BUS 242 Management
Instructor: Janice Hadfield
(402) 466-4774
janice.hadfield@doane.edu

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.

NOTE: This is a textbook that includes a code to access specially resources on the Internet, so purchasing a used copy of the text is not an option. You won’t get a code if you purchase a used copy, and the code is necessary to complete the assignments. 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 on line rather than in the text. If you purchase this book on-line, you run the risk of not having access to those electronic and print resources that you may need to complete assignments. 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 Sept. 4th = 25 points
Assignment #2 due Sept. 17th = 25 points
Assignment #3 due Oct. 1st = 25 points
Assignment #4 due Oct. 15th = 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”.