

BA 206: PRINCIPLES OF MANAGEMENT

Winter Term 2022 Syllabus, CRN 30756

Instructor: Emily Dray **Email:** draye@linnbenton.edu

Office Hours: By appointment only. Phone or Zoom.

Optional Zoom Meetings: Tuesdays 12:00pm - 12:50pm (Zoom link: <https://linnbenton.zoom.us/j/96565634441>)

Course Overview: An overview of the processes involved in managing a business, including business planning, organizing, controlling, staffing and leading. Covers various theories of management with emphasis on managing a business in the local, national or international marketplace.

Required Text: Principles of Management. Publisher: Waymaker from Lumen Learning. ISBN: 978-1-64087-277-6

In this course you will use Waymaker Principles of Management instead of a traditional textbook. Waymaker provides your course materials digitally inside Moodle. This means that it is built into the course Moodle page so that you can access it directly.

You can access all readings, videos, a study plan for each module, quizzes and other activities through Moodle. **A note about Waymaker Quizzes:** they help you learn! After your first quiz attempt you'll receive feedback and opportunity to learn and practice the content before your 2nd or final quiz attempt.

Purchasing Options:

1. **Online:** You can purchase Waymaker when you access your first quiz in this course within Moodle.

Getting Started with Waymaker: You will find a video and guide that walk you through how to access Waymaker and how to complete your readings and assignments here:

lumenlearning.com/gettingstartedwithwaymaker

Course Outcomes:

Students will:

1. Discuss the nature of management.
2. Define social responsibility and ethics for management.
3. Describe the role of planning and organizing for managers.
4. Define leadership and describe its impact on the organization.
5. Identify control methods used by management.
6. Identify cultural differences in an organizational context.

ASSESSMENT (Please note that grades are in percentages):

30% Open Book Quizzes (16 quizzes)

30% Assignments in Moodle

30% Discussion Board Posts

10% Final Exam (Open Book)

100% Total

Please note: Your grade at the end of this class will be calculated as a percentage.

Grading: A = 90-100%, B = 80-89.5 %, C = 70-79.5 %, D = 60-69.5 %, Fail = below 60%

ASSESSMENT METHODS:

Open Book Quizzes (Course outcomes 1-6)

Quizzes are to be taken over each chapter and should be submitted according to the deadline stated on the quiz. It is your choice when in the week that you take the chapter quizzes. There will be approximately 15-25 questions over each chapter with one hour allowed to complete the quiz. **It is crucially important that students are suitably knowledgeable on the chapter content before taking the quiz as there will be little time to seek answers from the text.**

When you start the quiz, you cannot close it and come back to it later. Quizzes are not re-opened unless there has been a problem with the Moodle server that can be verified by LBCC. Be sure to read your email regularly.

Weekly Discussion Board Posts: (Course outcome 1)

The goal of this assessment is to ensure that students are reading and comprehending the text or other management publications. The discussion board is in two parts:

1. Main post

You should open the present week's discussion board and post an answer to one of the questions within **(by Friday 11:59pm) each week**. Alternatively you could post some news that is relevant to managers from but not limited to the following sites:

<https://hbr.org>

<http://fortune.com>

<http://www.forbes.com>

<http://sloanreview.mit.edu>

<https://www.entrepreneur.com>

<http://www.diversityinc.com>

<https://www.fastcompany.com>

<https://www.fastcompany.com>

The article can actually be on any subject but you must then tie in to management.

You should head up your post with the headline of the article. Then, write a minimum of **200 words** about what you learned from your article **without** quoting or 'patchwriting' ie using chunks of text from the article. **You must include the link to YOUR article too.**

2. Responses to other student's posts

By **Sunday (11:59pm)** of each week you should also respond (**100 words minimum** per response) to three other student posts describing what you learned from their post.

No Attachments please.

Final Exam: (Outcomes 1-6)

This is an open book, multiple choice examination and will be over the chapters assigned during the review and will be available on Moodle. The due date is midnight on Tuesday of Finals Week.

PLAGIARISM:

Student work is subject to close scrutiny for the use of uncredited sources. **PLEASE DO NOT SUBMIT ANOTHER STUDENT'S ASSIGNMENT AS IF IT IS YOUR OWN WORK**

Uncredited work will be subjected to LBCC's policies and procedures on plagiarism.

Note: By signing up for this class, the student is agreeing to manage their own learning. Part of this responsibility includes being available and participating.

Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy BP-1015. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symphlicity.com/public_report