

# Management Essentials

## MGT 1600

### Instructor Information

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**Phone:**

**Email:**

**Office Location:**

**Office Hours**

### Course Description

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This course is comprised of basic managerial skills to include, but not limited to: planning, organizing, leading, and controlling. Topics covered are conflict management, stress management, decision-making, international business, Total Quality Management (TQM), team building, and communication. It is recommended students complete BUS 1050 prior to taking this course.

Semester: All

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### Course Student Learning Outcomes

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- Explain the management functions of planning, organizing, leading, and controlling.
- Describe the different theories of motivation and leadership.

- Discuss how to manage conflict and stress in the workplace.
- Evaluate the importance of team management.
- Analyze the methods of and barriers to communication.

## Communication Plan

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My teaching philosophy is that faculty to student interaction and student to student interaction is critical in your success in this course as well as persisting in your college goals.

My Interactions with you:

- **I post announcements each week.** If something is especially timely or important, I will also email it. But it's nice to have the record of what I've told our class in one place and also make sure I don't miss telling you information.
- **I leave feedback.** I grade within a week, but I also leave you feedback on most of your reflections, assignments, and projects. If you see a chat icon in the grade book, it means I left a comment for you.
- **I am available for office hours.** Office hours are not scary. Do you just need to work through an idea? Want to discuss the finer points of a topic? Need help with your grade or a personal issue? I'm happy to discuss and help you with anything that could potentially affect your success in this course.
- **I respond to emails.** But that's a given, right? I mean, basic job function. If I don't respond to you within 48 hours, it's because it's collapsed into another email or disappeared. Follow up. I don't mind.
- **Workshops and events.** I will hold some workshops or events during the semester. They are generally casual in nature and meant to give you better access to me, have fun, or feel more connected to the college. Look for these opportunities posted in announcements.
- **Student Writing and Reading Center.** I am at the Herriman SWRC on Wednesdays from 11:30-12:30. I'd love to help you one on one with your work and papers in this class, or any other class.

### Student to Student Interaction

- ♦ **Discussion Boards.** There are 3 discussion boards scattered throughout the course. You will discuss stress management, empowerment/motivation, and review for the final. You will need to post earlier in the week and then come back to have conversations.
- ♦ **Attend one of my events or workshops.** These are a great opportunity to connect and learn from each other!

## Keys for Success (how to succeed in the course)

To do well in this course, you will need to do the following:

- ♦ Read everything.
- ♦ Take notes for every reading and for every required video. You will be able to use these notes on the quizzes and exams.
- ♦ Respect and cooperate with class colleagues.
- ♦ Exhibit personal integrity and responsibility.
- ♦ Think, read, write (at a college level), speak and listen critically. Reason soundly.
- ♦ Be prepared for and participate fully in online discussions.
- ♦ Complete all assignments.
- ♦ Communicate with me regularly through Canvas. Don't wait for a problem to become unmanageable; if you need to talk with me, reach out or come to my office hours.

## Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Any Questions? (optional)</a>	Discussion	0
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Introduce Yourself</a>	Discussion	0

Due Date	Assignment Name	Assignment Type	Points
8/25	<a href="#">Introduce Yourself</a>	Discussion	30
9/1	<a href="#">Management 101 Quiz</a>	Quiz	10
9/1	<a href="#">Confidence Boost Action Plan</a>	Assignment	30
9/8	<a href="#">Assignment: Build Your Resumé</a>	Assignment	30
9/8	<a href="#">Happiness Project Overview and Activity Decision</a>	Assignment	5
9/8	<a href="#">Managing Your Career Quiz</a>	Quiz	10
9/15	<a href="#">Discussion: Managing Stress in the Workplace</a>	Discussion	30
9/15	<a href="#">Quiz: Company Culture</a>	Quiz	10
9/22	<a href="#">Organize</a>	Assignment	30
9/22	<a href="#">Organizing Quiz</a>	Quiz	10
9/29	<a href="#">Draw Your Future</a>	Assignment	30
9/29	<a href="#">Planning Quiz</a>	Quiz	10
10/6	<a href="#">Happiness Project &amp; Reflection</a>	Assignment	45
10/6	<a href="#">Leadership Quiz</a>	Quiz	10
10/13	<a href="#">Control Quiz</a>	Quiz	10
10/16	<a href="#">Personal Management Time or Money Report</a>	Assignment	50

Due Date	Assignment Name	Assignment Type	Points
10/27	<a href="#">Discussion: Empowerment and Motivation</a>	Discussion	30
10/27	<a href="#">Empowerment &amp; Motivation Quiz</a>	Quiz	10
11/3	<a href="#">Team Building</a>	Assignment	30
11/3	<a href="#">Teams Quiz</a>	Quiz	10
11/10	<a href="#">Business Communication Quiz</a>	Quiz	10
11/10	<a href="#">Signature Assignment: Personal SWOT</a>	Assignment	50
11/17	<a href="#">Ethics Quiz</a>	Quiz	10
11/17	<a href="#">Personal Code of Ethics &amp; Values</a>	Assignment	30
11/24	<a href="#">Human Resources and Your Job</a>	Assignment	30
11/24	<a href="#">Human Resources Quiz</a>	Quiz	10
12/5	<a href="#">Discussion: Final Reflection and Study</a>	Discussion	30
12/5	<a href="#">Strategy &amp; Change Quiz</a>	Quiz	10
12/5	<a href="#">Extra Credit: Spring Registration</a>	Assignment	0
12/10	<a href="#">Final Exam</a>	Quiz	100

## Brief Description of Assignments/Exams

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This course is fully online. Which means you need to have a high degree of self-discipline and self-motivation to be successful. Each week, you will have several activities to complete and participate in. Although these vary by module, these are the types of assignments you can expect:

- ◆ Assigned readings in Canvas (this includes articles and links to websites)
- ◆ Weekly quizzes
  - These will cover the content from the assigned readings, and required videos. Open them up and do them as you watch the videos. They are just to make sure you are paying attention and absorbing the info. They are not meant to be tricky. They should be nearly word for word from the videos.
- ◆ Discussions
  - These are spread out through the course
- ◆ Assignments
  - Most weeks will have an assignment due with the final assignment in the unit as the major assignment
- ◆ Projects
  - Mid-Term Project: Personal Management
  - Happiness Project Log & Reflection
  - Personal SWOT
  - Final Reflection
- ◆ Extra Credit
  - There may be opportunities for extra credit and they will be posted in announcements.
- ◆ Final Exam- the final is a cumulative exam covering all learning resources covered in the course.

## Grading Scale

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93-100 % = A 79-82 % = B- 66-68 % = D+

90-92 % = A- 76-78 % = C+ 63-65 % = D

87-89 % = B+ 73-75 % = C 59-62 % = D-

83-86 % = B 69-72 % = C- 0- 58 % = E

I reserve the right to adjust any grade by 1/2 a grade up or down based on perceived effort.

## How to Navigate to Canvas

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### Online Tutoring

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Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link:

<https://www.slcc.edu/tutoring/index.aspx>

If you have any additional questions reach out to [elarningsupport@slcc.edu](mailto:elarningsupport@slcc.edu).

### Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Student Academic Calendar

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As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)

## Additional Policies

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Late work is not well rewarded in the workplace, and so it won't be here either. I mean could you imagine if your payroll dept didn't pay you on the 7th and 21st of every month



and just got around to it when they weren't sick, or didn't have a vacation, didn't have relationship issues, or just felt like it?

However, I do get there is life outside this classroom that does affect your ability to succeed here. So I will accept any assignment late within 10 days with a 10% each day reduction. Canvas is set up to accept them during that time period, will calculate the deduction, and assignments will not be reopened. No work can be accepted after the last day of class. Sometimes life happens during critical moments in this class, my experience has been that it doesn't get better later on. So work ahead, look for extra credit opportunities, and realize that if you miss more than 2 weeks of the class, or critical projects you cannot expect an A in the course- even if your reasons are very valid. Please plan your time accordingly.

Discussion boards cannot be made up, other than the initial post, because they are interactive in nature.