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**Introduction to Management**

Syllabus

**Instructor**: Dr. Bari Courts

**Title:** Adjunct Professor

**Office:** Zoom

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**Office Hours:** Before or after class, or by appointment

**Course Description**

This introductory course will examine fundamental management concepts and managerial responsibilities in both formal and informal organizational structures. The goal of the course is to provide the student with a foundation of management principles. The five areas of focus will be planning, organizing, directing, controlling and staffing.

**Prerequisites**

None, ENG110 Preferred

**Course Objectives and Outcomes**

During this course students will:

1. Outline the organizational management structures that are typical of most organizations.
2. Assist in the planning and strategic management of organizations.
3. Propose methods by which organizational decisions can be made in a wide variety of circumstances.
4. Define and explain the concept of entrepreneurship and specific problems that arise in the course of new venture management.
5. Describe problems that typically arise during the processes of organizational change and innovation.
6. Identify and help solve issues that arise in managing human resources and the behavior of individuals within an organization.
7. Propose ideas that would help motivate employees to improve their performance.
8. Explain the importance of leadership and influence processes to the performance on organizations.
9. Outline the importance of communication in organizations and steps that could be taken to improve the same.
10. Prescribe steps that may be taken to improve the managing of groups and teams, the control process and operations, quality and productivity.

**Course Requirements**

* Students are graded on quizzes, written assignments and exams as outlined in the course schedule.
* Students will be required to attend all classes and participate in classroom discussions
* In-class writing projects must be submitted.
* There will be a series of quizzes, assignments and a Comprehensive assessmentination covering all course material

**Required Text(s)**

We will be using the Powerpoint Slides from this textbook

*Fundamentals of Management (Paperback), Eighth Edition*

Author: Ricky W. Griffin

Publisher: Cengage/South-Western ISBN-10: 1285849043 | ISBN-13: 978-1285849041

It is expected that each student will obtain a copy of the textbook prior to the beginning of the course

**Required Materials**

* Internet connection and computer for research and access to recommended reading and websites
* Standard Microsoft suite of productivity applications

**Grading Policy**

 **Grade computation**

|  |  |
| --- | --- |
| **ASSIGNMENTS** | **Percentages** |
| Article Review | 15% |
| Mini Case | 15% |
| Quizzes | 20% |
| Attendance | 10% |
| Comprehensive Assessment | 40% |
| **Total** | 100% |
|  |  |

 **Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Numeric Value** | **Standard** |
| A | 90-100 | Excellent |
| B+ | 85-89 |  |
| B | 80-84 | Good |
| C+ | 75-79 |  |
| C | 70-74 | Average |
| D\*\* | 60-69 | Min. Passing |
| F | Below 60 | Failure |

**Changes to the Syllabus**

The instructor reserves the right to modify this syllabus at any time.
Such changes will be announced during class meetings. You are responsible for ensuring that your syllabus is current.

**Writing Style**

Ensure the use of correct, formal or professional English in all papers, assignments, presentations, emails, and discussion items. References must follow the American Psychological Association (APA) style in the body of the paper and at the end in the references sections.

**Academic Integrity and Plagiarism**

All students are expected to observe the rules and regulations of Vaughn College of Aeronautics and Technology. Academic honesty and ethically appropriate behavior is expected from all students.

The faculty, departments, or division of the College may impose sanctions on students who commit the following academic integrity violations: cheating, plagiarism, obtaining unfair advantage, forgery of transcripts, and other related acts. Sanctions may include a “0” or failing grade on the assignment, a failing grade for the course, suspension, or dismissal from the College. For the full text of the policy on academic integrity see Academic Dishonesty Policy in your Vaughn College Catalog. Also consult the APA Manual for more general academic, legal and ethical guidelines.

*To avoid plagiarism follow these guidelines:*

1. If you use someone else's words put quotation marks around them and credit the source.
2. If you paraphrase someone else's words, or use their ideas in your own words, credit the source.
3. Examine APA Manual and Vaughn College’s guidelines.
4. If you are not sure about copying, or have any concerns at all, please ask! Contact your instructor for help!

An additional article on how to avoid plagiarism and improve the originality of your paper is included in the Resources section.

**Course Policies**

Refer to the course policies section in Sakai and in your catalog for more information of Vaughn College’s academic and student support services policies and procedures, including academic assistance, academic honesty, disability support services, absences and lateness, discrimination and harassment.

**Course Schedule**

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| --- | --- | --- |
| Date | Topics  | Chapters |
| Week 1 | Understanding the Manager's Job.The Environment of Organizations and Managers. | 1, 2 |
| Week 2 | Planning and Strategic Management.Managing Decision Making. | 3, 4 |
| Week 3 | Entrepreneurship and New Venture ManagementOrganization Structure and Design(and Quiz 1) | 5, 6 |
| Week 4 | Organization Change and Innovation.Managing Human Resources in Organizations. | 7,8 |
| Week 5 | Basic Elements of Individual Behavior in Organizations.Managing Employee Motivation and Performance. (Article Review #1 due. Please submit in SAKAI.) | 9, 10 |
| Week 6 | Leadership and Influence Processes.Communication in Organizations. (and Quiz 2) | 11, 12 |
| Week 7 | Managing Work Groups and TeamsBasic Elements of Control | 13, 14 |
| Week 8 | Homework Assignment #2 due. Please submit in SAKAI Comprehensive assessment |  |

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