

DOMINICAN UNIVERSITY
Brennan School of Business
BAD 345-03 Management
Spring 2017 Syllabus
(as of 11/21/16)

Instructor:	Mike Kiyosaki
Office Hours:	Tuesday & Thursday, 10:00-11:00am@Lewis 205 or by appointment
Instructor Email:	mkiyosaki@dom.edu
Student Email:	Student communication will be thru your xxxxx@dom.edu address. Please ensure it is updated in Canvas and myDU.

COURSE OBJECTIVES:

This course serves as an introduction to the discipline of management and the basic functions of planning, leading, organizing and controlling. It is designed to examine basic organizational theory through various models and methods and apply them to current management practices. Through lecture, class discussion, examinations and written assignments, students will develop the basic knowledge, skills and aptitudes to become effective managers. In addition, the course will be augmented by occasional outside speakers and exposure to core business publications.

EXPECTED LEARNING OUTCOMES

Upon successful completion of this course, students should be able to:

- Understand and apply the major principles of management theory, history and practice.
- Recognize the nature and importance of organizational structure and culture.
- Recognize how managers best achieve results; the importance of leadership, motivation, communication and interpersonal skills.
- Understand the principles of decision making, the impact of globalization, and the process of organizational change.
- Explain the importance of social responsibility and managerial ethics.

PREREQUISITES

ECON 190 and Junior standing

MEETING TIME AND DAYS

Tuesday and Thursday, 8:30- 9:45 am

REQUIRED TEXT

Stephen Robbins & Mary Coulter, *Management*, 13th Edition, New Jersey: Pearson Prentice Hall, New Jersey, 2016, ISBN-13: 9780133973006; (Note: 12th Edition ISBN-13: 9780133043600 can be used. Students responsible for chapter synchronization)

ASSESSMENT OF STUDENT LEARNING

Grading:

Course components are weighted as follows:

- Current Events Assignments (8) - (20%) – Students will present 8 weekly written analyses of current events in business, which will be graded on a 25 point scale (see grading rubric). These *one page reports*, due at start of class on Thursdays should summarize the article selected, evaluate its significance and relate the material to our course of study. Students will select one current event article from each of the following periodicals: Business Week, Forbes, Fortune, The New York Times, The Wall Street Journal, Financial Times, McKinsey Insights and BCG Perspectives. A copy of the article must be submitted with the analysis. Articles will be randomly selected for class discussion on Thursdays.
- Exams (4) - (40%) – *Mixed format* exams covering assigned chapters. No makeup tests unless prior prearrangements have been approved. Students requesting academic accommodations need to speak with me during the first two weeks of class.
- Case Studies (3) (30%) – Students will prepare three written Case analyses each of which is no longer than *three pages* in length. Analysis will require identification of the primary and secondary issues, analysis of the issues and a recommended course of action and rationale.
- Class Participation and Discussion (10%)
 - It is expected that students *attend classes and come to class on time*. Email notification required to instructor prior to missing a class. Attendance will be taken. Excessive absences (3+) will adversely impact student's grade.
 - Required reading and assignments are to be done before class. Students are expected to be prepared and actively participate in ALL class discussions and to take advantage of the opportunity to learn from their classmates.
 - Students are responsible for asking about any material that is unclear.
- Note 1: Course policies regarding grading scale and academic integrity will follow those outlined by the Brennan School of Business.
- Note 2: Assignment deadlines will be adhered to in a professional manner. All written assignments that are not handed in on or before the due date will receive a grade of "F"

USE OF TECHNOLOGY

- During class, focus is on discussion and engagement; hence personal laptops, tablets, cell phones etc. are NOT permitted to be used in the classroom
- All class lectures and presentations will be posted on CANVAS including the Syllabus and Grading Rubrics.
- Group assignments assume basic skills in Microsoft Office (Word, PowerPoint and Excel) and Canvas. Various online tutorials/workshops exist to learn the basics if needed and is the students responsibility.

COURSE CALENDAR

The calendar is subject to change due to content discussion and guest speaker schedules. Any changes to upcoming class schedules and due dates for assignments will be reviewed at the beginning of each class.

Attendance is mandatory for all Graded Activities and Guest Speakers.

The course material will be reviewed in the following sequence:

Class #	Date	Topics	Reading Assignment	Graded Activity or Guest Speaker
1	January 12	Class Introduction/Expectations. Framework/Syllabus/Discussion	Syllabus	
2	17	Managers in the Workplace <u>Assign Case #1</u>	Chapter 1	
3	19	Making Decisions	Chapter 2	Current Event #1 Due
4	24	Managing the External Environment & Organizational Culture	Chapter 3	
5	26	Managing in a Global Environment	Chapter 4	Current Event #2 Due
6	31	Managing Diversity	Chapter 5	
7	February 2	Exam #1: Chapters 1-5		Exam #1
8	7	Managing Social Responsibility and Ethics	Chapter 6	
9	9	Discuss Case #1 <u>(Assign Case #2)</u>		Case #1 Analysis Due
10	14	Managing Change and Innovation	Chapter 7	
11	16	Planning Work Activities	Chapter 8	Current Event #3 Due
12	21	Managing Strategy	Chapter 9	
13	23	Designing Organizational Structure- Basic	Chapter 10	Current Event #4 Due
14	28	Exam #2: Chapters 6-10		Exam #2
15	March 2	Discuss Case #2 <u>(Assign Case #3)</u>		Case #2 Analysis Due
	7	Spring Break (No Class)		
	9	Spring Break (No Class)		
16	14	Designing Organizational Structure- Adaptive	Chapter 11	
17	16	Managing Human Resources	Chapter 12	Current Event #5 Due
18	21	Creating and Managing Teams	Chapter 13	Resume & Cover Letter Due
	23	Recruiting, Developing and Retaining Talent		<u>Guest Speaker:</u> TBD
19	28	Managing Communication		
20	30	Exam #3 (Chapters 11-14)	Chapter 14	Current Event #6 Due Exam #3
21	April 4	Discuss Case #3		Case #3 Analysis Due
22	6	Understanding & Managing Individual Behavior	Chapter 15	
23	11	Motivating Employees	Chapter 16	Current Event #7 Due
24	13	Easter Break (No Class)		
25	18	Guest Lecture		<u>Guest Speaker;</u> TBD
26	20	Being an Effective Leader	Chapter 17	Current Event #8 Due
27	25	Monitoring and Controlling	Chapter 18	

28	27	Exam #4 (Chapters 15-18)		Exam #4
	<u>May</u> 2	Finals Week (No Final Exam for this Class)		