

## BUS 242: Principles of Management

**Instructor:** Alexandra (Sandy) Giesler

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I am available before and after class and by appointment.

**Textbook:** Management, Daft 8<sup>th</sup> Edition.

**Course Objective:** To provide an overview of the practice of management, to identify and discuss the dynamics of leadership and to encourage and assist students in identifying their individual leadership styles.

**Materials Discussed:** Dynamics of leadership; overview of management functions including planning, organizing, communicating, measuring performance, employee self-development and motivational theories and techniques; introduction to human resource management, staff/line responsibilities and other topics. The preceding is subject to change.

**Teaching Methodology:** This is an introductory class. The format of the class will include lecture, media to supplement lecture and readings, as well as small group discussions of case studies and assigned readings. Students will make group and individual presentations as assigned.

- **Attendance:** Attendance is required. *Unexcused absences will result in a .5 grade deduction from final grade per missed class.* Excused absences must be approved in advance. Attendance will be taken at the beginning of class, so please ensure you are on time. If you will be late, please call or e-mail me at least 15 minutes prior to the start of class. ***You are responsible for obtaining your assignment from either myself or one of your classmates in the event you miss a session.***

**Assignments:** Outside readings in the textbook will be assigned to provide you with additional background information on lecture material presented. Assignments must be submitted prior to or during the class session in which they are due. Late assignments will not be accepted without prior approval.

**Quizzes and Exams:** A quiz will be administered for each class session based on the reading assigned for that session. All quizzes are multiple choice, 10 points each. There are no make ups for missed quizzes.

In addition to quizzes, there will be a mid-term and a final exam. Exams are a combination of multiple choice, fill in the blank and short answer. Exams are worth 100 points each.

## **BUS 242: Principles of Management**

### **Class Schedule & Assignments**

#### **Due January 13, 2008**

- Read chapters 1-2, 3 & 16
- Complete Cases for Critical Analysis at the end of each chapter

#### **Due January 27, 2008**

- Read chapters 5, 14-15 & 17
- Complete Cases for Critical Analysis at the end of each chapter
- Quiz on Chapters 5, 14-15 & 17

#### **Due February 3, 2008 (back to back session)**

- Read chapters 7-9
- Complete Cases for Critical Analysis for 2 of the 3 chapters
- Quiz on chapters 7-9
- In-class mid-term review session

#### **Due February 17, 2008**

- Study for mid-term exam: (chapters 1-3, 5, 7-9, 15, 17-18)

#### **Due March 2, 2008**

- Read chapters 10-13
- Complete cases for Critical Analysis at end of each chapter
- Quiz of chapters 10-13

#### **Due March 16, 2008**

- Read chapters 19-21
- Complete Cases for Critical Analysis at end of each chapter
- Quiz on chapters 19-21
- In-class final exam review session

#### **Due March 30, 2008**

- Study for final exam: (chapters 10-13 & 19-21)

**Cases:** Cases should be word processed. I am not looking for you to have the same answers as those in the instructor manual, but that you have been thoughtful in your answer. Answers should be based upon information provided in the case.

## **BUS 242: Principles of Management**

### **Possible Points:**

- Assignments - 45 points
- Quizzes - 40 points
- Exams - 200 points
- Total Points: 285

### **Grade Scale:**

- 257+ points - 4.0
- 242-256 points - 3.5
- 228-241 points - 3.0
- 214-227 points - 2.5
- 200-213 points - 2.0
- 185-199 points - 1.5
- 171-184 points - 1.0
- 157-170 points - .5

**Please turn off your cell phone or set your ringer to vibrate during class.  
If you need to leave your cell phone on during class, please be sure to inform me prior to class.  
Please refrain from text messaging during class.**