

BUS 68 Managing People and Projects

Course Information

- Semester & Year: Fall 2025
- Course ID & Section #number: BUS 68 V9080
- Course units: 3

Instructor Contact Information

- Office location or Online: EOPS Office
- Office hours: By appointment
- Phone number: (707) 460-0957 Text Please
- Email address: bernadette-johnson@redwoods.edu

Required Materials:

- Organizational Behavior 14th Ed. By Ricky W. Griffin (ISBN-13: 978-0-357-89907-6)

Catalog Description

- An overview of how to effectively work on teams, manage people, and successfully plan and execute projects in a business setting. The student will learn fundamental management skills related to team motivation, communication, persuasion, creativity, and managing change. In addition, the student will apply project management techniques and industry-standard software to in-class management projects. Students will also develop self-awareness strategies that will help them be a more effective member of a team, organization, and society.

Course Student Learning Outcomes

- Learning Outcome #1 : Select and apply analytical and technological tools as they relate to personal, business, and social decisions.
- Learning Outcome #2 : Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
- Learning Outcome #3: Participate effectively in real or simulated business projects.

Course Calendar

- No required synchronized meetings. All work is done in Canvas.

Evaluation and Grading Policy

Final Grade	Minimum Points Earned
A	930
A-	900
B+	870
B	830
B-	800
C+	770
C	730
C-	707
D	690
F	680

Prerequisites/corequisites/ recommended preparation

- Recommended Prep: BUS 10 *Intro to Business* and EDUC207 *Getting Started with Computers*

Assignment Categories and Value

- **15 Weekly Discussions** = 10 points each for a total of 150 points
- **Book Group** = 200 points
- **Self-Assessment and Improvement Paper 1: Managing People** = 100 points
- **Self-Assessment and Improvement Paper 2: Managing Projects** = 100 points
- **5 Reading Quizzes** = 250 points
- **Project Management Google Course** = 100 points
- **Final Exam** = 100 points

Bonus: Points earned for week 1 assignments will be considered "extra credit".

Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](#), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: sass@redwoods.edu.

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280
- Location: Learning Resource Center (Library)

Del Norte campus

- Phone: 707-465-2353

- Location: main building, near the Library

Klamath-Trinity campus

- Phone: 707-476-4280

Academic Integrity

- In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic integrity, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated a lack of academic integrity, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the 2024-2025 College Catalog and CR Board and Administrative Policies.

AI Use Class Policy

- Generative AI tools, such as ChatGPT and Google's Bard, are likely to be widely used in the workplace moving forward. It's important for you to understand how to use them ethically and effectively. For that reason, in this class, you will sometimes be invited to use such a tool in the completion of an assignment. In this class, using generative AI tools is not cheating if the outputs are screened by you for accuracy, bias, appropriateness, and fidelity to your perspective.

Inclusive Language in the Classroom

- College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Disruptive Behavior

- Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2024-2025 College Catalog](https://redwoods.elumenapp.com/catalog/2024-2025/home) and [CR Board and Administrative Policies](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) .
(<https://redwoods.elumenapp.com/catalog/2024-2025/home>)
(<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>)