**Business 301**: **Business Management**
**Fall 2023 (August 14-October 8)
CANVAS**

**Instructor**: Jessica Akers, M.B.A, C.P.A.E.

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\*\*Please be advised the quickest way to contact me on a consistent basis is by email.

**Catalog Description:**
This course explores the basic concepts and processes employed by management to operate an organization.  The course also deals with the impact of social, legal, technological and political environments on organizations.  General managerial topics include planning and decision-making, organizing, leading and controlling, both nationally and internationally.
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**Course Objectives**
After completing the course, the student will be able to:

1. Describe the basic management functions and the management process
2. Define organizational culture and how culture constrains managers
3. Explain the four views of ethics and the impact of social responsibility on economic performance
4. Grasp the central role that managers play in the effective management of diversity
5. Outline the steps in the decision-making process
6. Define planning and distinguish among the different types of plans
7. Describe the key elements of organizational structure
8. Define communication and explain the barriers to effective communication
9. Explain the strategic importance of human resource management
10. Describe the stages of group development
11. Define the motivation process
12. Explain the different leadership styles
13. Describe the control process

### **TEXTBOOK (Just need the book, no online code or Connect)M: MANAGEMENT**

BATEMAN, THOMAS

ISBN13: **9781260735185**

EDITION: 7TH

FORMAT: PAPERBACK

PUBLISHER: McGraw-Hill Rental Program

**Canvas:**

Canvas is the learning management system at Reinhardt.  If you need more information about how Canvas works you can reach out to CITEL or myself to assist.

All assignments and exams will be administered in Canvas.  Students will be tested over basic terminology from the readings and lecture materials.  Exams will be multiple choice and T/F.   The goal of the exams is to ensure you leave the class with a basic level of management terminology that you can apply in a business setting.
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**Class Participation and Performance**

1. Reading Policy: As this is an online course, your reading is important to your passing the course. Make sure to read all chapters, complete the reviews, and click submit.
2. Canvas: For this online course, you are required to participate in online discussions about management and management styles. Those failing to participate not only impact their grade but make it more difficult for others to participate. Please make sure to post early and post often.

**Missing an assignment:** You must take exams and quizzes at the assigned times.  Missing a test is permitted only under dire circumstances.  The examination schedule will be followed.  Please arrange your life so that you can complete your exams and other assignments according to the course schedule.  **If you miss a graded assignment or test**, you will be required to present a doctor’s excuse the **day you return back to class** in order to make up the missed work.  A note from the campus nurse is also acceptable.  You will be required to make up the work on the date the instructor specifies, which will be outside of the regularly scheduled class time.  If a homework assignment is due and you miss class, please make sure to submit the assignment prior to missing class.

**Late Work:** Late work and missing exams is not accepted.  Please note your calendar with the due dates for graded exercises.

If you have a medical excuse for your absence, please provide it to me the day you return to class (physician’s office or school nurse).  I will provide you with a new due date for the assignment.  I am a reasonable person, so if you are ill please take care of yourself. However, I do want to be fair to the rest of the class and I can’t allow students to turn in the work after everyone else has worked to meet the prescribed deadlines if they aren’t sick or have an emergency situation.

If you have to travel for work, just let me know in advance and we’ll determine the best course of action prior to your leaving town.

**ASO Students**: Please notify me on the first day of class (after class—this is something we don’t’ need to discuss w/the entire class) that you are an ASO student and if you need a note taker or need additional time testing, so we can prepare for the assistance in advance.  If you fail to notify me in advance, I cannot help you with alternate testing schedule, etc. (meaning, when I pass out the test—don’t ask for help then!)  Students with disabilities needing accommodations must contact Academic Support Office prior to contacting me during office hours.

**Office 365**: Through your technology fee at Reinhardt, you receive Office 365, which gives you access to Office 2013 for up to 5 devices.  You can also download Office 2013 on a computer for just the time you are working on that machine (Office on Demand).  Therefore, there are never any excuses for you to not do your assigned homework outside of class.  Office 365 will be available to you as long as you are a Reinhardt student this academic year.  There is a bookmark in EagleWeb to the Office 365 login [https://login.microsoftonline.com/login.srf?bk=1408367739 (Links to an external site.)](https://login.microsoftonline.com/login.srf?bk=1408367739) .  Through Office 365, you can view your Reinhardt email, save documents to OneDrive (cloud based server), so you can access your files anywhere, & manage your calendar.

**Instructional Methods**

* 1. Class lectures highlighting course material as well as class discussions via Canvas discussion boards.
	2. Required textbook reading. You will need this for reviewing and testing your understanding of concepts from class lecture and your reading of the textbook.
	3. Go to this QR code to complete extra credit 1.2 (worth 10 more points) and then email me a sentence or two about the video.
	4. Use of Canvas for collecting assignments and distributing class materials.
	5. Use of Canvas testing, quizzes, discussions, and more.
	6. Assignments are due at Midnight on Sundays unless noted for the final week.

**COVID Statement:**

Please ensure you know what Reinhardt’s current COVID policy is.

All students, faculty, staff and administration at Reinhardt University are subject to changes in policies if mandated by the State of Georgia. Current policies and procedures can be found at:  <https://www.reinhardt.edu/back-to-campus>. If you have any questions, please refer to the website or contact Reinhardt University at the numbers below.

Campus Nurse within the Student Health Center nurse@reinhardt.edu, 770-720-5542 or [www.reinhardt.edu/nurse](http://www.reinhardt.edu/nurse). Public Safety Non-Emergency Phone: 770.720.5789 Emergency Phone: 770.720.5911 publicsafety@reinhardt.edu

Dean of Students deanofstudents@reinhardt.edu, 770-720-5540 / Office of the VPAA 770-720-9102

**Grading and Evaluation Criteria**

1. This class assumes the student is working in a business environment.
2. Considerable attention (and grading premium) will be given to following directions (both written and in class).
3. All assignments will be graded based upon the appropriateness of its presentation as well as on its content.
4. Corrections or appeals should be made within **2 days** of receiving your final grade.
5. **Grades:**  If you would like to discuss your grades, you may schedule a meeting outside of class.  I don’t discuss your grades in class because there isn’t time and there are privacy policies that protect your rights (so others aren’t aware of your grades).
6. **Grading:**  If you feel that you have received an “unfair” grade for an assignment you can opt to have the College Dean or any other faculty member he/she might assign to the project to grade the assignment and you will receive the grade that they feel is earned for the assignment.  However, if this grade is lower than the previously assigned grade by the instructor you will receive the final grade offered by the College Dean, so make sure you feel you have grounds for appeal.  Please speak directly with the instructor in an “out of class” meeting concerning your grades.
7. **Academic Honesty:**  Please see the section of the general catalog which describes the college policy on academic honesty. The policy provides descriptions of what violates the policy and of what penalties may be imposed for violations.  Failing grades will be assigned for any work which does not meet the standards of academic honesty.  **Any violation of academic honesty can result in a failing grade in a course.** It is very easy to copy/share your files.  However, if you don't complete the work you won't learn from it & your exam grade will reflect this failure on your part.  If I detect or observe sharing of work you will receive an F.
8. **Attendance:**  Each student will be responsible for a variety of assignments that may include oral presentations.  If you fail to participate in those class periods, you will receive an F for those projects.

**Assignments:**

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| **Assignment Types** |
| Interactive Assignments (40 points each)Chapter Review Quizzes (10 points per chapter) | 80 points140 points |
| Discussions (20 points each) | 60 points |
| Manager Toolbox  | 120 points |
| Self-Reflection Paper | 100 points |
| Midterm | 50 points |
| Final Exam | 50 points |
| **Total** | 600 points |

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| **Grading Scale:** |
| **Percentage of Points Earned**   | **Corresponding Letter Grade** |
| 90 to 100% | A |
| 80 to 89%         | B |
| 70 to 79%         | C |
| 60 to 69%         | D |
| 0 to 58%                       | F |

**Discussions:**

You will post a response to a weekly Discussion Topic assigned by the professor. You will post your views of the topic (minimum of 2-paragraphs) AND respond to 2 other classmates (1-paragraph minimum per response) in the discussion. You will be respectful and thoughtful in your discussions. Failure to do so will result in a failing grade on the assignment.  Each topic is worth 10 points. See the assignment due dates below to know when assignments must be posted as well as responses completed. You will find these topics in the forums on Canvas. Please note: We do not have a discussion board during week 4 due to the Midterm.

**Interactive Assignments:**

These assignments will require you to engage in studying management situations and analyzing how you’d react. They will also allow you to find new ways to look at perspectives. Students may be asked to watch movies/documentaries, to participate in an online “debate” forum, or other assignments.

**Manager Toolbox:**

You will research the different types of managers and leaders. You will have a cover page, table of contents, a summary of your belief if managers and leaders are the same or not, then a description of each type. Within that description, I’d recommend including examples of where you’ll find that type of leader/manager best employed, the types of employees that best follow them, etc. I will provide 1 example for you to review online and use as a format. You’ll want to write 2 paragraphs minimum for each style. This paper will be a minimum of 10 pages, double spaced, APA format with a Reference page included in the end.

**Quizzes/Midterm/Final**

All quizzes and exams will be on Canvas. You will want to save your questions from each chapter quiz as they will be building your midterm and final exam. Assignments will close at midnight on their due date.

**Self-reflection Paper:**

You will provide a self-reflection at the end of the course based on your learnings throughout the course. This paper is meant for you to evaluate your management style, current skills, areas that need improvement, and areas you need to spend time reflecting if you are on the right path. While writing your paper, consider your future, your personality and what you have learned from your readings and discussions in class. This paper does not need to be APA style and needs no outside references. Paper should be a minimum of 2 pages, no longer than 5. See the assignment due dates below to know when assignments must be posted as well as responses completed.

**Tentative Class Schedule**

\*\*Any changes to the schedule will be posted in Canvas and announced in class.  Details of assignments will be posted in Canvas.

**Week 1
August 14-August 20**

-Read Chapters 1 & 2
-Complete Chapters 1 & 2 Review Quizzes *(Due August 20 at Midnight)*-Respond to Discussion Topic 1 *(Due August 20 at Midnight)*
-Respond to 2 Classmates Discussion Topic *(Due August 20 at Midnight)*

**Week 2
August 21-August 27**

-Read Chapters 3 & 4
-Complete Chapters 3 & 4 Review Quizzes *(Due August 27 at Midnight)*-Interactive Assignment 1 *(Due August 27 at Midnight)*
-Respond to 2 Classmates Current Events *(Due August 27 at Midnight)*

**Week 3
August 28-September 3**

-Read Chapters 5 & 6
-Complete Chapters 5 & 6 Review Quizzes *(Due September 3 at Midnight)*
-Respond to Discussion Topic 2 *(Due September 3 at Midnight)*
-Respond to 2 Classmates Discussion Topic *(Due September 3 at Midnight)*

**Week 4
September 4-10**

-Chapters 1-6 Midterm *(Due September 10 at Midnight)*
-Read Chapters 7 & 8
-Complete Chapters 7 & 8 Review Quizzes *(Due September 10 at Midnight)*

**Week 5
September 11-17**

-Read Chapters 9 & 10
-Complete Chapters 9 & 10 Review Quizzes *(Due September 17 at Midnight)*-Respond to Discussion Topic 3*(Due September 17 at Midnight)*
-Respond to 2 Classmates Discussion Topic 3 *(Due September 17 at Midnight)*
**Week 6
September 18-24**

-Read Chapters 11 & 12
-Complete Chapters 11 & 12 Review Quizzes *(Due September 24 at Midnight)*-Interactive Assignment 2 *(Due September 24 at Midnight)*-Respond to 2 Classmates Current Events *(Due September 24 at Midnight)*

**Week 7
September 25-October 1**

-Read Chapters 13 & 14
-Complete Chapters 13 & 14 Review Quizzes*(Due October 1 at Midnight)*-Self-Reflection Paper *(Due October 1 at Midnight)*

**Week 8
October 2-6**

- Chapters 7-14 Final *(Due October 6 at Midnight)*
- Manager Toolbox *(Due October 6 at Midnight)*