

CLASS NUMBER AND NAME

TOTAL HOURS/UNITS

24 HOURS—2 UNITS

PREREQUISITES:

None

TEXTS AND MATERIALS

Fundamentals of Management: Essential Concepts and Applications, 7/e. Custom Textbook, Pearson Education. Robbins, Stephen P., DeCenzo, and David A. Prentice Hall, 2011. (ISBN 9780558884215)

CLASS DESCRIPTION

This class is designed to help the students develop their skills within the context of a business. An emphasis is placed on interpersonal communications, decision-making, and presentations.

CLASS OBJECTIVES

The student will gain an in-depth view of various interpersonal communications techniques in today's business.

CLASS FORMAT OVERVIEW

The course is combination of lectures, class discussions, presentations, and individual and group activity sessions. There is an emphasis on student presentations.

REQUIREMENTS

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

CLASS ATTENDANCE

It is critical to the student's success to attend every class to obtain necessary information and practice. Students must maintain 80% (20 hours of a 24 hour class) attendance in order to pass the class.

METHOD OF INSTRUCTION

The material will be presented in a lecture-discussion format, and students should be prepared to present answers to the assigned exercises at the end of each chapter. The student is required to read the chapters and complete the following work as assigned in class:

NO LATE ASSIGNMENTS ARE ACCEPTED. Late homework will not be accepted for credit. **ANY STUDENTS SUBMITTING DUPLICATE WORK WILL RECEIVE AN F IN THE CLASS.**

TESTING:

Tests and quizzes will be given as determined by the instructor.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If a student is not present on the day of a test and has not made arrangements with the instructor to take the test early, the student will automatically be given a 10 percent penalty.

GRADING POLICIES

The grade for each project will be determined by the following criteria:

Mechanics and English

Originality

Professional Appeal, Appearance, and Impact

Research, Content, and Critical Thinking

The final grades in this course will be based on the following:

Attendance and Participation 25% of final grade

Average of all Assignments 50% of final grade

Final Project 25% of final grade

The final grade will be determined by the following percentages as follows:

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

Below 60 F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Develop a sound, practical understanding of how businesses plan, organize, lead, and control their operations in order to thrive in today's modern business community.
2. The every changing role of human resource management.
3. Understand how to effectively bring about changes in a business.
4. Understand how to effectively manage teams in a business environment,

1	Introductions Syllabus	Chapter 1 Managers and Management	Chapter 1 Managers and Management	Chapter 1 <u>Article/Video Presentation</u>
2	Chapter 2 Managing Human Resources <u>Chapter 1 Questions Due</u>	Chapter 2 Managing Human Resources CEO Student Presentations	Chapter 2. Managing Human Resources	Chapter 2 <u>Article/Video Presentation</u>
3	Chapter 3 Management Style Presentations <u>Chapter 2 Questions Due</u>	Chapter 3 Managing Change and Innovation	Chapter 3 Managing Change and Innovation	Chapter 3 <u>Article/Video Presentation</u>
4	Chapter 4 Understanding Groups and Managing Work Teams <u>Chapter 3 Questions Due</u>	Chapter 4 Understanding Groups and Managing Work Teams	Chapter 4 Understanding Groups and Managing Work Teams	Chapter 4 <u>Article/Video Presentation</u>
5	Chapter 4 <u>Chapter 4 Questions Due</u> Group Activity	Chapter 4 Team Building Presentation Activities	Chapter 4 Team Building Presentation Activities	Chapter 4 Team Building Presentation Activities
6	Team work day for final presentations	<u>Final Project Team Presentations</u>	<u>Final Project Team Presentations</u>	<u>Final Project Team Presentations</u>

Schedules are subject to change to meet the learning objectives of the course at the discretion of the instructor.