

BU105
Management Principles
 SYLLABUS

Course Title: Management Principles	Course Number: BU105	Revision Date: 2/23/2019 Online available for approved campuses	
Quarter Credit Hours: 4.00	Course Length: 5 weeks	Breakdown of Course Hours: 40 Lecture Hours 80 Outside Activity Hours	
Instructor: To Be Determined When Registered	Meeting Days/Times: To Be Determined When Registered Term(s): To Be Determined When Registered Course Start: To Be Determined When Registered Course End: To Be Determined When Registered		
Course Catalog Description: An introduction to the concepts of business management through a survey of the history of management and the challenges managers face. Small business and start-up management, managerial ethics and corporate social responsibility, human resource management, and leadership and motivation in organizations are among the topics discussed.			
Prerequisite(s): None Corequisite(s): None			
Required Text:			

Other Classroom Resources:

Students are expected to supply basic classroom supplies, including but not limited to notebooks, pens, pencils, highlighters, folders, ring binders, calculators, USB storage devices and other general supplies as needed to aid in the collection and storage of information in their courses. Any special equipment or supplies will be communicated via the instructor by the first class meeting.

In addition to textbooks, workbooks, lab manuals or other required materials, courses may utilize sources from the library, Internet sites, periodicals, newspapers, professional (or business) publications, state specific laws or codes, magazines, personal interview, guest speakers, publisher provided information, instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives. Your instructor will provide specific information on resources that will be utilized/required to support content and aid in research.

Online Access Requirement:

Students are expected to have computer access with an internet connection when taking online coursework. Public access or workplace access may be limited due to firewalls. Students must have word processing software such as Google Docs, Microsoft Word, or Office365 in order to submit papers.

** This is not intended to be a comprehensive list and additional items/supplies/equipment may be provided to the student as part of their program, or information provided on how to obtain the required items.

Teaching Strategies:

Instructors utilize a variety of teaching strategies and methods in the instruction process. These may include but are not limited to lecture, demonstration, group projects, guest speakers, audio-visual presentations, internet activities, and simulated work experiences.

Outside Activity Hours:

Lecture, Lab, Clinic, or Externship/Practicum hours as indicated on the syllabus represent hours utilized in determination of total credits awarded in the course for credit bearing courses. Time spent in preparation of new material will usually require a minimum of two hours for each 1 hour identified as lecture, but it is course specific. Please consult your instructor. This preparation time may include the reading of textbook material, homework assignments, preparation for lab assignments, workbook activities, awareness/review of any safety precautions, or research of relevant supplemental information. Additionally, students are expected to record notes to be reviewed as background for subsequent lessons, homework, or in preparation for exams. Review of and reflection on classroom discussions, demonstrations, or presentation is included in the recognition of the additional course hours. For clock hour courses, the breakdown of Lecture, Lab, and Clinic represent the clock hours required in the course and the structure of the delivery/acquisition of course material. Clock hour courses do not include outside activities in the calculation of hours.

A. For Ground Portions of the Course: Students will be assigned specific activities to incorporate out-of-class hours to achieve course objectives.. Out-of-class assignments are those activities identified to be completed outside of structured/scheduled class meeting time for non-clock hour program. These assignments will be graded as part of the overall course grade. For specific assignments and required/estimated time on task, see attached course outline. For Campus Based Students these are identified on the Syllabus header as Outside Activity Hours and on the course outline as Out-Of-Class Hours.

B. For Online Portions of the Course: Courses are delivered via Moodle or Canvas in an asynchronous format. Students enrolled in online courses/programs are expected to spend an equivalent amount of time on task as campus-based students in meeting course objectives. This is applicable to students enrolled in blended or hybrid learning courses as well.

Grading and Evaluation:

Course requirements include evaluation in the areas of class participation (including attendance), homework/assignments, quizzes/examinations, and project/portfolio items as follows:

Final Grades will be determined by:

Online Discussion	50 %
Online Assignments	20 %
Online Course Project	20 %
Online Assessments	10 %
Total	100%

Letter Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

*Review the Course Objectives/Lessons Page(s) for Grade Criteria requirements in the final section of this syllabus.

Definitions of Graded Activities used to verify objectives of course have been met:**Online Discussion:**

The online discussion grade is comprised of two parts: Attendance and Participation.

Online students mark attendance by accessing the online classroom and initiating any number of online activities such as forums (discussion), assignments, or assessments. Failure to login or engage in activities which indicate presence in the course may affect a student's financial aid.

Participation in Classroom Discussion: Participating in the weekly discussions is paramount to the learning experience and allows students and instructors to share understandings, expertise, and study the content from new perspectives. Participation is earned by being an active member of the Lesson's discussion board. Based on the courses need, there may be single or multiple topics... Students must post their initial response to the main discussion topic by the assigned due date listed under the "Due Dates" tab in Moodle. Answering the main discussion post is required in order to earn full participation points for the week. Please see the Discussion Rubric for specific details on quantity and length of posts required for assignment of grade.

Online Assignments:

All assignments should demonstrate thorough understanding of data from your textbook or assigned reading and should follow the course guidelines regarding word count or length if specified. APA format may be required for some submissions and will be indicated in assignment instructions. Information on APA format can be found in the writing center under the eResources tab in Moodle. Each assignment will have instructions regarding format and due date and will be submitted through Moodle as a Word document or PDF file, unless otherwise indicated in the directions.

Online Course Project:

The Course Project may take several forms. It may require a paper covering a topic from the course which will be completed in segments. The paper will follow APA formatting and should be between 1600-1700 words (or about 5 pages). You can find the example APA Template in the Writing Center under *Writing Templates* under the eResources tab in Moodle.

If a paper is not required, the Course project may be a series of mini-projects or an extra assignment that is broader in scope.

Online Assessments:

Online Assessment are formal and structured exams used to validate students' attainment of course objectives. By nature, all online exams are open-book exams, but have a limited time and can only be attempted one time. All Assessments will be available the first day of class however students should follow the guidelines below.

- Lessons 1-3 will ONLY be open through the midpoint of the quarter and then will close with no option for make-up.
- Lessons 4-6 will be open from the first day of class through the last day of class and then will close with no option for make-up.
- Students are encouraged to complete the assessments as the lessons come to a close, in order to firmly grasp the concepts and material presented.
- All Assessments are due by 11:55pm Eastern Standard Time on the due date as listed under the Due Dates tab on the Moodle homepage

Attendance Policy:

The campus is committed to the principle that class attendance is an essential part of its educational programs and its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class. All absences, late arrivals, and early departures are recorded, are counted as class time missed, and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in failure to meet course competencies, suspension, or dismissal. Externship and clinic courses have their own specific attendance criteria that are announced at the beginning of the class and may require makeup of all hours missed. The student is responsible for all material covered daily in each class for which the student is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence (see Makeup Policy). Makeup of missed classes does not remove an absence from a student's record. Please reference your campus catalog for your location's specific attendance policy and expectations.

Makeup Policy:

The campus recognizes that there are circumstances and events which require students to miss classes, resulting in the need for makeup work. Because Ancora believes the purpose of completing work is to help the student learn and be successful, instructors are expected to work with students on the submission of makeup work. Students must initiate contact with the instructor to discuss the makeup work in question. The student will work with the instructor on new deadlines and any deductions that may result based on the late work, not to exceed 20% per assignment. Examinations may be made up only with documented extenuating circumstances. The deadline must be prior to the end of the term, or else the student must apply for an Incomplete (see the Incomplete policy). Online modality assessments are considered normal makeup work, not examinations for purposes of this policy. The procedure for requesting the opportunity to makeup required work can be obtained from the instructor. * Students will not be charged for completing makeup work.

Special Needs:

Students in need of special accommodation should notify their Director of Education. This will follow Ancora's Student Disability Accommodation process and procedure as published in campus catalogs.

Course Outline:

Courses are scheduled on campus to accommodate classroom availability and time required to deliver course content. Online meeting requirements will be posted in the online classroom. The syllabus reflects total hours required to meet course objectives. The number of sessions and length of sessions may vary and should not be taken as a direct representation of days/weeks in the classroom. Time on task is identified for the various options utilized to deliver and assess student achievement of course objectives. The sessions represent the systematic delivery of course content with direction for faculty and students in the logical delivery of the materials to be covered.

BU105 Management Principles

Course Objectives

Upon successful completion of this course, the student will be able to:

1. Identify the challenges facing managers in today's workplace;
2. Outline the planning functions and organizing functions of management as well as the significance of each;
3. Summarize the importance of leadership and motivation within an organization;
4. Articulate the ethical issues confronting managers and the importance of corporate social responsibility; and
5. Explain the importance of business and corporate culture.

Lesson 1

Objectives: 1, 2, 4, 5

Time	Online Engagement Hours
Hours 8	Lecture/Presentation: Course Introductions Instructor Announcements/Overview Key Concepts from – Chapter 1: Managers in the Workplace Chapter 3: Managing the External Environment and the Organization's Culture Preparation for Online Engagement: Read Lesson 1 Presentation on your Moodle Course Home page and Chapter 1 and 3 in full
5	Discussion: <i>Current Issues in Organizational Culture</i> Three current issues in organizational culture mentioned in your first reading assignment include: creating an innovative culture, creating a customer-responsive culture, and spirituality and organizational culture (see pages 87-89). Please select one of these three issues, and based on the companies mentioned in your reading assignment, go to their website, learn more about the company culture, and describe what the company is doing that reflects its commitment to the issue you selected. For example, if you selected the issue of spirituality and organizational culture, and then decided to visit the Southwest Airlines site as an example, you would report to your classmates on what you found about how they are embracing workplace spirituality.
5	Assignment(s): <i>Select Two Case Applications</i> At the end of each chapter in your textbook, you will find interesting and informative case studies that allow you to apply what you have learned from your reading assignment. These case applications strengthen your ability to think like a manager! Please select one of the four case applications found at the end of Chapter 1 and Chapter 3 (see pages 23-25 and 93-95). After reading the selected case, please answer all the Discussion Questions listed at the end of your selection.
5	Course/Project Research/Preparation: Brainstorming topics for Course Project and written selection justification
1	Assessment Covers content in Chapter 1 and 3

Lesson 2

Objectives: 1, 3, 4, 5

Time	Online Engagement Hours
Hours 8	Lecture/Presentation: Key Concepts from – Chapter 4: Managing in a Global Environment Chapter 5: Managing Diversity Chapter 6: Managing Social Responsibility and Ethics Preparation for Online Engagement: Read Lesson 2 Presentation on your Moodle Course Home page and Chapter 4, 5 and 6 in full
5	Discussion: <i>Workplace Diversity</i> Find three recent Internet articles (within the past year) dealing with workplace diversity topics. Share a short summary of the three articles you selected with your classmates, pointing out the highlights of each worth sharing. Please include the three direct links to your articles so that others may read more about them.
5	Assignment(s): <i>Ethical Dilemmas</i> Preparing for your management career requires you to practice your ethical thinking skills, as many ethical dilemmas arise at any workplace. Please read and offer your perspective to the questions posed at the end of the three ethical dilemma exercises found on page 197. Be sure that you answer all questions posed within the three dilemmas. When using references (from text or other) to prepare your answers, please be sure to properly cite them.
5	Course/Project Research/Preparation: Prepare Course Project Outline and Reference List (APA format)
1	Assessment Covers content in Chapter 4, 5 and 6

Lesson 3

Objectives: All

Time	Online Engagement Hours
Hours 8	Lecture/Presentation: Key Concepts from - Chapter 2: Making Decisions Chapter 7: Managing Change and Innovation Preparation for Online Engagement: Read Lesson 3 Presentation on your Moodle Course Home page and Chapter 2 and 7 in full
5	Discussion: <i>Managing Change and Innovation</i> Imagine you work for an organization that is going through a senior leadership change (think CEO, CFO, or COO). With these changes, comes new company core values and goals. As a manager in this organization, some of your employees are having a difficult time embracing these changes. Using your textbook, share with your classmates 2-3 strategies that you as a manager would use to facilitate these company changes on your team.

5	<p>Assignment(s): <i>Select Two More Case Applications</i></p> <p>Time for more opportunity to analyze management issues. Please select two of the four case applications found at the end of Chapter 2 and Chapter 7 (see pages 63-65 and 205-207). After reading the selected cases, please answer all the Discussion Questions listed at the end of your two selections.</p>
5	<p>Course/Project Research/Preparation: Course Project Rough Draft Submission</p>
1	<p>Assessment Covers content in Chapter 2 and 7</p> <p>Mid-term Evaluation</p>

Lesson 4

Objectives: All

Time	Online Engagement Hours
8	<p>Lectures/Presentations:</p> <p>Key Concepts from - Chapter 8: Foundations of Planning Chapter 18: Monitoring and Controlling</p> <p>Preparation for Online Engagement:</p> <p>Read Lesson 4 Presentation on your Moodle Course Home page and Chapter 8 and 18 in full</p>
5	<p>Discussion: <i>Manager Practice</i></p> <p>Pretend you're the manager of a customer call center for timeshare vacations. To help make the pretending more real, please visit the job listing site – www.indeed.com (one of the best job listing web sites out there) and type in “call center manager” in the “what” search box. Select and review several of the job listings posted to get a sense of the duties involved for this type of management job.</p> <p>Based on what you learned in your reading assignment and from the job listings you reviewed, please discuss the types of characteristics that would be important for the manager. What knowledge, skills, and abilities are important for the manager to possess? In your response, identify why it is important to keep the call center team motivated.</p>
5	<p>Assignment(s): <i>Researching Company Goals</i></p> <p>Select two companies, in different industries. Research both company Web sites and find examples of goals they have stated. (Hint: A company's annual report is often a good place to start your search for stated goals.) Evaluate these goals based on what you have learned in your reading assignment. Are they well-written? Rewrite those that don't exhibit the characteristics of well-written goals so that they do. See Chapter 8 for guidance about well-written goals.</p>
5	<p>Course/Project Research/Preparation: Course Project Self Review</p>
1	<p>Assessment Covers content in Chapter 8 and 18</p>

Lesson 5

Objectives: All

Time	Online Engagement Hours
Hours 8	Lecture/Presentation: Key Concepts from- Chapter 10: Designing Organizational Structure – Basic Designs Chapter 13: Creating and Managing Teams Preparation for Online Engagement: Read Lesson 5 Presentation on your Moodle Course Home page and Chapter 10 and 13 in full
5	Discussion: Creating a Corporate Culture Individual employees, make up teams and teams define an organization. Conduct internet research to answer the question: What traits do you think good team players have? Using a bulleted list format, share a summary of what you have learned. Next, based on the list, rate yourself on a scale from 1-10 (10 being a great team player) and explain why you gave yourself that rating. Make sure you self-reflect and identify areas of improvement. Lastly, share how your contribution as a team member, impacts the organization.
5	Assignment(s): <i>Practicing Real-World Skills</i> At the end of each chapter in your lesson reading assignment, you will see a “Skills Exercise” presented. There are sections labeled: <i>About the Skill</i> , <i>Steps in Practicing the Skill</i> , and <i>Practicing the Skill</i> . Based on which suits your future career goals and/or interests the best, please select one of the two skills exercises (see pages 308 or 394-395). Complete all activities listed in the “Practicing the Skills” section of the one you have selected for submission. Be sure to leave nothing out as your instructor will grade for a complete response to the skill task presented.
5	Course/Project Research/Preparation: Final Course Project Revision/Portfolio
1	Assessment Covers content in Chapter 10 and 13 Course Survey