Ch. 12-15 Quiz 7/18 (100 points)</li> </ul>
Week 5 7/19-7/25	<b>Ch. 16-18:</b> <ul style="list-style-type: none"> <li>• Ch. 16- Control</li> <li>• Ch. 17- Managing Information</li> <li>• Ch. 18- Managing Service and Manufacturing Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 16 PowerPoint</li> <li>• Ch. 17 PowerPoint</li> <li>• Ch. 18 PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 16 Discussion- 7/20 (10 points)</li> <li>• Ch. 16 Assignment- 7/20 (10 points)</li> <li>• Ch. 17 Discussion- 7/22 (10 points)</li> <li>• Ch. 17 Assignment- 7/22 (10 points)</li> <li>• Ch. 18 Discussion- 7/24 (10 points)</li> <li>• Ch. 18 Assignment- 7/24 (10 points)</li> <li>• Ch. 16-18 Quiz 7/24 (100 points)</li> </ul>
Week 6 7/26-7/30	<b>Final Review Ch. 1-18:</b> <ul style="list-style-type: none"> <li>• Ch. 1-18</li> </ul>	<ul style="list-style-type: none"> <li>• Ch. 1-18 PowerPoint</li> <li>• Ch. 1-18 Quizzes</li> </ul>	<ul style="list-style-type: none"> <li>• Final Discussion- 7/26 (10 points)</li> <li>• Final Assignment- 7/28 (10 points)</li> <li>• Final Ch. 1-18 7/30 (100 points)</li> </ul>

**THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.**