

VALENCIA COLLEGE

Division of Business
MAN 2021 – Principles of Management (CRN 20195)
Class Policies & Course Syllabus
Spring, 2024

COURSE DESCRIPTION:

This course provides a fundamental overview of the principals involved in Management. The approach will center on the introduction to management and the four pillars of management (planning, organizing, leading and controlling).

The student should be prepared to be involved in an active discussion in class and be able to hold a conversation in many of the different elements that today's managers are confronted with in their day-to-day roles. Please read the text chapters prior to class to be best prepared. At the conclusion of the course, the student should feel comfortable with understanding the historical perspective of management and high-level view of concepts and tools needed to be a great manager.

CREDIT HOURS: 3

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

CLASS MEETING ROOM: West Campus, Building One, Room 233

DAY/TIME: T @ 11:30 a.m. – 12:45 p.m.

PROFESSOR: Calandria Smith, Ph.D.

PHONE: 407-222-6562

EMAIL: csmith224@valenciacollege.edu

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 topics may be covered as discrete topics and/or integrated with other topic areas in an order at the discretion of the professor. 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 of Think, Value, Act, and Communicate described in the Valencia College Catalog, which can be located at the following link: <http://valenciacollege.edu/competencies>

Major Learning Outcomes (MLO) and assessment of each:

- The student should be able to define management and explain its four major functions.
- The student should be able to apply the essence of the four functions of management to drafting a business plan.
- 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.
- 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.
- The student should be able to describe the multi-step decision making process.
- The student should be able to list and explain the types of organizational models.
- The student should be able to define leadership style, differentiate between leadership and motivation, and differentiate between transactional and transformational leadership.
- The student should be able to explain the essence of controlling an organization or business unit.
- The student should be able to explain the major environmental forces affecting an organization.
- The student should know what attributes a dynamic leader/manager must possess for success.

EDUCATIONAL MATERIALS:

Required 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.

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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.

The weekly Discussion Board assignments are found under the Modules 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.

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 |

GRADING SCALE:

| Assessment | Percentage of Grade |
|--|---------------------|
| Quizzes (4) | 30% |
| Case Study (1 assignment) | 20% |
| Mid-Term Oral Presentation | 30% |
| Discussion Board Postings (20 each) | 20% |
| Total | 100% |

Important Dates

1. Drop/refund Deadline: January 16, 2024 at 11:59 m.
2. No Show Reporting Period: January 18, 2024 to January 27, 2024
3. Withdrawal Deadline - "W" grade: March 15, 2024 at 11:59 m.
4. Graduation Application Deadline: February 2, 2024
5. Final Grades Viewable in ATLAS: April 30, 2024
6. College Closed (No School): Jan-15 (Martin Luther King Day), Feb-9 (Learning Day), Mar-18 – 22 (Spring Break)

OTHER RESOURCES:

West Campus Bookstore:

Campus Store/ Customer Service will be open Monday – Friday, 8 a.m. – 6 p.m.
Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.
Visit the [Valencia Campus Store website](#) for more information and online ordering.
407-299-5000, extension 5310

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Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: www.valenciacollege.edu/tutoring

Please note: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

Academic Advising:

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
 - **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
 - **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

Enrollment Services:

- (phone access): Monday-Thursday 8a-6p and Fridays 9a-5p (407-582-1507)

Financial Aid:

Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support

Academic Honesty:

- A. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
- B. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.
- C. Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-11 ([www: valenciacollege.edu](http://www.valenciacollege.edu)). The policy can be located at the following link:

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http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0

Student Code of Conduct:

- A. Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry.

- B. Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03. The policy can be located at the following link:
http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

Student Assistance Program:

Valencia College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. Following is the link to the website:
<http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/>

Withdrawal Policy:

The student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline, which is 3/15/24 for this class in the Spring 2024 Semester. I also highly recommend you contact your academic adviser and financial aid counselor as students on financial aid may be adversely affected by withdrawing from classes. The professor is permitted to withdraw a student from the class for violation of the professor's attendance policy with written notification to the student prior to the beginning of the final exam period.

A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will 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 cumulative points earned.

“No Show” Policy:

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not

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actively participating in an online class 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/>

CLASSROOM POLICIES:

1. Valencia's attendance policy is that a student will be present for all class meetings. After two absences, a student will receive an excessive absence notice and must schedule a conference with the instructor immediately. A student will be withdrawn after four absences (excused or unexcused). Continual tardiness will be viewed as absences and treated as such. Two occurrences of being tardy will equal one absence. A student coming in more than 15 minutes late will be counted as absent for that day.
2. A student is responsible for material covered during absences. Make-ups for scheduled tests must be requested before the test date and are subject to approval of the instructor. Unscheduled tests cannot be made up.
3. There will be no eating or drinking in the classroom. Class begins at a scheduled time and is over when the instructor dismisses class. Leaving early without prior permission will result in a class-work grade of zero and an absent.
4. Students must do their own work; there are no exceptions. Students who plagiarize or cheat, in anyway, risk dismissal from the class and expulsion from the college.
5. 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.
6. 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 accommodation based on appropriate documentation of disabilities (West Campus SSB 102, Ext. 1523).
7. Please set all mobile communications on vibrate or off mode. If there is an emergency, feel free to leave the classroom for a moment to take care of any NECESSARY communications. Disruption from a cell phone or other mobile device ring-tones, beeps, could result in 5 points being taken off of your final course grade. Laptops are prohibited in class except with permission from the professor.

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Please note:

Florida is a “two consent” state concerning recording conversations. Students may not record their instructors, either in conversation or in class, without their consent. If you want to record a classroom conversation, you must first receive permission from everyone in the room.

Institutional Core Competencies:

The following Valencia Student Competencies will be reinforced throughout the entire course:

THINK – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

VALUE – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

COMMUNICATE – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

ACT – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

SCHEDULE OF CLASSES MAN 2021 – Principles of Management (CRN 20195) Spring, 2024

| Week Beginning | Assignment | Due Date | Points Possible |
|---|---|----------------------------------|--|
| Week 1 01/08/2024 | Welcome & Overview Read: Syllabus and Chapter 1 – Intro to Management | Sunday, January 14 th | Discussion #1: 20 points Quiz: Module 1 11 points |
| Week 2 01/15/2024 Dr. Martin L. King, Jr. Holiday | Read: Chapter 2 –History of Management Case Study #1 Assigned | Sunday, January 21 st | Discussion #2: 50 points Quiz: Module 2 20 points |
| Week 3 01/23/2024 | Read: Chapter 3 – Planning and Mission | Sunday, January 28 th | Quiz: Module 3 24 points |
| Week 4 01/30/2024 | Read: Chapter 4 – Environments and Strategic Management | Sunday, February 4 th | Quiz: Module 4 28 points |

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| Week 5 02/06/2024 | Read: Chapter 5 – Decision Making | Sunday, February 11 th | Discussion #5: 20 points Case Study #1: The Principle of Practice Management 25 points Quiz: Module 5 |
| Week 6 02/13/2024 | Read: Chapter 6 – Organizational Structures | Sunday, February 18 th | |
| Week 7 02/20/2024 | Read: Chapter 7 – Human Resource Management | Sunday, February 25 th | |
| Week 8 02/27/2024 | Read: Chapter 8 – Groups, Teams, and Teamwork | Sunday, March 3 rd | |
| Week 9 03/5/2024 | Read: Chapter 9 – Culture and Diversity | Sunday, March 10 th | |
| Week 10 03/12/2024 Mid-Term Oral Presentations | Read: Chapter 10 - Leadership Chapter 11 – Motivation | Sunday March 17 th | |
| *****SPRING BREAK***** | | | |
| Week 12 03/26/2024 | Read: Chapter 12 – The Individual and the Organization | Sunday, March 31 st | |
| Week 13 04/02/2024 | Read: Chapter 13 – Ethics in Business Chapter 14 - Communications | Sunday, April 7 th | |
| Week 14 04/9/2024 | Read: Chapter 15 - Control | Sunday, April 14 th | |

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| Week 15 04/16/2024 | Module 16 - Globalization and Business | Sunday, April 21 st | Case Study: 25 |
| Week 15 04/22/2024 Final Exam Week | Final Exam | Available Tuesday 4/23 – Thursday, 4/25 | Final Exam: 100 Points |

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.