

SYLLABUS

CLASS: **Business Management**, (Course BUS 242), Omaha Campus

INSTRUCTOR: Travis Orr

Email: travis.orr@doane.edu

Phone: (402) 350-2873

TEXT:

1. **The Emotional Intelligence Quick Book**, First Edition (Fireside, 2005), Travis Bradbury and Jean Greaves, ISBN: 978-0-7432-7326-8
2. **Strengths Finder 2.0**, From Gallup, Tom Rath, ISBN: 978-1-59562-015-6

COURSE DESCRIPTION: An overview of topics related to business management and tools to help students effectively understand and lead others. Students will (1) Gain an understanding of Emotional Intelligence and how it relates to the work place, (2) Become familiar with management strategies and theories such as strength based management, (3) Learn how to successfully initiate and incorporate change management and (4) Obtain a general understanding of the various performance metrics used in management.

LEARNING GOALS AND OBJECTIVES: Students will be expected to have mastery of the concepts covered in the course to include, but not be limited to: a basic understanding of management and how it fits into the business model, emotional intelligence and other management theories/methods used with effective management, How to create, lead and execute successful meetings, understand time management and ways to improve it, be able to implement and execute change management, and understand the various performance metrics used in management. It is this instructor's expectation that the student's ability to understand these principals will enhance their effectiveness in the business environment when it comes to being an effective leader in the workplace. As such it is hoped that these problem-solving skills will enhance the student's overall effectiveness in the business environment.

ACADEMIC INTEGRITY: This class follows the Doane College Academic Honesty Policy. All materials submitted for this class are expected to be original by the student and should not have been submitted for credit to any other course. Academic integrity is expected for all interactions and requirements. This includes, but is not limited to, original work on assignments, accountability and completion of requirements, maintenance of confidentiality for individuals, and accurate citation of and references to original work. Specific information about Academic Honesty and Plagiarism may be found in the Doane Student Handbook. When applicable, assignments must be typed and

adhere to the APA 6th Edition guidelines. This includes crediting authors when paraphrasing, summarizing, or directly quoting the work of other individuals. Resources for APA formatting are available on Blackboard. Mechanics of writing are considered in the grading of assignments. Therefore, it is expected that you will proofread all work for accurate spelling, grammar, and punctuation before submitting assignments and projects. Depth of thought, application, and analysis demonstrated in the assignment will be considered in the grading process. All work is expected to be of highest quality. Work may be turned back to the student for review and revision.

LEARNING STRATEGIES: The classroom educational environment will include lecture and in depth discussion to enhance business law topics in an effort to establish relevance in a student's academic and personal lives. The course also involves various media sources such as news articles and film.

PRESENTATION: Each student will be required to put together a 15-minute presentation on the topic of their choosing. The presentation must contain visual aids that are left at the discretion of each student. The presentation will be a summary of the topic they researched and an opportunity to help enlighten their fellow classmates on subject matter outside of what was discussed in the classroom.

GRADING: Your grade will be based on attendance and participation in class activities, as well as satisfactory completion of homework assignments and the final presentation. Active class participation is vital to the overall learning process **and** your successful completion of the course. Extra credit will be given to students that bring in articles, which discuss timely business management issues.

While attendance only carries a 20% weight for the final grade, it is important that students remember the following applies with regard to the effect of attendance on your ultimate class grade:

ATTENDANCE:

Perfect Attendance:	A
One Excused Absence**:	A
Two Excused Absences:	B
Three Absences:	C
Four Absences:	D
Five or more Absences:	F

