

BUS3337 Management III

Course Syllabus

COURSE REQUIREMENTS

This course requires the completion of BUS1337

COURSE DESCRIPTION

Successful companies prosper because of skilled managers. Adept managers help a company function at an efficient and highly productive level. They turn a dream into reality. They allow a company to thrive.

This course will help the student learn how to apply management techniques in daily business operations. It will examine the underlining principles of management and how to foster teamwork and productivity in the workplace. The student will learn how to promote workflow and will have the tools to drive performance in the workplace.

LEARNING OBJECTIVES

Management III focuses on training a manager to be skilled and productive. It will help the student appreciate what is expected of a manager from the companies point of view. It will also enhance decision-making capabilities and ways to help a company realize it's objectives. At the conclusion of this course the student will learn:

- The fundamental roles and types of managers
- What companies expect from management
- Functional versus general managers
- Project management
- Workflow management systems
- Business management information systems
- The difference between management and leadership

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:

Management Study Guide (online).
(2017) Soft Skills. Manmohan Joshi.
(2012) Management Principles (v. 1.0), Mason Carpenter, Talya Bauer, Berrin Erdogan

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

Essay -

Write a 5-paragraph essay explaining the methodology used to determine the expectations a company has in regards to hiring for managerial positions and how to implement those ideas in your managerial style.

Management Diagram -

Choose an area of project management and diagram the method of organizing a project.

Case Study -

Research two business leaders, one who is a leader and one who is a manager. Give an oral report explaining why they exhibit that leadership style and how it affects the success of their company.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Introduction: Applying Management Principles to help a Company Succeed
Week 2	Fundamental Roles of Managers
Week 3	Management Skills
Week 4	Managing Expectations in the Workplace <i>Essay Due</i>
Week 5	<i>Video review and Exam</i>
Week 6	Functional versus General Managers
Week 7	Areas of Project Management

Week 8	Efficient Organization <i>Diagram Due</i>
Week 9	<i>Video review and Exam</i>
Week 10	Workflow Management Systems
Week 11	Business Information Systems
Week 12	The Difference Between Management and Leadership <i>Case Study Due</i>
Week 13	<i>Video review and Final exam</i>