

BUS1337 Management, Intro

Course Syllabus

COURSE REQUIREMENTS

Management, Intro is an introductory course. All students are eligible to enroll. It is a prerequisite to Management II.

COURSE DESCRIPTION

People can accomplish so much more if they combine their efforts. An Organization is a group of people who work together to achieve a goal, finish a project, or start a business. Management is the process of organizing and coordinating the activities of an organization. Businesses today need skilled managers in order to thrive and grow. This course will teach the basic skills and qualities needed in order to become an effective manager.

The student will learn the foundation principles of organizations. They will distinguish the individual components of a company and see how they interconnect. This will enable the student to understand the proper role of a manager in a company.

LEARNING OBJECTIVES

Management, Intro will explain what managers do and what their basic purpose and function is. It will summarize the basic concept of an Organization. It will examine the principles, processes, and skills needed by managers. By the end of this course, the students should have a basic knowledge of:

- What an organization is
- The definition of a manager
- Fundamental designs of organizations
- Key management principles
- The relationship between an organization's mission goal and management
- How a manager implements organizational processes and practices
- Key skills needed for good management

ATTENDANCE

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy. Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office
1221 Brickell Ave.
Miami, FL 33131
1-305-330-2202
registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following:

(2019) Principles of Management. Chapters 1-3. OpenStax, Rice University
(2012) Management Principles (v. 1.0), Mason Carpenter, Talya Bauer, Berrin Erdogan. Chapter 1 Introduction to the Principles of Management.

MINIMUM REQUIRED SUPPLIES

All students will need all of the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet

- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

ASSIGNMENTS

Organizational Structure -

Decide on an organization and decide its organizational structure. Diagram its organizational structure and write a mission statement describing its goals.

Essay -

5-page essay contrasting an employee's individual achievement goals against the needs of an organization for productivity.

Role Play -

Create a 5-minute demonstration showing how a manager meets with an employee to outline their role in a company and how he can motivate them to work in harmony with the company's mission statement.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Introduction: Working Together
Week 2	What is an organization?
Week 3	Organizational Structures
Week 4	Management - Definition and Overview

Organizational Structure Due

Week 5	Video review and Exam
Week 6	Functions of Management
Week 7	Strategic Management - Implementing Mission Goals
Week 8	Principles of Management <i>Essay Due</i>
Week 9	Video review and Exam
Week 10	Management Skills
Week 11	Improving Communication
Week 12	Building Teamwork <i>Demonstration Due</i>
Week 13	Video review and Final exam