

# UPPER IOWA UNIVERSITY INDEPENDENT STUDY PROGRAM

## BA 445-09 CONTEMPORARY TOPICS IN MANAGEMENT

### COURSE DESCRIPTION:

This course is a study of the dynamic changes and challenges affecting U.S. businesses today as they compete in new global markets characterized by diverse consumer demands and revolutionary technology. Companies must reevaluate current practices and goals to accommodate the complex and every changing needs of the global marketplace. A new style of management must emerge, with considerations for worker empowerment and satisfaction; streamlined distribution processes and incorporation of Total Quality Management concepts. Prerequisite: BA 210. Three semester credits.

### COURSE OBJECTIVES:

This course will assist the learner in achieving the following objectives:

- Identify current and emerging trends/topics and apply basic management principles in today's marketplace.
- Evaluate current organizational issues and assess their impact on organizations.
- Engage in critical multi-disciplinary analysis, articulation, persuasion and decision-making as they relate to the topics covered.
- Relate traditional business theory to today's practices; evaluate relevance of traditional theory.
- Analyze the evolution of the modern business environment and the dynamics of global competition.
- Recognize the role of quality in the production and service delivery process. Evaluate new models of distribution and delivery to meet the requirements of the modern day consumer.
- Analyze the role that management will play in the new business culture. A more supportive, participative management style, combined with teamwork and employment empowerment are mandated.
- Identify the needs of workers in the new business infrastructure. Workers will need to be more informed and educated, with ongoing training and development.
- Identify the role that consumers will play in improving the business climate. By mandating quality, companies must develop policies of continual improvement to satisfy and retain customers in the intensely competitive global marketplace.
- Recognize that the successful business entity will maintain an effective communication network with suppliers, designers, engineers and consumers in an effort to meet quality and profitability goals.

## **REQUIRED COURSE MATERIALS:**

1. Maidment, Fred; Annual Editions – Management; McGraw-Hill/Dushkin, Fifteenth Edition, 2009; Dubuque, Ia.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

## **COURSE OVERVIEW:**

Students taking Contemporary Topics in Management will complete the following:

1. Read the material in the text, as assigned.
2. Each unit will include a written assignment that must be completed and submitted to the instructor.
3. Send written assignment for Unit I to the instructor for grading.
4. Send written assignment for Unit II to the instructor for grading.
5. Send written assignment for Unit III to the instructor for grading. Request Mid-Term Exam.
6. Take the Mid-Term Exam, covering material for Units I, II and III.
7. Send written assignment for Unit IV to the instructor for grading.
8. Send written assignment for Unit V to the instructor for grading.
9. Send written assignment for Unit VI to the instructor for grading.
10. Send written assignment for Unit VII to the instructor for grading.
11. Submit Paper – Unit VIII (in lieu of final) to instructor for grading.

## **STUDY GUIDE INFORMATION:**

The course objectives define the information and theory that you should understand and examine while studying the material. Each unit will concentrate on specific management theory and different schools of thought will be introduced. The learner is requested to examine the information and to employ critical thinking, reasoning and evaluation techniques in answering homework questions. If homework questions are unclear, please contact the instructor.

## **EXAMINATION INFORMATION/GRADING CRITERIA:**

### Homework

Each unit includes eight to twelve essay style questions worth five points each. Answers should be typewritten or in legible longhand. Please limit responses to each homework question to no more than 75 words. It is essential to provide concise and focused answers in your own words. Quality of your answers is more important than quantity of writing.

The Mid-Term Exam is worth 150 points and will include 15 essay style questions addressing material from Units I, II and III. You will have two hours to complete the exam and may use five pages of notes, which could include homework.

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

The paper is a research document that will focus on a topic **PRE-APPROVED BY YOUR INSTRUCTOR**. You are asked to identify a current business issue or problem. Identify alternative courses of resolving the problem. Support your recommendation for improving a process or resolving an issue. Your paper will include the following items:

- Problem identification
- Recommended course of action, including objectives for change
- Comparison of alternatives
- Conclusions and summaries
- Throughout the paper, identify important and key business concepts used in resolving the issue

The research paper will be 10 to 12 pages in length; written in APA style and supported by a listing of references and proper citations within the body of the paper. This paper will be worth 150 points. Once the topic has been approved, the learner will have two to three weeks to produce an outline of the project.

### **Point Allocation**

Homework	335 points
Mid-Term Exam	150 points
Paper	<u>150 points</u>
<b>Total Points</b>	<b>635 points</b>

### **UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:**

A=90 to 100% of points

B=80 to 89% of points

C=70 to 79% of points

D=60 to 69% of points

F= less than 60% of points

A = All work is excellent; demonstrates exceptional understanding of material; logical, clear and insightful written and oral work; incorporates knowledge from other sources; and moves easily to the next level of understanding; works well beyond minimum requirements.

B = Understanding of material is good to very good; demonstrates a good grasp of material; good written skills; produces more than the minimum requirements; quality of all work is high.

C = Satisfactory understanding of the material; submits only the minimum requirements; communicates adequately in oral and written formats; displays an adequate understanding of all basic concepts.

D = Quality and quantity of written and oral work is below average and barely acceptable.  
F = Quality and quantity of written and oral work is unacceptable.

### **WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

### **SKILLS:**

This course provides an opportunity to utilize critical thinking and analytical skills; to evaluate management models and methodology; and to demonstrate application of business principles. All of these skills are evaluated in the final paper that students submit, as well as individual assignments throughout the course. These goals are part of the Business Administration and Management majors of UIU.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the

Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the

University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

[http://www.uiu.edu/catalogs/eu/policies\\_1.html#conduct](http://www.uiu.edu/catalogs/eu/policies_1.html#conduct)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu](http://www.uiu.edu) and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at [library@uiu.edu](mailto:library@uiu.edu).

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**