

Course Syllabus

(Tentative)

BA 15-51804 Introduction to Management

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Office Hours:
Text: MGMT 2, Williams
ISBN : 1-4390-3972-0 or 978-1-4390-3972-4

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 and Summary Papers	20%
Discussion Board Participation	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:

All quizzes will be taken on line. Please sign on to Blackboard to complete your quiz. There will be no make-up quizzes. All chapter quizzes will be closed at 11:59 pm on Tuesday during the week that follows the discussion of a chapter.

Classroom Behavior:

Food and beverages are not allowed in the classroom at any time. Anyone who chooses to bring food or beverages in to the classroom will be removed from the class. Cellular phones must be turned off. Texting is not allowed in class.

Attendance:

Your education is preparing you for a career in the business field. There is no such thing as an excused absence in business. Therefore, excessive absences will not be tolerated. If you are absent more than four class meetings your grade may be reduced by one letter grade. Continued absences beyond four meetings may result in being dropped from the class. If you know that you must be absent for a class meeting, please tell me at the class meeting prior to your absence.

Tardiness:

Just as you can not be late to work you can not be late to this class. If you are tardy for more than four class meetings your grade may be reduced by one letter grade. If you know that you must be late to a class meeting, please tell me at the class meeting prior to your tardiness.

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 13, 2010