VALENCIA COLLEGE

West Campus – Division of Business

Principles of Management (MAN 2021) - CRN 31875

Class Policies & Course Syllabus

Summer 2024, H2 Term Session

**COURSE DESCRIPTION:**

This course is a study of the essentials of operational management and how to apply these principles in the dynamic world of business. It covers the functions of management through a basic understanding of planning, organizing, staffing, directing and controlling. This course will study traditional and e-business operations.

**CREDIT HOURS:** 3

**PREREQUISITES:** ECO 2013 or ECO 2023 or GEB 1011 or GEB 1136

**CLASS MEETING LOCATION: ON-LINE**

**DAY/TIME:** ON-LINE

**PROFESSOR:** Dr. B. Bunn

**OFFICE:** Virtual online

**EMAIL:** bbunn@valenciacollege.edu

**SCHEDULED OFFICE HOURS**

Monday – Sunday (virtual – via e-mail)

**TOPICS/AREAS COVERED\***

1. Management defined and its history
2. Organizations
3. Ethics and Social Responsibilities
4. Planning and Decision Making
5. Organizational Strategy
6. Innovation and Change
7. Global Management
8. Organizational Design
9. Managing Team
10. Managing Human Resource Systems
11. Managing Individuals and a Diverse Workforce
12. Motivation
13. Leadership
14. Managing Communications
15. Control
16. Managing Information
17. Managing Service and Manufacturing Operations

\*These may be covered as discrete topics and/or integrated with other topic areas in an order at the discretion of the professor. This topic knowledge is the minimum level for a grade of C or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

**This course reinforces the Valencia Student competencies as outlined on http://valenciacollege.edu/competencies/**

**Course’s Major Learning Outcomes**

* **The student should be able to define management and explain its four major functions.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to apply the essence of the four functions of management to drafting a business plan.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to describe the major management theories, including Maslow's hierarchy of needs, and how they have been applied to organizational management.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to define planning as it relates to time management and explain why planning (all types) is the most important function of management.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to describe the multi-step decision making process.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to list and explain the types of organizational models.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to define leadership style, differentiate between leadership and motivation, and differentiate between transactional and transformational leadership.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to explain the essence of controlling an organization or business unit.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should be able to explain the major environmental forces affecting an organization.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.
* **The student should know what attributes a dynamic leader/manager must possess for success.** This MLO will be assessed through a discussion board assignment and a multiple-choice quiz administered after the material is covered in the course.

**EDUCATIONAL MATERIALS**:

The following e-book:

<https://courses.lumenlearning.com/wmopen-principlesofmanagement/>

**EVALUATION:**

**Tests and Assignments:**

To determine your grade in the course, there will be quizzes and a discussion board posting requirement for each chapter. The dates for the chapters to be covered are listed in the Course’s Schedule of Classes found at the end of this syllabus. If you experience any difficulties in Canvas, please seek help at 407-582-5600.

All quizzes will be administered via your Canvas course page under the Assignment tab and will automatically close at 11:59 pm ET of the Sunday evening of the week it is covered in the Course’s Schedule of Classes found at the end of this syllabus. You can take each quiz up to three times before the deadline. Your score for the quiz will be the "highest" of all your attempts.

\* \* \* \* \* \* \* \* \* \* \* \* IMPORTANT - PLEASE READ \* \* \* \* \* \* \* \* \* \* \* \* \*

The Canvas system has some traits that you need to be aware of to do your best on the quizzes.

Please note these traits as follows:

1. You need to take the quizzes using Mozilla Firefox as your browser instead of Internet Explorer.
2. While taking your quiz, be aware of the time clock showing how long you have been in the quiz. Your score for that attempt will be the number of questions answered correctly out of the total amount of questions on the entire quiz.

You must “SUBMIT” your quiz before the clock reaches the time limit as listed in the directions of the quiz. Going past this time may result in a zero being given as the score for that attempt and that attempt will count as one of your three attempts.

Also, be aware that the three attempts at each quiz do not guarantee that you must have three attempts. I am allowing you up to three attempts so that if something happens on your first attempt, you can retake the quiz. If you can take three, uninterrupted attempts – I am happy for you and the highest score of the attempts will be used to determine your score for that quiz. But if something occurs that prevents you from having three attempts, your score will be the highest score of the successful attempts you take. The three attempts are a privilege, not a right.

The weekly Discussion Board assignments are found under the Assignment tab in Canvas. To earn credit for the discussion board requirement, you are to post a reply to the initial question posted for that chapter. Then you are to post a substantive comment to someone else’s posting for that chapter. Substantive means a minimum of 50 words (as counted by MSWORD) reinforcing or repudiating the classmate’s posting. Do this on the Canvas discussion board for each of the chapters. You are to do this during the week that the chapter is listed in the Course’s Schedule of Classes found at the end of this syllabus. Late postings will not be given credit.

**Grading Policy: Points Toward Total Percent:**

Quizzes (4) 740 (185 each) 74

Discussion Board Postings (16) 260 (16.25 each) 26

**Your course grade will be determined by the following scale:**

90.00 - 100 A

80.00 – 89.99 B

70.00 - 79.99 C

60.00 – 69.99 D

0.00 - 59.99 F

**Academic Honesty:**  Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-11

**Student Code of Conduct:**  Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

**COURSE POLICIES:**

1. **Attendance:** Course attendance is an essential component of your success. Students who are not actively participating in an online course and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. The policy can be located at the following link: <http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>
2. A student may also be withdrawn from the class for not participating during any two-week period of the course. This will not include signing in. If the two-week period is after the Withdrawal period, the student may receive an “F” on the 15th day of non-participation.

**Withdrawal Policy:**

A student is permitted to withdraw from a class on or before the withdrawal deadline of July 19, 2024. For all important deadlines, including the “Drop/Refund” deadline, you can use the link http://valenciacollege.edu/businessoffice/important-deadlines.cfm

The student is not permitted to withdraw from a class after the withdrawal deadline. The professor is permitted to withdraw a student from the class for violation of the professor’s attendance policy.

 A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professorwill receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

Final course grades of "A", "B", "C", "D", or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination may receive an “F” as their final course grade, unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor’s course syllabus.

**CLASS POLICIES:**

1. A student is responsible for taking their tests. Make-ups for scheduled tests must be requested before the test date and are subject to approval of the instructor.

2. Students must do their own work; there are no exceptions. Students who plagiarize or cheat in any way, risk dismissal from the class and expulsion from the college.

3. Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.

 4. Students with disabilities who qualify for academic accommodations
must provide a letter from the Office for Students with Disabilities (OSD)
and discuss specific needs with the professor, preferably during the first
two weeks of class.  The Office for Students with Disabilities determines accommodatios based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

**SCHEDULE OF CLASSES**

Principles of Management

Summer 2024, H2 Session – CRN 31875

**Week**

**Beginning Assignments**

June 18 Chapter 1 – Intro to Management

 Chapter 2 – History of Management

 Chapter 3 – Planning and Mission

June 24 Chapter 4 – Environments and Strategic Management

 Quiz #1 (Chapters 1 - 4)

Chapter 5 – Decision Making

 Chapter 6 – Organizational Structures

July 1 Chapter 7 – Human Resource Management

 Chapter 8 – Groups, Teams, and Teamwork

 Quiz #2 (Chapters 5 – 8)

July 8 Chapter 9 – Culture and Diversity

Chapter 10 – Leadership

Chapter 11 – Motivation

July 15 Chapter 12 – The Individual and the Organization

Quiz #3 (Chapters 9 – 12)

 Chapter 13 – Ethics in Business

Chapter 14 – Communications

July 22 Chapter 15 – Control

 Chapter 16 – Globalization and Business

 Final Quiz #4 (Chapters 13 – 16)

**\*\* The Final Quiz (Chapters 13 – 16) will be available beginning**

**The first day of class and must be taken on or before July 28th \*\***

**DISCLAIMER:**

The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.