



COURSE OUTLINE

COURSE NO.: BUS 102

COURSE NAME: Principle & Practices of Management I

CREDIT HOURS: 3

CLASS HOURS: 3

LAB HOURS: 2

DATE: September, 2006

PREPARED BY: Cindy Baden

TO BE UPDATED: 9/07

APPROVED BY: _____
Director

PREREQUISITES: None

COURSE DESCRIPTION:

The first of a two-part series of courses that provides a comprehensive introduction to management theory and practice. Planning and organizing provide major focus. The course attempts to present a realistic picture of what managers do by examining the various tools and techniques managers use.

COURSE OUTCOMES:

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

1. Know how to effectively and efficiently manage large and small profit and nonprofit organizations.
2. Contrast the functional and role approaches in exploring what managers do.
3. Understand the evolution of management thought and the current changing environment of management.
4. Use practical aids to the primary management functions of planning and organizing.
5. Understand the global implications of management.

COURSE MATERIALS: *Understanding Management*, 5th Edition, Daft and Marcic. Southwestern 2006.

Study Guide/Workbook for Understanding Management, 5th Edition, Daft and Marcic. Southwestern 2006.

SAFETY PRACTICES:

To promote and insure the safety of all in this course and others, the students of this course agree to act in a safe and orderly manner at all times during this course, and agree to follow any and all policies as announced in class, or as posted in JL 353.

TOPICAL OUTLINE: (Class and Lab)

Topic #1: **Introduction:**

A general overview of what managers do, including a background of management theory with an emphasis on current thought in this area through practical examples.

Topic #2: **The Organizational Environments of Management:**

Corporate culture and competition are examined. Productivity and other workplace challenges such as diversity are discussed.

Topic # 3: **The External Environments of Management:**

The International Economy is presented along with the challenges of international management. Various ethical and environmental issues pertaining to management are examined, as well.

Topic #4: **Planning and Decision-Making:**

Both the rationale and problems encountered in planning process are discussed. Included are specifics such as Forecasting and Strategic Planning.

Topic #5: **Organization:**

Organizational theories are contrasted. Basic structural formats are presented along with contingency design alternatives.

Topic #6: **Success Skills:**

Communicates effectively. Maintains a code of ethics. Practices human relations skills. Demonstrates math skills.

COMMUNICATIONS:

Students are encouraged to communicate with their instructor and other classmates throughout the course. The instructor will be available via telephone, office hours, e-mail, the class discussion board, and the class chat room.

E-mail, discussion board questions and phone messages will normally be answered within 48 hours. Students may also communicate with other classmates outside of class hours by using the class chat room for informal real-time discussions.

GENERAL COURSE EXPECTATIONS:

The following are some tips, expectations and guidelines that may be of assistance to you in having a successful course. If you have any questions regarding these, please feel free to contact me.

1. Papers will be corrected and returned to the student within one week of their due date. Comments will be made in the editing function, if there are any to make (Microsoft Office feature – activate the reviewing toolbar and place your cursor over the highlighted area to read the comments that will appear in a pop-up box). If not, you will receive a reply with your grade. I will also be posting your grades in the Course Gradebook on WebCT.

2. Please take time to analyze and evaluate all assignments. Be sure to show your knowledge through the depth of your answers. Please see the Written Assignment Information Sheet for each chapter for specific information, located under Course Materials, Course Content.
3. Assignments are due by 11:00 p.m. EST on the due date indicated on the Course Calendar, located on the homepage for this course. Please pay close attention to the due dates and the cut off time for late papers. Requests for extensions need to be submitted no later than 48 hours prior to their due date/time. Extensions will be considered for emergencies only.
4. Pay attention to the requirements on the discussion board postings, team assignments and papers.
5. *Discussion Board Postings:* Discussion board discussions/assignments will be posted a minimum of the week prior to their assigned due week. It is expected that all students will be responding to the assignments within the same postings/threads. This will allow for a clearer flow of discussion, as well as provide easier access for reviewing. When all responses are not within the same posting, some students' responses get missed and therefore, do not get credit deserved. Please be aware of this and assist in ensuring continuity with postings. There might be times in which postings may be missed, especially as the threads get longer. Please simply let the instructor know and it will be adjusted accordingly, as long as the deadlines and response criteria are met.

Most discussion board postings require responses to peers' postings. Expectations are that replies to postings will contain additional information in response to the specific posting. Make sure when responding to a peer's posting that you have a point of discussion that you are addressing, not just a compliment on their posting. "Good posting" does not fulfill the requirements for a reply.

6. When e-mailing your papers, please follow the guidelines in the Written Assignment Guidelines, located on the homepage for the course.
7. *Peer Evaluations.* You are required to complete peer evaluations for all team assignments. Peer evaluations will aid the instructor in determining who participated in various team activities and awarding the appropriate points based on each team member's participation.

The peer evaluation form is a MicroSoft Word document. It can be found on the Course Materials page. You will need to SAVE the document with a new name each time you need to complete it and e-mail it to me as an attachment.

8. *Chat Room Discussions.* Teams for the chat room discussions will be assigned during the first week of the quarter. You will need to contact your team members to arrange a time before the assigned due date that is convenient for everyone to participate in the chat session. After your chat, please have one team member e-mail me with the date, time, and room number the chat was held in.

9. *Questions From Students.* It is expected that from time to time there are clarification questions on assignments. I would encourage students to e-mail me, call me, or post their questions to the bulletin board in the form of a question (i.e. Question for clarification on Module 4 assignment #2). It is quite possible that if you are in need of clarification, others may be as well. I am in my office Monday through Friday 8-5 p.m. EST. Feel free to call me at 740-753-7006, or email me at baden_c@hocking.edu. I check my email several times a day.
10. Please review the following web sit for expected Internet etiquette, otherwise known as “netiquette”. [Http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)
11. No questions are dumb questions. This is a learning environment. Questions and discussions are not only encouraged, but also expected. Please feel free to communicate openly with me.

DISABILITIES NOTICE:

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

STUDENT INSURANCE/COVERAGE:

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

HOCKING COLLEGE EVALUATION OF THE LEARNER

COURSE NO.: BUS 102 **COURSE NAME:** Principles & Practices of Management I

INSTRUCTOR: Cindy Baden

DATE PREPARED: September 2006

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The objective of the instructor is to help the student to learn some of the concepts of management. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a **shared** responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Evaluation should be made to assist you in improving your performance, increase your skill levels and to add to your information pool. Mistakes are an inevitable part of learning and are healthy if they are used to gain insight into potential and growth. The student should be aware at any point in time what his/her status is, in terms of accomplishment.

Since it is my goal and desire to support you in your efforts to learn, I will share my observations and assessment of your progress with you on a regular basis and offer assistance and opportunities for you to improve. I will also offer you opportunities to provide feedback on the course, my teaching, and how I can improve the ways I interact with you.

SPECIFIC FACTORS

Your grade will be calculated based on completing assignments. **You must complete all graded assignments in order to pass the course.** A complete listing of course assignments is available on the course webpage under course assignments.

GUIDELINES FOR WRITTEN ASSIGNMENTS:

1. All papers are to be word processed. The use of MicroSoft Word is preferred.
2. In the upper left hand corner of the page (as a header) include:
 - your name
 - the module number
 - the assignment number and title
3. A standard business memo format is to be used for all papers. Each memo is to have a heading in the following format:

M E M O

TO:
FROM:
DATE:
SUBJECT:

4. There is an expectation that you will have correct grammar, spelling, punctuation, and well-formed paragraphs. All business correspondence should include an introduction, body and a conclusion.
5. Follow the page-length criteria given in the assignment.
6. Use a 12-point font (any legible font style is acceptable).
7. Use the following naming convention for your file: name, assignment (e.g., JohnDoe-Assignment3-4).
8. E-mail your assignments to your instructor.

Evaluation criteria for discussions and written submissions

Your active participation will be assessed according to the following criteria (adapted from the Foundation for Critical Thinking):

- Clarity:** focus your statements on specific topic and context; give examples; avoid vague generalities or undefined terms; help others to understand what you're talking about without any confusion.
- Accuracy:** give correct information that others can verify; acknowledge the limits of what you know about a topic
- Precision:** provide specific details to support your statements
- Relevance:** connect your comments to the issues currently under discussion by the group and help others to understand those connections
- Depth:** address the problem in all its complexity; consider the context of the problem, its root causes, and the issues it brings up
- Breadth:** consider the problem from many points of view; think of how others who don't share your background might understand it
- Logic:** consider how your statements and assumptions work together and communicate them so that others can follow your reasoning
- Significance:** focus on the most important elements of a topic or elements that others have overlooked; avoid repeating common knowledge
- Ethics:** consider how your statements and actions affect others; judge your own contribution in terms of how they benefit the learning community

Each of the assignments will be given a numeric point value which will be recorded in my electronic grade book and your secure student profile area.

ASSIGNMENT SUBMISSION AND RETURN POLICY:

Assignments are due by 11:00 p.m. EST on the due date indicated on the Course Calendar, located on the homepage for this course. Assignments must be handed in on time. .

Assignments submitted for grading will be returned within one week of submission. Assignments submitted early will be returned within one week of the due date.

ATTENDANCE:

Attendance for an on-line course involves attending to assignments and projects in a timely way and not holding up other students. It also means committing to the time schedule posted by the instructor at the beginning of the course—a schedule designed to insure completion by the specified end of the course. You are required to follow the schedule for completing work activities, responding to classmates and the instructor, and engaging in class online discussions.

Please review the General Course Expectations for additional details. A detailed schedule for completing assignments can be found on the Course Calendar, located on the course homepage.

CLASS PARTICIPATION:

Class will be more interesting and more profitable if you take an active role in your education. Participating is essential in an online course. Much of the class will involve discussions and work via the computer. You will be given clear expectations for responding to your classmates and completing assignments. I will be monitoring all discussions and will review all assignments thoroughly and making determinations as to level of commitment to the learning process.

GRADING SCALE:

Using all of the preceding factors, you should constantly be aware of your potential final grade in the course. Your grade is constantly being calculated for you under the “Student Profile” section of the WebCT home page. You are welcome and encouraged to initiate discussion with me regarding your progress or other aspects of this course.

90 - 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D
Below 60	= F (No Credit/Failure)

POLICY REGARDING HONESTY:

It is expected that you will be honest in all endeavors related to the completion of this course just as you must be in all activities for the world of work. Dishonesty on the job could affect your continuation or pay, rank, benefits, or the possibility of promotion.

It is assumed that you are honest. However, if there should be a situation where a student were to display dishonesty in this course, the grade recorded for that particular project, test or assignment will be zero or “F.” Two (2) such incidents will result in course failure. Instances of dishonesty will be reported to Campus Judiciary. The HC Academic Honesty Policy is available in the Student Guide or from Student Affairs.

STUDENT GRIEVANCE DUE PROCESS PROCEDURES:

Due process procedures for the College are located in the *Student Code of Conduct Policy & Procedures Manual*, published by the Student Affairs Office, Oakley 210.

Honesty Statement

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu).