

UNIVERSITY OF COLORADO-COLORADO SPRINGS
BUAD 3000 – INTEGRATED SKILLS FOR MANAGEMENT

FALL, 2011

SECTION 03 – TUESDAY, 8:00 AM - 10:40 AM (DWIRE 114)

<u>Session</u>	<u>Date</u>	<u>Topic/Assignment</u>
1	9/22	<u>Overview of Course</u> <ul style="list-style-type: none">▪ Course objectives/Your objectives▪ Team assignments▪ The role and future of Management
2	9/29	<u>The Importance of Corporate Culture</u> <ul style="list-style-type: none">▪ What is “culture” and what creates it?▪ Why do we care about Corporate culture?▪ Team Case Study – “100 Best Companies” assignment▪ Assignment Due: Chapter 14–GDT▪ Assignment Due: “100 Best Companies” (Read, Print & Bring)▪ Assignment Due: “Defining a High Performance Culture” (email to GJS by Thursday, 25 August)

Monday, 5 September -- NO CLASS—LABOR DAY HOLIDAY

3	9/12	<u>Leadership</u> <ul style="list-style-type: none">▪ Leadership –The “new” management paradigm▪ Team Case Study—“My Favorite Leader”▪ Assignment Due: “Hail to the Chief” (Read, Print and Bring)▪ Assignment Due: Chapter 10–GDT▪ Assignment Due: “The Authentic Leader” (MP3 download on website: http://www.smithscott.com/buad%203000.htm)▪ Team Project Topics—First Call▪ Session Journal Due
4	9/19	<u>High-Performance Teams</u> <ul style="list-style-type: none">▪ Building “High-Performance” Teams▪ Managing team performance▪ 5 criteria for team success▪ Team case study▪ Team Project topics due-Final Call▪ Assignment Due: Chapter 5–GDT
5	9/26	<u>Dysfunctional Teams</u> <ul style="list-style-type: none">▪ The making of dysfunctional teams▪ Stumbling blocks on the path to team greatness▪ Team Case Study – “The Team That Wasn’t”▪ Assignment Due: Chapters 4, 7-8–GDT▪ Assignment Due: “The Team That Wasn’t” (Read, Print & Bring)▪ Session Journal Due

<u>Session</u>	<u>Date</u>	<u>Topic/Assignment</u>
6	10/3	<u>Teams in a Competitive Environment</u> <ul style="list-style-type: none"> ▪ Team decision making in competitive environment ▪ Team Case Study-“The City Council” ▪ Assignment Due: Individual Team Preparation Assignments ▪ Session Journal Due
7	10/10	<u>Decision-Making</u> <ul style="list-style-type: none"> ▪ Team Case Study — “Imperial Insurance Company” ▪ Assignment Due: Chapter 9-GDT ▪ Assignment Due: “The 7 Habits of Highly Successful People” (Read, Print & Bring) ▪ Prework to be emailed: Team Ethics Cases/PowerPoint model
8	10/17	<u>Mid-Term Examination</u>
9	10/24	<u>Time Management and Individual Decision-Making</u> <ul style="list-style-type: none"> ▪ Discussion of Mid-term Examination ▪ Effective time management ▪ Huddle meetings ▪ Team case study ▪ Team preparation time for Ethics Case Presentations
10	10/31	<u>Ethical Decision-Making</u> <ul style="list-style-type: none"> ▪ Ethical Decision Making ▪ Team Case Studies — “The Dog Ate My Ethics” ▪ Assignment Due: Preparation for Team case studies ▪ Prework to be emailed: Team case studies for Session 11 ▪ Session Journal Due
11	11/7	<u>Applying Your Judgment</u> <ul style="list-style-type: none"> ▪ Bring your brown bag (Nominal Group Technique) ▪ Team case studies ▪ Assignment Due: Chapter 11—GDT ▪ Assignment Due: Preparation for Team case studies
12	11/14	<u>Effective Presentation Skills</u> Assignment Due: Individual Group/Team Analysis submitted
13	11/21	<u>High-Impact Meetings</u> <ul style="list-style-type: none"> ▪ Discussion of Group/Team Analysis ▪ Delivering high-impact team meetings ▪ Assignment Due: Chapter 6-GDT

<u>Session</u>	<u>Date</u>	<u>Topic/Assignment</u>
14	11/28	<u>Presentation of Team Projects</u> <ul style="list-style-type: none">▪ Teams 1, 3, 5, 7▣ Assignment Due: Team Member Assessment Forms (Print, Complete and Bring)
15	12/5	<u>Presentation of Team Projects</u> <ul style="list-style-type: none">▪ Teams 2, 4, 6▣ Assignment Due: Team Member Assessment Forms (Print, Complete and Bring)
16	12/12	<u>Comprehensive Final Exam</u>

UNIVERSITY OF COLORADO-COLORADO SPRINGS
BUAD 3000 – INTEGRATED SKILLS FOR MANAGEMENT

FALL, 2011

SECTION 03 – TUESDAY, 8:00 AM - 10:40 AM (DWIRE 114)

INSTRUCTOR: GARY J. SMITH

OFFICE: 719-538-4404

Email: GARY.SMITH@SMITHSCOTT.COM

COURSE OBJECTIVE:

The objective of this course is to enable the participant to gain an understanding of and practically apply the principal concepts and skills s/he will need to achieve success in a business environment. In this course we will explore how management is influenced by an organization's culture and the social and ethical environment in which it operates. We will discuss the "new" concepts of management, including: competencies, group/team dynamics, project management, etc. We will also develop and practice our skills in written and verbal communications. Specifically you will:

1. Learn the fundamental skills required for success in any organization or group including: presentation/communication, leadership, ethical decision-making, working effectively as a member of a team and project management skills.
2. Be better prepared to lead, participate in, and effect change on the groups to which you belong.
3. Gain an understanding of the dynamic forces affecting organizations (and you as a member of that organization).
4. Gain insight and practical experience in management through the application of realistic case studies.

ASSIGNMENTS:

This course will consist of lecture/discussion, individual contribution, an individual Group Analysis, team case studies, session journals, a team project, a midterm and final examination.

- **Team Project:** Each student will be assigned to a team that will be responsible for designing, developing and presenting a major research report or training seminar subject to these criteria:
 1. Each team will choose its own topic—subject to approval by the instructor.
 2. A formal paper with a minimum of 8 pages (max length 12 pages) will be submitted to the instructor on the date assigned. The report must include a comprehensive bibliography with a minimum of 10 sources cited. Your team's paper must be presented subject to the presentation guidelines outlined in the "Required Reading Materials".
 3. On the date assigned, the team will present the report/training seminar in class subject to a 25-minute time limit (included in this time is a 5-minute Q&A). A maximum of 3 team members can participate in the delivery.
 4. Presentations must include visuals, overheads and/or handouts to class members (flipcharts, Excel, PowerPoint, etc.)

(Continued)

ASSIGNMENTS: (CONTINUED)

- **Group/Team Analysis:** You will attend 1 public or private meeting of any type you select (e.g. City Council, County Planning Commission, School Board, Professional Association, Business/Church group, etc.). Based on your attendance, you will complete a 4-page form (which I'll provide) and submit it for grade at the beginning of Session 12 (14 November).

REQUIRED MATERIALS:

1. Group Dynamics for Teams (2nd or 3rd Edition), Daniel Levi, Sage Publications, Inc., ISBN#: 978-1-4129-3749-8
2. The Seven Habits of Highly Effective People, Stephen R. Covey, Simon & Schuster, ISBN#: 0-671-70863-5 or the Website alternative.
3. A Guide for Writing Research Papers Based on Modern Language Association (MLA) Documentation, Humanities Department, Capital Community College. This doc is posted on the Class Website under Session 1 at:
<http://www.smithscott.com/buad3000.htm>
4. Adobe Acrobat Reader, Free download at: <http://www.adobe.com/products/reader/>
5. Selected readings--as distributed in class.
6. Website for downloads: <http://www.smithscott.com/buad300.htm>
7. N.B. Regarding emails sent to me, be aware that I use a "spam blocker" (www.spamarrest.com). You must "authenticate" yourself per the directions in the email returned to you. Process is fast, easy and 1-time.

POLICY STATEMENT:

All participants in this course must adhere to the University's Academic Honor Code. The Code is available in the Student Library, the Dean of Students' office, or the Vice Chancellor's office. In keeping with the strong ethical content of this class, no academic dishonesty will be tolerated. Regular attendance is expected and required as is your being ON TIME for the beginning of class and return from all class breaks. Should an absence be unavoidable, you will be expected to inform me in advance by telephone or email. Late assignments will be accepted only in the class immediately following an excused absence.

CONTRIBUTION TO GRADE:

Midterm Exam	30%
Comprehensive Final Exam	25%
Team Project	20%
Team Project Peer Evaluation (By Team Members)	(Determines % of Team Project Grade Received)
Team Ethics Case Study (Including PowerPoint Presentation)	5%
Individual Exercise (Group Analysis)	10%
Attendance/Class Participation/Session Journals (EXCEPT SPECIAL CIRCUMSTANCES)	10%

CONTRIBUTION TO GRADE: (CONTINUED)

These percentages may change at the discretion of the instructor. All course grades are subject to a final review by the instructor.

MISCELLANEOUS:

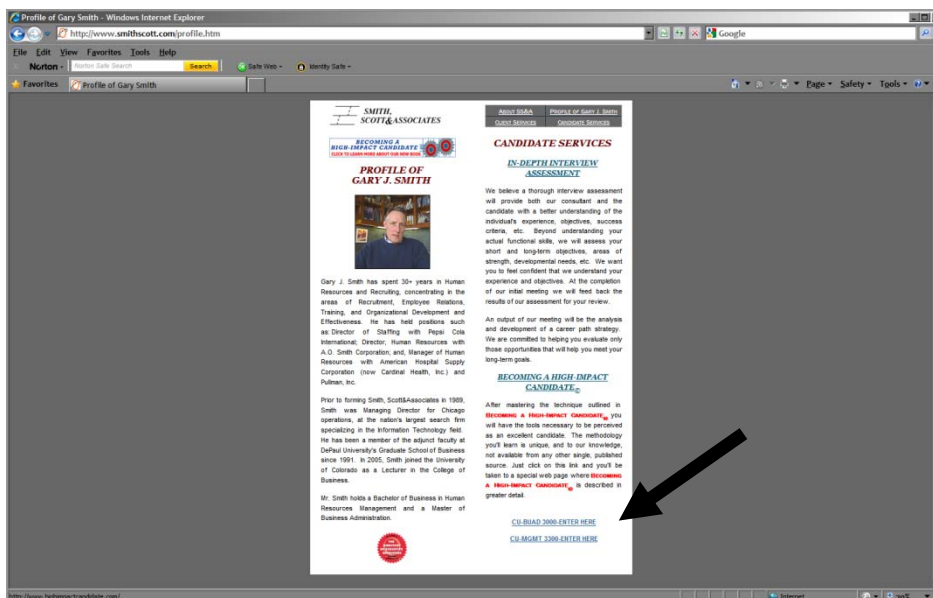
Should you have a question about an assignment or issue related to this class, or, if you are unable to attend a class, please call me at my office (if I'm not available, please leave a message or email). If I'm in town, I'll return your call/email within 24 hours.

STUDENTS WITH DISABILITIES:

If you have a disability for which you are requesting an accommodation, you are encouraged to contact Disability Services within the first week of classes. Contact information: Main Hall, Room 105 or call: 719-255-3354.

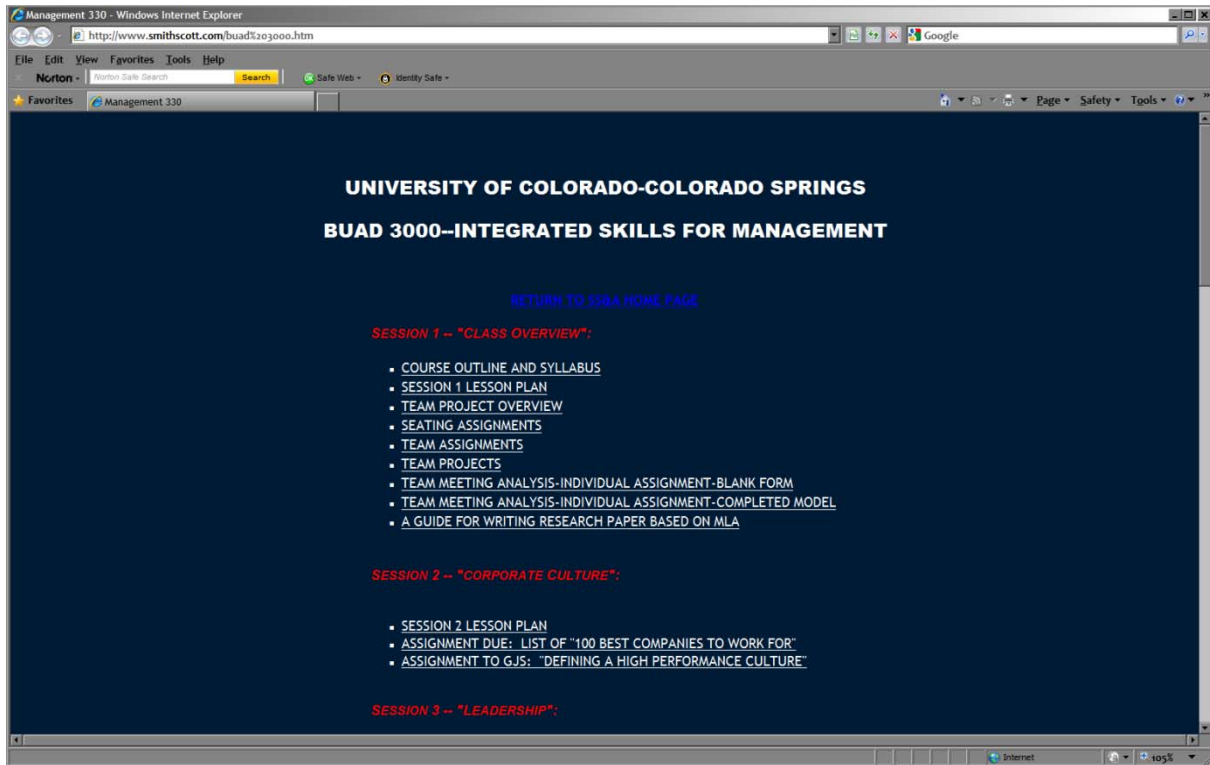
TO ACCESS CLASS WEBSITE:

1. To access all course related materials such as viewing or downloading Lesson Plan outlines, handouts, and other relevant materials, please go to my website: <http://www.smithscott.com/profile.htm>
2. At the bottom right of the page, you'll find a link, "CU-BUAD 3000-ENTER HERE" to click on (See screenshot below). Your choice—in the future, you can either enter through the SS&A homepage or save the link to the Class website in your "Favorites" and enter the page directly.
3. What does "Assignment Due" mean on website and syllabus?



BUAD 3000 - Integrated Skills for Management
Course Outline
Page 4

1. Click on the link and you'll be taken to a page where you can view or download all materials related to the class (See screenshot below).



2. To view the file, simply click. Should you wish to download and print, move your mouse cursor over the link, right click and then select "Save Target As" from the menu. Select a location on your local hard drive upon which to save the file and then click "Save"—the download will begin immediately.
3. Once the download is complete, you can use the file as you would normally—to view, print, forward, etc.