

BUAD 3000—Integrated Skills for Management Session 1

I. Course Overview

- Syllabus and schedule—focus is on working as a member of a team
- Books/Readings to be used
- Session Journals
- You are in a business class NOT a philosophy class.
- Along those same lines . . . DO NOT expect this class to be mentally challenging. You want mental challenge then save it for Calculus, Cost Accounting or Particle Physics.

Smith's Laws (NOT policies):

1. Attendance policy and seating chart
2. We start on time (for breaks, too) and end on time.
3. The importance of participation
4. This is NOT a platform for GJS self-aggrandizement.
5. 1 tool measurement of success.

II. Introductions and Objectives

- About you and your goals for BUAD 3000

III. Course Introduction—The Role of Teams and Management Skills

- This is a course about teams
- 4 Management skills necessary for success:
 1. Strong Communication Skills
 2. Ability to lead other people, not just “manage” them
 3. Ability to build strong professional and personal relationships so as the enhance retention
 4. The ability to establish trust and work with others as a member of a team
- A class in 4 parts

IV. Assignment For Next Session

Review in depth and assess “100 Best Companies to Work For” article posted on the Website. Complete “100 Best” 5 question review and come prepared to the next session ready to discuss with your team.

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Session 1

MISSION CRITICAL BULLETIN #1

Regarding your email address . . . if you don't receive a confirmation email (TITLED: *BUAD 3000-TEST*) from me by: 5:00 PM, Thursday, 25 August, this means that I did not receive an accurate email address or I've mistyped. Please send me an email with your correct email address ASAP typed in the body of the email so that I can correct the mistake and email the homework assignment to you.

Also, remember our discussion on my use of a Spam Filter (www.spamarrest.com) and the necessity of your "authenticating" your email based on the "challenge" you will receive from Spamarrest.com.

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Team #: _____

NAME:

EMAIL ADDRESS:

1.

2.

3.

4.

5.

6.

7.

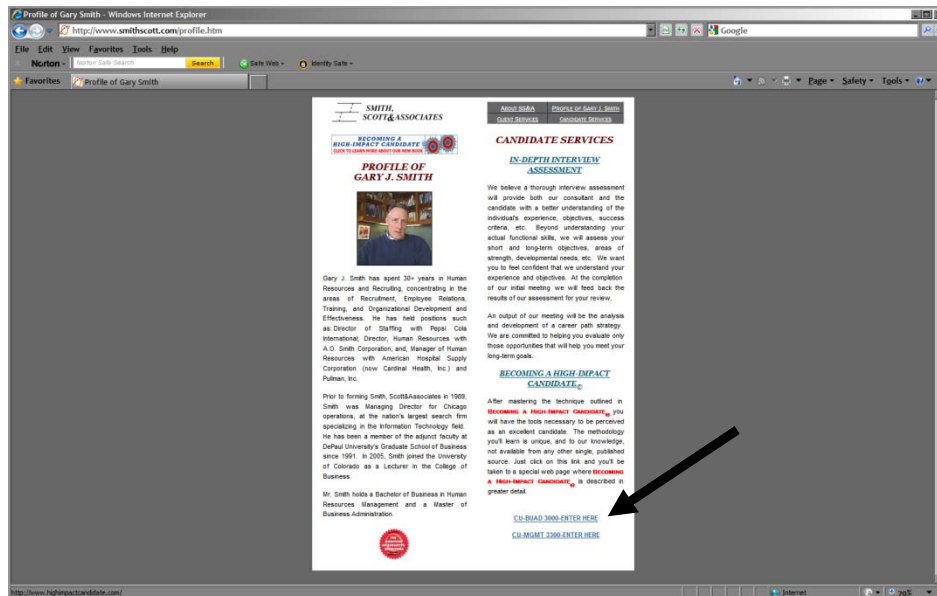
8.

REMEMBER:

- PRINT LEGIBLY
- ALL CLASS COMMUNICATION WILL BE TO A @UCCS.EDU EMAIL ADDRESS—USE IT!
- CLEARLY IDENTIFY ALL SYMBOLS (E.G. @ - . _) AND NUMBERS (THE NUMBER “0” TO BE WRITTEN AS Ø)
- EACH TEAM MEMBER SHOULD CHECK, VALIDATE AND INITIAL THE SPELLING OF THEIR NAME AND CORRECT EMAIL ADDRESS **BEFORE** THE SHEET IS RETURNED TO GJS AT THE END OF CLASS.

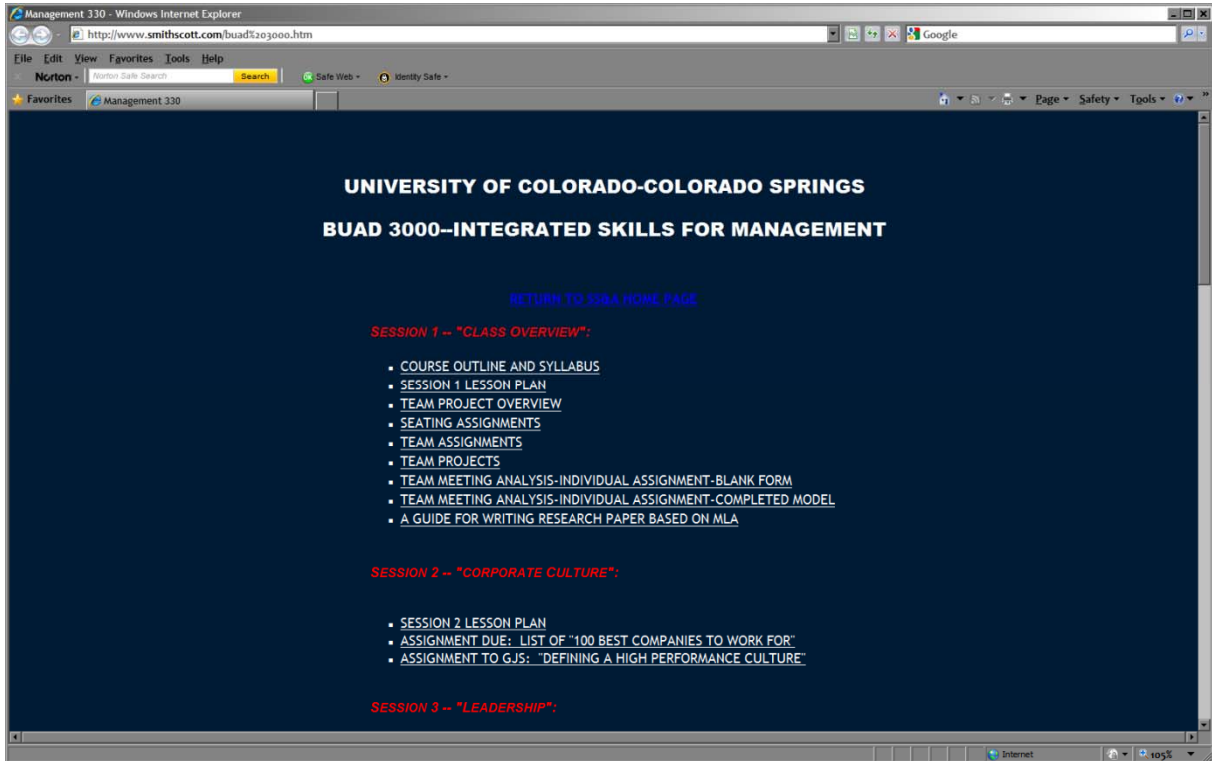
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1. To access all course related materials such as viewing or downloading Lesson Plan outlines, handouts, and other relevant materials, please go to my website: <http://www.smithscott.com/profile.htm>
2. At the bottom right of the page, you'll find 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?



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- 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).



- 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.
- Once the download is complete, you can use the file as you would normally—to view, print, forward, etc.