BUS 242 Management
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IMPORTANT NOTE: New regulations under the Higher Education Act require us to verify the identity of a person doing work in a class if we receive assignments, etc. from that student electronically. We can comply with this regulation if our students submit things to teachers electronically from their Doane College e-mail address or through Blackboard. For that reason, I will only accept assignments submitted to me from your Doane e-mail address.

To participate in this course, students must have an e-mail address and access to the Internet. You computer must be equipped with the software, Microsoft Word.


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!

The due dates for the assignments are as follows:
Assignment #1 due August 31st = 25 points
Assignment #2 due September 14th = 25 points
Assignment #3 due September 28th = 25 points
Assignment #4 due October 12th = 25 points

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 points for each of the four assignments for a maximum total of 100 points.

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”.