COURSE MATERIALS:

Management, a practical introduction, by Kinicki & Williams

COURSE DESCRIPTION:

A course designed to provide students with the fundamentals and principles of management, administrative policies, objectives and procedures and problems of organization control and leadership.

COURSE OUTCOMES:

1. Describe the basic theory and practice of management in modern society.
2. Define the concepts of leadership and management.
3. Explain the four functions of management and their applications in organizational situations.
4. Discuss contemporary issues managers face on a daily basis.

REHABILITATION ACT OF 1973:

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center located in the Student Service Center on each campus. Cheyenne telephone number is 651-4045, Henderson telephone number is 651-3086, and West Charleston telephone number is 651-5089.

For those students that would like to earn a little extra cash, stop by the Disability Resource Center to fill out a job interest card. This office hires students as note takers, readers, proctors, scribes, lab assistants, and research assistants as needed.
Contacts for assistance:

Traci McGee  Trish Henderson  Joseph Garcia
Disability Specialist  Disability Specialist  Disability Specialist
Cheyenne Campus  Henderson Campus  West Charleston Campus

AMERICANS WITH DISABILITY ACT (ADA) STATEMENT:

Any student with a disability requiring special accommodations for this class should see me after class or call for an appointment. All information will remain confidential.

SAFETY PROCEDURES:

Approved classroom safety procedures are posted in each classroom and are to be followed.

SCHOOL SCHEDULE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPT. 1</td>
<td>Holiday – Labor Day</td>
</tr>
<tr>
<td>SEPT. 2</td>
<td>Fall Classes begin</td>
</tr>
<tr>
<td>SEPT. 8</td>
<td>Last day to receive a 75% refund</td>
</tr>
<tr>
<td>SEPT. 15</td>
<td>Last day to drop a class without a grade</td>
</tr>
<tr>
<td>OCT. 24</td>
<td>Holiday – Nevada Day</td>
</tr>
<tr>
<td>OCT. 27</td>
<td>Final date to officially change from credit to audit or audit to credit</td>
</tr>
<tr>
<td>NOV. 11</td>
<td>Holiday – Veteran’s Day</td>
</tr>
<tr>
<td>NOV. 26</td>
<td>Final date to drop a class from the Fall 2003 semester</td>
</tr>
<tr>
<td>NOV. 27 thru NOV. 30</td>
<td>Thanksgiving Day Recess</td>
</tr>
<tr>
<td>DEC. 16</td>
<td>Fall Classes End</td>
</tr>
</tbody>
</table>

OFFICE HOURS:

I will be available to help you during my posted office hours and at the end of each class period.

If you have a significant question about an assignment after you have heard me explain it in class, please contact me during my office hours. You may always contact me if an emergency or other major problem prevents you from attending class or submitting assignments.
ASSIGNMENTS, EVALUATION, PROCEDURES AND GRADING POLICY

This course will consist of lectures, discussions, presentations and guest lecturers. Each member of the class is responsible for the following:

1. Read course text as assigned.
2. Regular Attendance (see attendance policy).
3. Complete HOMEWORK ASSIGNMENTS.
4. Completion of a FINAL BUSINESS MANAGEMENT PAPER & PRESENTATION.
5. Participating in required EXAMINATIONS.

Your grade for the course will be based on the following factors:

1. Class Attendance 200 points
2. Weekly Homework 400 points (16 chapters @ 25 points each)
3. Two Examinations 200 points (100 points each)
4. Business Paper & Presentation 200 points

TOTAL 1000 POINTS

Points will be removed for the following errors and omissions:

- Late Work: -10 points per day late – Maximum days late: 2
- Spelling Errors: -2 points per word
- Incorrect Answer: -2 points per question on Quiz 1, & 2
- -5 points per question on HOMEWORK
- -5 points per word on BUSINESS PAPER

TEST MAKUP: Will only be given when a signed doctor’s letter is provided.

PAPER FORMAT:

You must use a word processor for each project. Handwritten work is not acceptable! As you are aware, the college provides word processors and computers for software that is used by students. Take advantage of this resource. They will teach you to use the word processors if you do not know how to use them. Please submit all projects in the file folder that I have provided for you. Keep all of your assignments in the folder unless you are revising or correcting them.

TEXT REQUIREMENT:

You MUST have a textbook in this class! You will be required to complete in-class activities which will require you to have your book in the classroom every school day.
ATTENDANCE POLICY:

Regular attendance and active participation are essential for maximum learning. Attendance will be taken each class and points will be assigned at the end of the course. During each class period, an enrollment form will be passed out. Make sure you sign this form to receive credit for that day of class attendance. Any student arriving to class 30 minutes or later will be marked absent.

- 90% to 100% Attendance = 200 points
- 80% to 89% Attendance = 160 points
- 70% to 79% Attendance = 120 points
- 60% to 69% Attendance = 80 points
- 59% or below Attendance = 0 points

BUSINESS PAPER & ORAL PRESENTATION:

Each student will utilize the Text and other resources to formulate a complete business management report on the chapter of your choice. Requirements for the final paper & oral presentation will be provided by your instructor.

You must complete both a written AND oral presentation for full points. You will place your final work in a report folder, any color, (no exceptions) and hand your work to the instructor at the completion of your presentation.

COURSE POINT DISTRIBUTION:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-981</td>
<td>A</td>
</tr>
<tr>
<td>980-971</td>
<td>A-</td>
</tr>
<tr>
<td>970-961</td>
<td>B+</td>
</tr>
<tr>
<td>960-951</td>
<td>B</td>
</tr>
<tr>
<td>950-941</td>
<td>B-</td>
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<tr>
<td>940-931</td>
<td>C+</td>
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<tr>
<td>930-921</td>
<td>C</td>
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<tr>
<td>920-911</td>
<td>C-</td>
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<tr>
<td>910-901</td>
<td>D+</td>
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<tr>
<td>900-891</td>
<td>D</td>
</tr>
<tr>
<td>890-881</td>
<td>D-</td>
</tr>
<tr>
<td>880 or less</td>
<td>F</td>
</tr>
</tbody>
</table>

Your final grade will be determined by the total accumulated points earned.

NOTE: Instructor reserves the right to make changes to the syllabus and course outline to reflect the Needs of the class.
BUSINESS 101 – Syllabus
Tuesday & Thursday

Session 1: Tues., Sept. 2, 2003

Topics: Introduction to course.

Assignment: Review text and syllabus.

Session 2: Thurs., Sept. 4, 2003

Topics: The Exceptional Manager

Assignment: Review text and Read Chapter 1- Instructor will review in class Tues. 9/9

Correlation to Text: Chapter 1- Pages 2-33

Homework: Answer questions on Homework Worksheets, Chapter 1
Answer Questions 1 through 4, “Ethical Dilemma” on page 33

Session 3: Tues., Sept. 9, 2003

Topics: The Exceptional Manager

Assignment: Review of text & Homework Chapter 1

Session 4: Thurs., Sept. 11, 2003

Topics: Management Theory

Correlation to Text: Chapter 2 – Pages 34–65

Homework: Answer questions on Homework Worksheets, Chapter 2
Take the “Self-Assessment” test on pages 62-63 and answer questions 1-3 on page 63. Be prepared to discuss this in class Tuesday.

Session 5: Tues., Sept. 16, 2003

Topics: Management Theory

Assignment: Review of text & Homework Chapter 2
Session 6: Thurs., Sept. 18, 2003

Topics: Manager’s Changing Work Environment & Responsibilities

Assignment: Review text and Read Chapter 3

Correlation to Text: Chapter 3 - Pages 66-103

Homework: Answer questions on Homework Worksheets, Chapter 3
Answer questions 1 through 4 on page 101, “Questions for Discussion” from Self-Assessment assignment on pages 100-101.

Session 7: Tues., Sept. 23, 2003

Topics: Manager’s Changing Work Environment & Responsibilities

Assignment: Review text & Homework Chapter 3

Session 8: Thurs., Sept. 25, 2003

Topics: Global Management

Assignment: Review text and Read Chapter 4

Correlation to Text: Chapter 4 – Pages 104-142

Homework: Answer questions on Homework Worksheets, Chapter 4.
Answer questions 1 through 4 on page 141, “Ethical Dilemma” on page 141


Topics: Global Management

Assignment: Review text and Homework Chapter 4


Topics: Planning

Assignment: Review text and Read Chapter 5

Correlation to Text: Chapter 5 – Pages 144-175

Homework: Answer questions on Homework Worksheets, Chapter 5.
Take the “Self Assessment” test on pages 172-173 & answer questions 1-3 on page 173, “Questions for Discussion.”

Topics: Planning

Assignment: Review text and Homework Chapter 5
Class will review how to calculate a “Break-Even Analysis” and the process steps associated with it.

Session 12: Thurs., Oct. 9, 2003

Topics: Strategic Management

Assignment: Review text and Read Chapter 6

Correlation to Text: Chapter 6 – Pages 176-207

Homework: Answer questions on Homework Worksheets, Chapter 6
Answer questions 1-5 on Page 204, “Management in Action” which begins on page 202, “Intel Adopts a Many-Pronged Strategy.”


Topics: Strategic Management

Assignment: In-class review of Chapter 6 text & Homework

Session 14: Thurs., Oct. 16, 2003

Topics: Individual & Group Decision Making

Assignment: Review text and Read Chapter 7

Correlation to Text: Chapter 7 – Pages 208-242

Homework: Answer questions on Homework Worksheets, Chapter 7
Answer questions 1-3 on page 240, “Ethical Decision Making,” and be prepared to discuss your answers in Group Exercise on Tues.
Session 15: Tues., Oct. 21, 2003

Topics: Individual & Group Decision Making AND Organizational Culture, Structure & Design

Assignment: Review text and Read Chapter 8 – In-class review of Chapter 7 Text & Homework

Correlation to Text: Chapter 8 – Pages 244-279

Homework: Answer questions on Homework Worksheets, Chapter 8


Topics: Organizational Culture, Structure & Design & Review Chapters 1-8

Assignment: Review of Chapter 8 text & Homework

MID-TERM EXAM NEXT TUES. OCT 28TH!

Session 17: Tues., Oct. 28, 2003

Topics: MID-TERM EXAM and Human Resource Management

Assignment: Review text and Read Chapter 9

Correlation to Text: Chapter 9, - Pages 280– 315

Homework: Answer questions on Homework Worksheets, Chapter 9


Topics: Review of Chapter 9 & Organizational Change & Innovation

Assignment: Review text and Read Chapter 10

Correlation to Text: Chapter 10, - Pages 316-345

Homework: Answer questions on Homework Worksheets, Chapter 10

Answer questions 1-5 on page 340, “Management In Action”
Session 19: Tues., Nov. 4, 2003

Topics: Review of Chapter 10 & Managing Individual Differences & Behavior

Assignment: Review text and Read Chapter 11

Correlation to Text: Chapter 11, Pages 246–374

Homework: Answer questions on Homework Worksheets, Chapter 11

Session 20: Thurs., Nov. 6, 2003

Topics: Review of Chapter 11, & Motivating Employees

Assignment: Review text and Read Chapter 12

Correlation to Text: Chapter 12, Pages 376–411

Homework: Answer questions on Homework Worksheets, Chapter 12
Answer questions 1-4 on Page 407, “Management in Action”

Session 21: Thurs., Nov. 13, 2003

Topics: Review of Chapter 12 AND Power, Influence & Leadership

Assignment: Review text and Read Chapter 13

Correlation to Text: Chapter 13, Pages 412–444

Homework: Answer questions on Homework Worksheets, Chapter 13
Take the “Self Assessment Test” on pages 441-442 and answer Questions 1-4 on page 442 & bring to class next Thursday.

A DRAFT OF YOUR FINAL PAPER IS DUE NEXT TUESDAY!
You also must identify what type of visual aids you will be using for the Verbal portion of your presentation.
Session 22: Tues., Nov. 18, 2003

Topics: Review of Chapter 13 AND Power, Influence & Leadership

Assignment: Review text and Read Chapter 14

Correlation to Text: Chapter 14, Pages 446–481

Homework: Answer questions on Homework Worksheet, Chapter 14

Session 23: Thurs., Nov. 20, 2003

Topics: Review of Chapter 14 AND Interpersonal & Organizational Communication

Assignment: Review text and Read Chapter 15

Correlation to Text: Chapter 15, Pages 482-519

Homework: Answer questions on Homework Worksheet, Chapter 15
Complete the “Self Assessment” on pages 514-516 and be ready to discuss it next Tuesday

Session 24: Tues., Nov. 25, 2003

Topics: Review of Chapter 15 AND Control

Assignment: Review text and Read Chapter 16

Correlation to Text: Chapter 16, Pages 520-556

Homework: Answer questions on Homework Worksheet, Chapter 16
Answer questions 1-5 on Page 551, “Working in Small Business”


Topics: Review of Chapter 16

Assignment: Review text Chapters 9-16, AND assign date of Final Presentation to each Student.
Session 26: Thurs., Dec. 4, 2003
Topics: Review of Chapters 9-16 in class for next Tuesday’s FINAL EXAM

Session 27: Tues., Dec. 9, 2003
Topics: FINAL EXAM

Session 28: Thurs., Dec. 11, 2003
Topics: FINAL PAPER & ORAL MANAGEMENT PRESENTATIONS

Session 29: Tues., Dec. 16, 2003
Topics: FINAL PAPER & ORAL MANAGEMENT PRESENTATIONS
      FINAL DAY OF SCHOOL