

BUS 230 – Management Policy

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MISSION STATEMENT

Lake Area Technical Institute offers superior, comprehensive technical education, creating a foundation for success in an ever-changing world.

TEXTBOOK: *Management*, Robert Kreitner, 10th Edition

COURSE DESCRIPTION: This course is designed to give you a comprehensive introduction to management theory and practice. It is intended to help you successfully meet the challenge of effectively and efficiently managing today's large or small, profit or not-for-profit organizations. There are five major themes guiding our progress through the fascinating world of management and we will look at all five of them; change, skill development, global economy, diversity, and ethics.

COURSE OBJECTIVES AND CHAPTERS:

Chapter 1 – Managers and Entrepreneurs

1. Identify and summarize five major sources of change for today's managers
2. Contrast the functional and role approaches to explaining what managers do.
3. Summarize the ten facts of managerial life.
4. Explain how managers learn to manage.

Chapter 2 – The Evolution of Management Thought

1. Describe the general aim of the human relations movement and explain circumstances in which it arose.
2. Explain the significance of applying open system thinking.
3. Identify and explain the nature of at least four of Thomas J. Peters' and Robert H. Waterman Jr.'s eight attributes of excellence.

Chapter 3 – The Changing Environment of Management; Diversity, Global Economy, and Technology

1. Describe the three-step innovation process and define the term entrepreneur.
2. Discuss how the changing political-legal environment is affecting the practice of management.
3. Summarize the demographics of the new work force.

Chapter 5 – Management's Social and Ethical Responsibilities

1. Define corporate social responsibility and summarize the arguments for and against it.
2. Identify and describe the four social responsibility strategies.
3. Identify and describe at least four of the ten general ethical principles.
4. Discuss what management can do to improve business ethics.

Chapter 6 – The Basics of Planning and Project Management

1. Identify and define the three types of planning.
2. Discuss project planning within the context of the project life cycle.
3. Explain how break even points can be calculated.
4. Summarize the pros and cons of Enterprise Resource Planning (ERP)

Chapter 8 – Decision Making and Creative Problem Solving

1. List and explain the four basic steps in the creative problem solving process.
2. Define and discuss the three decision traps: framing, escalation of commitment, and overconfidence.
3. Specify at least five sources of decision complexity for modern managers.

Chapter 9 – Organizations: Structure, Effectiveness, and Cultures

1. Contrast the traditional and modern views of organizations.
2. Explain the term learning organizations.
3. Explain the time dimension of organizational effectiveness.
4. Identify and describe four characteristics common to all organizations.

Chapter 12 – Communicating in the Internet Age

1. Identify each major link in the communications process.
2. Explain ways in which management can encourage upward communication.
3. List at least three practical tips for improving each of the following communication skills; listening, writing, and running a meeting.

Chapter 13 – Motivating Job Performance

1. Explain the motivational lessons taught by Maslow's theory, Herzberg's theory, and the expectancy theory.
2. Describe how goal setting motivates performance.
3. Explain how companies are striving to motivate an increasingly diverse workforce.

Chapter 14 – Group Dynamics and Teamwork

1. Define and discuss the management of virtual teams
2. Discuss the criteria and determinants of team effectiveness.
3. Define organizational politics and summarize relevant research insights.
4. Identify and describe the six stages of group development.

ATTENDANCE AND GRADING:

10 tests @ 100 points each

On-line exercises and Case studies, 10 @ 30 points each

Reports, On-line project and Videos, 3 @ 50 points each

Note: Schedule may change due to student/teacher needs.

100 – 94% = A

93 – 87% = B

86 – 80% = C

Below 80% = F

COURSE POLICIES:

- Attendance is very important to your success at Lake Area Tech. You will be allowed to be absent a four class periods which is a total of six hours. Use your time wisely! After your absence of six hours you will be dropped from the class.
- Be on time! After 10 minutes you will be considered absent.
- Fridays will be used for tutoring, extra help, and makeup tests. Anyone wishing to obtain additional points for their grade can do so by attending the help sessions (8:00 – 10:00 a.m.) on Fridays during the semester. You may not accumulate your Friday points by coming in and completing, for example, four weeks of Friday extra points.
- Students will have one (1) week to make-up any missed assignments/tests. You will receive a 0 if not taken within that time.
- Dishonesty/plagiarism in class or on tests is regarded as a serious offense, and the student will be subject to disciplinary action including dismissal.
- Pre-tests will be open only for the specified amount of time and not re-opened past the time stated. Please refer closely to your announcements on the E-learning website.
- Occasionally there will be in class assignments and points may be given. You must be present in class on that day to receive those points.

Technology in the classroom

- Technology is an essential part of today’s learning environment. However, when used inappropriately, technology can hinder learning. Most students have sat next to others who use their laptops, PDA’s, or cell phones in class to check e-mail, talk to friends, instant message, search the internet, play games, or text. Unfortunately every person sitting around such students is distracted by this behavior. As a result of this distraction and its subsequent negative effects on the learning environment, using laptops in the classroom will be allowed after the lecture to legitimately work on class projects, take tests, etc is allowed, but all other use of laptops, cell phones or PDA’s is prohibited. Please respect your fellow students and instructor and abide by this policy.

Academic Honesty

- Students come to LATI not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character. Students should seek to be totally honest in their dealing with others. They should complete their own work and be evaluated upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, falsification, cheating and other academic misconduct.

Participation

- Readiness to learn means that you will come to class with questions and insights and prepared to discuss the relevance and application of course materials.
- Students that will do well will:
 - Read the assigned material before class
 - Prepare for exams by either a study group or doing the pretest if offered
 - Taking notes during lecture

Classroom Procedure

- Learning is an active process, facilitated by participating in class discussions and by listening to others. For this reason, attending and participating in class is important.