BUS 242 Management

Instructor: Jennifer Worthington
(308) 398-0800
jennifer.worthington@doane.edu


NOTE: If you purchase this from Doane you will receive a package deal that includes textbook and access to online resources. If you purchase a used textbook you will have to purchase the online “Connect” or “Connect Plus” access from the publisher the first time that you logon to their site. The cost for “Connect” is about $39.99 and allows you to use the required online resources. The cost for “Connect Plus” is about $79.99 and allows you access to the required online resources and the eBook edition of the text.

One of the reasons we are using this text is that it is one of the most affordable texts on the market for a survey course in management. The publisher has been able to reduce the cost by putting electronic and print resources online rather than in the text. If you purchase this book online, it will be your responsibility to purchase the “Connect” piece that you choose. I advise you to purchase this text through the Doane bookstore.

COURSE DESCRIPTION:
This course is an introduction to the internal organization and the structure and executive functions in the business enterprise and other goal-directed institutions.

COURSE OBJECTIVES:
Students will:
1. Develop a general understanding of management yesterday and today.
2. Learn the impact of culture and environment on the success of an organization and the manager’s role in the context of organizational culture.
3. Develop a sense of social responsibility and managerial ethics.
4. Learn the foundations of planning and develop an awareness of tools and techniques for planning.
5. Learn common organizational designs and how to define and describe organizational structure.
6. Explore theories of leadership and the manager’s role in the development of groups and teams and motivating employees.
7. Define control, understand the control process, and build an awareness of tools used for controlling organizational performance.
COURSE STRUCTURE:
You will complete four (4) assignments. When each completed assignment is submitted to me by e-mail, the next will be sent to you via e-mail, and so on. I will read each assignment you submit, make comments on the document in red, and return it to you by e-mail. **We have created a paperless course!** Due dates for the completed assignments are as follows:

Assignment #1 due 11/15/13 = 25 %
Assignment #2 due 11/29/13 = 25 %
Assignment #3 due 12/13/13 = 25 %
Assignment #4 due 12/20/13 = 25 %

**IMPORTANT NOTE:** You MUST use your Doane e-mail address for all communication for this course. All assignments must be submitted from your Doane e-mail address.

GRADING:
You can earn a maximum of 25 % for each assignment for a maximum total of 100 %.

GRADING SCALE:

- 100 – 95 = A
- 94 – 90 = A-
- 89 – 87 = B+
- 86 – 84 = B
- 83 – 80 = B-
- 79 – 77 = C+
- 76 – 74 = C
- 73 – 70 = C-
- 69 – 67 = D+
- 66 – 64 = D
- 63 – 60 = D-
- 59 & below = F

ACADEMIC INTEGRITY POLICY:
This policy requires that you immediately and cheerfully offer the benefit of your knowledge and skills to any fellow student who needs your help. If someone helps you, whether a fellow student, the author of a book/article, a family member, a pastor or priest, a coworker, a child, a pet, or anyone else, say that they helped you. That’s called citing a source. Always show respect for the ideas or words of others by giving them the credit. Failure to show respect will result in an “F”.