Course Title: Principles of Management
Course #: ACG 210

Credit Hours: 3
Semester: Spring 2022
Cap: 25

Faculty: Rick Rochester, J.D.   **E-mail**: rrochester@navajotech.edu
Office: SCI/TECH 318   **Office Phone**:
Office Hours (face-to-face or online): TBA
Preferred Communication (email and/or text; will respond within 24 hours): Phone or Email

Modality (face-to-face, hybrid, or online): Online
Class Location and Meeting Times (if face-to-face):
Meeting Hours and Online Hours (if hybrid): MW 11am-12:20pm

Required Materials:
Textbooks: OpenStax, Principles of Management, ISBN 0-9986257-7-9 Open Education Resources
Tools:
Laptop and Internet Access: Every student is required to own a laptop and have internet access.
Lab Fee (if applicable):

Mission, Vision, and Philosophy
Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description
This is an introductory management course designed to make student understand the basic themes and issues that are directly relevant to the current and fast-shifting business environment. In today's business environment, managers are expected to understand the every growing need for social, technological, and economic changes. In this course we will explore the full spectrum of management skills and capabilities, using both traditional management skills and incorporating new competencies needed in these turbulent environment characterized by economic turmoil, political confusion, and general uncertainty.

NOTE: This course syllabus is subject to change, and any changes will be communicated in class by the instructor.

Course Objectives

After successfully completing this course:

1. Student will acquire knowledge by understanding their own management capabilities and/or styles, as well as, know how to manage in today's society.
2. Student will learn that the traditional role of a manager has changed dramatically in this technological era, all while maintaining time management, appropriate controls, and building trust and credibility as a leader.
3. Students learn about the current issues related to the environment and corporate culture and address the new sociocultural environment that includes changing views and attitudes on a variety of issues such as same-sex marriage to the legalization of marijuana in the workplace.
4. Students will learn about ethical management in the workplace, as well as, what contributes to unethical behavior and how to deal with it.
5. Students will learn about entrepreneurship, start-ups, tools, and techniques such as social media, crowdfunding, and participating in co-working facilities.
6. Enhance student skills on personal and business decision-making.

COURSE OUTCOMES	COURSE MEASUREMENTS
Introduction to Management – understanding Innovation management, evolution of Management thinking, and understanding the environment and corporate culture	Lecture, chapter assignments, internet research assignments, exams & case study
Managing the global environment, understanding ethics and social responsibility, and learning about entrepreneurships	Lecture, chapter assignments, internet research assignments, exams & case study
Implementing planning and goal setting, creating a strategy formulation and executing the process, finally learning the best methods for managerial decision making	Lecture, chapter assignments, internet research assignments, exams & case study
Knowing the organization structure is key to success, managing change and how to incorporate innovative thinkers, capturing and maintaining human talent, managing diversity successfully	Lecture, chapter assignments, internet research assignments, exams & case study
Leadership involves many components that includes understanding individual behavior, motivating employees, instilling effective communication, and learning to be a great leader	Lecture, chapter assignments, internet research assignments, exams & case study
Controlling and managing quality and performance is crucial to the success of an organization	Lecture, chapter assignments, internet research assignments, exams & case study

Connections to Program Assessment (Course-Embedded Measures)

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	1.18--1.21	Introduction to course, syllabus, Ch 1		
		Last day to add/drop 1.21.22		
2	1.24--1.28	Ch 3		
3	1.31--2.4	Ch 4		
4	2.7—2.11	Ch 6		
5	2.14—2.18	Ch 7		
6	2.21—2.25	Ch 8		**2.21 Pres. Holiday**
		Graduation Petition due 2.25.22		
7	2.28—3.4	Ch 10		

8	3.7—3.11	Midterm Review and Exam		**Midterms**
9	3.14—3.18	Ch 11		**Spring Break Holiday**
10	3.21—3.25	Ch 13		
11	3.28—4.1	Ch 14		
		Last day to withdraw with W 3.31		
12	4.4—4.8	Ch 15		
13	4.11—4.15	Ch 16		
14	4.18—4.22	Ch 17		
15	4.25—4.29	Projects/Presentations Work		
16	5.2—5.6	Team Presentations		
17	5.9—5.12	**FINAL EXAM**		**Finals**
		Grades due to Registrar 5.12.22		
		Graduation 5.13.22		

***THIS COURSE LESSON PLAN MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

Grading Plan

Homework: 40%   A = 100-90%
Class Participation: 15%   B = 89-80%
Project(s): 15%   C = 79-70%
Mid-term: 15%   D = 69-60%
Final Exam: 15%   F = 59% or less

Grading Policy
Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation
Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use
Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy
Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses
For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses
For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses
For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity
Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor**. The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited**.

Diné Philosophy of Education
The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwi Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwi core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumoła:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities
Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (http://www.navajotech.edu/student-services#accomodations-services) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address
Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: 5.9-11.2022