BSNS 160
PRINCIPLES OF MANAGEMENT
Spring 2001
TR 10:30-11:45 am

Professor:  Dr. Glen F. Rewerts II
Phone:  939-5277

PRE-REQUISITES:
Freshman standing

INTERNET SITE:  business.olivet.edu (click on courses to the left of the screen, then classes, then Business Administration)

TEXT:

Suggested supplemental reading:  The Seven Habits of Highly Effective People, Stephen R. Covey, 1989.

PURPOSE OF COURSE:
This course is designed to introduce you to business terminology and a variety of management concepts. You will be exposed to the multi-faceted role of a manager within an organization. Throughout this course, you will be challenged to consider how actual firms apply the theories we discuss so that you come to understand the management process as one that involves both artistic and scientific abilities.

CORE BUSINESS OBJECTIVES
1. Establish your base of knowledge regarding the actual practice of management within organizations.

2. Introduce you to methods of analyzing managerial problems and develop your ability to use those methods effectively.

3. Introduce you to the idea that you must actively develop management skills in order to become an effective manager.

4. Introduce you to various perspectives of Christian managers to assist you in developing a sense of how your faith can enhance management and decision making in an organization.

INTEGRATION OF FAITH
Student will be exposed to the Christian principle of the manager as a servant, the Bible's role in shaping our ethics, and the reasons to apply Biblical management principles. Discussions of these topics will take place throughout the course.
STUDENT RESPONSIBILITIES:

1. Participation (Preparation/Attendance): Students are expected to be prepared for each class session by reading the assigned material prior to class so that active, knowledgeable interactions of the concepts can be discussed.

   --Students are expected to attend each session in a timely manner.

   --Attendance will be taken on a regular basis.

   --Homework will be assigned on an irregular basis; it should be completed by a word processor BEFORE class begins. Homework is given to assist you in participating in classroom discussions.

   We will be conducting a variety of in-class activities—including quizzes—throughout the semester to enhance your understanding of concepts addressed in the text and lectures. You must be present to receive credit for participation in these activities.

2. Lateeness: Students are expected to attend each class session in a timely manner. After a verbal warning from the instructor any further warnings from the instructor will count as an absence. Warnings will be given on the basis of length of time, frequency and reasonableness of excuse.

3. Homework: Students will be assigned homework on an irregular basis; it should be completed by a computerized word processor BEFORE class begins. The student is personally responsible for all class work assigned in a course, even during his absence. In case of absence the student should inquire about the possibility of making up work missed. The student may be penalized for work missed, even though the reason for the absence is legitimate, if he fails to explain the reason for his absence and meet the requirements of the instructor in making up the work. If the explanation of the absence is acceptable to the instructor, the student will be permitted, to the extent possible, to make up work missed. When absences not covered by educational leniency are not acceptable to the instructor, the student may be refused the privilege of making up the work, and may be assessed a consequent grade penalty. Those who do not expect to attend a class regularly should not enroll in the class.

4. Quizzes and In-Class Activities: Throughout the semester a variety of activities and quizzes will be randomly assigned during class. You must be present to receive credit for participation in these activities. Students are expected to arrive in class prepared and informed from the homework assignment ready to participate in class discussions and activities. Students who are markedly late, who have neglected their work, or who are unprepared may be asked to leave the classroom and will be credited with one absence. Sporadically, or unannounced the instructor may involve the entire class in a real life simulation, quiz or case analysis with the unknown purpose of demonstrating a specific managerial concept.

5. Exams: Six exams--each covering a section--will be administered during this course. The format of the exams will be true/false and multiple choice. The tests will be 50 questions each, ranging in difficulty from recital to application. Questions will also cover integration of faith issues and any material covered in class discussions. When absences not covered by educational leniency are not acceptable to the instructor, the student may be refused the privilege of making up the test, and may be assessed a consequent grade penalty.
Failure to comply with the above stated student responsibilities may result in the instructor's request of the Academic Dean for withdrawal of the student from the course.

**OPPORTUNITY STATEMENT:**
I invite you to consider this course an opportunity to expand your perspective! It is a privilege for me to work through new concepts and ideas with you; my goal is for God to be glorified through this process! In order for this objective to be achieved, you and I both have responsibilities. I have very high expectations for you, as will anyone for whom you work in your chosen career (regardless of the field). Your job is to tackle this material with energy—enthusiasm is a learned behavior!

**GRADING SCALE**

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<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>93-100%</td>
<td>A</td>
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<tr>
<td>90-92%</td>
<td>A-</td>
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<td>87-89%</td>
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<td>83-86%</td>
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<td>80-82%</td>
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<td>59 &amp; below</td>
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**Note:** Students are expected to keep a record of their own grades and maintain a current calculation of their overall point total and grade.