

<b>COURSE CODE &amp; NO. - SECTION:</b>	MGMT 260
<b>COURSE TITLE(CREDITS)</b>	PRINCIPLES OF MANAGEMENT (3)
<b>TERM &amp; YEAR</b>	Spring/2014
<b>COURSE REF. NO. (CRN)</b>	10068
<b>INSTRUCTOR</b>	Anton Zheleznov, MBA
<b>PHONE</b>	(202)257-9327
<b>EMAIL</b>	azheleznov@sierranevada.edu
<b>OFFICE</b>	2 <sup>nd</sup> Floor TCES
<b>OFFICE HOURS</b>	By appointment before or after class
<b>CLASS MEETING TIME</b>	TR 4:00 PM to 5:15 PM
<b>LOCATION</b>	TCES 215
<b>PREREQUISITES (from catalog)</b>	NONE
<b>COREQUISITES (from catalog)</b>	NONE

**COURSE DESCRIPTION**

This introductory course is designed to provide students of all academic disciplines a broad overview of contemporary management practices as they relate to the four functions all managers must perform: planning, organizing, leading and controlling (monitoring and correcting). Associated topics include organizational behavior and human motivation, total quality management and process improvement, decision-making styles, characteristics of effective control systems, and the importance of ethics and social responsibility in for-profit enterprises.

**STUDENT OUTCOMES**

Upon successful completion of this course, a student will be able to:

1. Describe and discuss the elements of effective management in organizations.
2. Identify and explain the manager's changing work environment and his/her ethical responsibilities. Identify strategies to respond to these changes.
3. Understand and develop managerial skills and approach to managing yourself.
4. Discuss and apply the planning, organizing, leading and controlling processes of your manager.
5. Identify, discuss and/or describe various theories related to the development of leadership skills, motivation techniques, teamwork and effective communication.
6. Communicate effectively through both oral and written presentations.
7. Work effectively as a team member through group projects, case studies and problem analysis.

**METHODS OF ASSESSING STUDENT PERFORMANCE**

Student performance will be assessed using the following:

1. Attendance, class preparedness, class participation
2. In class quizzes, take home quizzes and assignments
3. Academic papers and final
4. Specific project assignments

**INSTRUCTIONAL STRATEGIES**

In class instruction including lecture, case study analysis, discussion, research, academic papers and homework assignments are designed to provide practical and realistic opportunities to apply academic concepts.

**REQUIRED TEXT**

**Management - A Practical Introduction**, Kinicki/Williams, 6th edition, McGraw/Hill, 2012, ISBN-9780078029547

**REQUIRED MATERIALS**

Recommended supplementary reading: Wall Street Journal, New York Times, Fortune Magazine and additional media to be assigned. Laptop or notebook computers will be helpful for project activity.

**ATTENDANCE**

A sign in sheet will be conveniently located for your signature prior to each class. Timely arrival and full attendance is expected. Attendance is a component of a Student's grade as can be determined reviewing the "GRADING MATRIX", shown on page 4/7 attached herein.

Late class arrivals are disruptive for the learning process and disruptive to the rhythm of teaching. Therefore late arrivals, unless caused by emergencies are unacceptable. Doctor's notes or similar documentation are neither required nor accepted. Advanced notification by email of an impending absence is always appreciated.

**CLASS REQUIREMENTS**

Assignments, projects, presentations, quizzes, papers and final are due when scheduled. There are no "Make -Ups", or "Extra- Credits". In the event of an absence, only time stamped Email attachments or time stamped "Drop offs", stamped prior to the beginning of a class due date and time, are acceptable.

Cell phones, entertainment devices and other communication devices are to be turned OFF during the class period. Texting, phone ringing or other disruptive activity during class is not acceptable and disrespectful. Offenders will be expelled from class.

**SANCTIONS for CHEATING and/or PLAGIARISM****THE HONOR CODE**

The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore, faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

### CONSEQUENCES of VIOLATING the STUDENT HONOR CODE

SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM, and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

**1st Offense:** Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the Honor Code, and the value of academic honesty in learning.

**2nd Offense:** Student fails course and receives counseling with faculty on the Honor Code, consequences for violating the Honor Code, and the value of academic honesty in learning.

**3rd Offense:** Student is expelled.

### GRADING POLICY

#### GRADING MATRIX

ASSESSMENT TASK	POINT VALUE	% GRADE	
Class Attendance/Participation	50	10%	
Quizzes (12 OF 14)	75	15%	6.25 points each
PAPER #1	45	9%	

PAPER #2	75	15%	
GROUP PRESENTATION	115	23%	
Final Exam	140	28%	
<b>TOTAL</b>	<b>500</b>	<b>100%</b>	

POINTS	GRADE	POINTS	GRADE
465 - 500	A	365 - 379	C
450 - 464	A-	350 - 364	C-
430 - 449	B+	330 - 349	D+
413 - 429	B	315 - 329	D
400 - 412	B-	300 - 314	D-
380 - 399	C+	0 - 299	F

**QUIZZES (6.25 points each of 12 quizzes (12 of 14 quizzes count towards grade, 75 points maximum possible total))**

Each quiz consists of approximately 10 to 30 true/false and multiple choice answer questions. A Student must answer at least 70% of the questions correctly to receive a full 6.25 points. Less than 70% correctly answered "0" points are awarded. All questions are developed from the text as shown in the "Class Quiz" schedule. Being absent or late or late delivery of/for a Class Quiz is an automatic "0" grade for that Quiz. There are no quiz "make-ups".

**DO NOT ARRIVE LATE TO CLASS!**

**ADA ACCOMODATIONS**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Harry Conover, at (775)831-1314 X7534, hconover@sierranevada.edu or go to the OASIS offices on the third floor of Prim Library within the first week of the semester.

**THE SNC EMAIL SYSTEM**

The SNC email system is the official communication vehicle among students, faculty members and administrative staff and is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students should check their college email accounts daily during the school year.

Students have a right to forward their SNC e-mail to another e-mail account (for example, @ hotmail or @gmail). However, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her SNC email account.

### THE SIERRA NEVADA COLLEGE MISSION STATEMENT:

Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental , social, economic and educational sustainability.

### THE CORE THEMES:

Liberal Arts      Professional Preparedness  
Sustainability    Entrepreneurial Thinking

### CLASS SCHEDULE

DATE	DAY	TOPIC	CONTENT	PREPARATION DUE PRIOR TO CLASS	ADDITIONAL INFORMATION
01/21	TUE S	INTRODUCTION			
01/23	THU R	THE EXCEPTIONAL MANAGER	CHAPTER 1	READ CHAPTER #1 PREPARE FOR INCLASS QUIZ #1	
01/28	TUE S	MANAGEMENT THEORY	CHAPTER 2	READ CHAPTER #2 PREPARE FOR INCLASS QUIZ #2	
01/30	THU R	MANAGER'S ENVIRONMENT	CHAPTER 3	READ CHAPTER #3 PREPARE FOR INCLASS QUIZ #3	
02/04	TUE S	PLANNING	CHAPTER 5	READ CHAPTER #5 PREPARE FOR INCLASS QUIZ #4	1ST PAPER ASSIGNED
02/06	THU R	GLOBAL MANAGEMENT	CHAPTER 4	READ CHPT #4 TAKE HOME QUIZ #5	
02/11	TUE S	STRATEGIC MANAGEMENT	CHAPTER 6	READ CHAPTER #6 PREPARE FOR INCLASS QUIZ #6	
02/13	THU R	INDIVIDUAL & GROUP DECISION MAKING	CHAPTER 7	READ CHAPTER #7 TAKE HOME QUIZ #7	
02/18	TUE S	ORGANIZING	CHAPTER 8	READ CHAPTER #8 TAKE HOME QUIZ #8	1ST PAPER DUE
02/20	THU R	HUMAN RESOURCE MANAGEMENT	CHAPTER 9	READ CHAPTER #9 TAKE HOME QUIZ #9	
02/25	TUE S	ORGANIZATIONAL CHANGE	CHAPTER 10	READ CHAPTER #10 TAKE HOME QUIZ #10	
02/27	THU R	SUPERVISING PEOPLE	CHAPTER 11	READ CHAPTER #11 TAKE HOME QUIZ #11	
03/04	TUE S	MOTIVATING EMPLOYEES	CHAPTER 12	READ CHAPTER #12	2ND PAPER ASSIGN
03/06	THU R	GROUPS & TEAMS	CHAPTER 13	READ CHAPTER #13	PROJECT TEAM ESTABLISHMENT

03/11	TUE S	SET UP GROUPS FOR PROJECT			
03/13	THU R	GROUP CASE			
03/25	TUE S	LEADERSHIP	CHAPTER 14	READ CHAPTER #14 PREPARE FOR INCLASS QUIZ #12	MIDTERM GRADES
03/27	THU R	GROUP CASE PROJECT/INCLUDES DETAILS		MEET WITH GROUP MEMBERS FOR PLANNING	BRING LAPTOPS TO CLASS
04/01	TUE S	GROUP CASE PROJECT		MEET WITH GROUP MEMBERS FOR ORGANIZING	BRING LAPTOPS TO CLASS
04/03	THU R	GROUP CASE PROJECT		MEET WITH GROUP MEMBERS FOR DEVELOPMENT	
04/08	TUE S	GROUP CASE PROJECT		MEET WITH GROUP MEMBERS FOR FINISHING PROJECT	2ND PAPER DUE
04/10	THU R	GROUP PRESENTATION A		MEET WITH GROUP MEMBERS FOR REVISIONS	
04/15	TUE S	GROUP PRESENTATION B		MEET WITH GROUP MEMBERS FOR UPDATES	
04/17	THU R	GROUP PRESENTATION C		MEET WITH GROUP MEMBERS FOR POLISHING	
04/22	TUE S	GROUP PRESENTATION D		MEET WITH GROUP MEMBERS FOR FINAL	
04/24	THU R	GROUP PRESENTATION E			
04/29	TUE S	COMMUNICATION	CHAPTER 15	READ CHAPTER #15 TAKE HOME QUIZ #13	
05/01	THU R	CONTROLLING	CHAPTER 16	READ CHAPTER #16 TAKE HOME QUIZ #14	
05/06	TUE S	TOTAL COURSE REVIEW CHAPTERS 1 - 8		STUDY FOR FINAL	
05/08	THU R	TOTAL COURSE REVIEW CHAPTERS 9 - 16		STUDY FOR FINAL	
5/10	SAT	3:00-6:00 pm	FINAL	FINAL WEEK	