

UPPER IOWA UNIVERSITY
External Degree Program

BA 210-04 Management Principles

COURSE DESCRIPTION:

BA 210 Management Principles is a look at modern management theory, including both function and behavioral approaches to the administration of business enterprises.

COURSE OBJECTIVES:

1. Compare and contrast basic management concepts and theories.
2. Apply basic management concepts and theories to current business trends.
3. Critically examine broad management concepts for reasonableness and effectiveness in contemporary public and private business activities using professional written and oral communication techniques.
4. Analyze and apply management concepts to the global market.
5. Relate the ethical basis or management concepts and current management trends.
6. Employ imagination and creativity in a critical analysis of current business paradigms.
7. Develop strategies to deal with problems arising due to cultural diversity in the workplace and the community.

REQUIRED COURSE MATERIALS:

Textbook: Daft, Richard L. (2003). Management. Mason, OH: South-Western.
(hardcover)

Syllabus: BA 210-BF Management Principles

You may purchase your textbook through MBS Direct by calling their toll free number – 800-325-3252 or through the UIU homepage – www.uiu.edu. Click on the textbook icon in the lower right corner. Follow the link and select External Degree for your location.

COURSE OVERVIEW:

The purpose of this course is to introduce the student to the changing field of management in the 21st Century workplace. Teamwork, collaboration, participation and learning are guiding principles that help managers and employees maneuver the difficult terrain of today's complex business environment. As a result of the technological revolution managers today must have a different set of skills to manage in the new environment. Also, managers must embrace the global environment as it impacts companies' through-out the world.

ASSIGNMENTS AND EXAMINATIONS:

Unit I

Daft, Chapters 1, 2, 3, 4, 5, 6

Open Book Exam: 50 Questions

Research Paper 1: Describe the skills necessary to perform a manager's job.

Unit II:

Daft, Chapters 7, 8, 9

Open Book Exam: 50 Questions

Research Paper 2: Describe the six steps in the managerial decision making process.

Mid-Term Examination:

Twenty-five multiple choice and true/false questions with five essay questions. The five essay questions are to be completed using the blue book provided with your exam.

Unit III:

Daft, Chapters 10, 11, 12, 13, 14

Open Book Exam: 50 Questions

Research Paper 3: Compare and contrast authority, responsibility, accountability and delegation within your current or past workplace or civic organization.

Unit IV:

Daft, Chapters 15, 16, 17, 18, 19, 20, 21, 22

Open Book Exam: 50 Questions

Research Paper 4: Discuss the differences between groups and teams.

Final Examination

Twenty-five multiple choice and true/false questions with five essay questions. The five essay questions are to be completed using the blue book provided with your exam.

The instructor recommends that you submit Unit I and wait for comments before completing Units II - IV. Research Papers are to be 3 to 5 pages in length, include 3 to 5 references and comply with the Upper Iowa University approved APA-style format. Research papers should include as many real life experiences as possible.

EXAMINATION INFORMATION:

Please submit a proctor form for mid-term and final examination. This form should be submitted to the External Degree office 3 weeks prior to your testing date. This will allow some review time before you take the comprehensive final exam and will permit you time to contact your professor should you require any additional assistance. The mid-term and final examination will consist of twenty-five (25) questions and five (5) essay questions. The exam is closed book and not notes or books are allowed.

NOTE: You must pass at least one proctored exam to pass this course.

COMPOSITION OF GRADE:

4 ea. Research Papers @ 50 points per paper	=	200 points
200 Questions @ 1 point per question (Open Book)	=	200 points
Mid-term Exam		
25 questions @ 1 point per question	=	25 points
5 essay questions @ 5 points per question	=	25 points
Final Exam		
25 questions @ 1 point per question	=	25 points
5 essay questions @ 5 points per question	=	<u>25 points</u>
Total		500 points

Total points earned as a percentage of 500 possible points will be graded using the following scale:

A	100 to 90%
B	89 to 80%
C	79 to 70%
D	69 to 60%
F	Below 60%

Upper Iowa University Uses A Standard Grading System

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. For InfoTrac access information, please contact the library at library@uiu.edu.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service. External Degree Catalog 2004/05 page 85.

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to compete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by telephone or in writing. After your original six month enrollment period you no longer have the option of withdrawing from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to the Director of External Degree

This syllabus is tentative and subject to change.