

**SADDLEBACK COLLEGE**  
**BUS 120 – Essentials of Business Management**  
**ONLINE COURSE SYLLABUS**  
**Fall Semester 2009**  
**TICKET 24575**

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**Class e-mail address [24575@lazyfoot.com](mailto:24575@lazyfoot.com)**

**COURSE TITLE:**

Essentials of Business Management  
Delivery Mode: Internet  
Units: 3  
Prerequisite: None

**COURSE DESCRIPTION:**

This course uses an active learning approach to cover all levels of management concepts and develops strategies to develop and sharpen skills in planning, leading, controlling, and decision-making. Useful for supervision, continuous quality improvement, and project management.

**COURSE OBJECTIVES:**

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

1. Describe and illustrate the functions and process of management practice, management theory and structures of organizations.
2. Relate the functions and opportunities of management to contribute to organization success and social responsibility.
3. Recognize and define approaches and possible solutions to management problem resolution and the decision-making process.
4. List and analyze the key management functions of planning, organizing, leading, controlling, and project management.
5. Assess common management challenges and select most viable course of action.

**EXPECTED OUTCOMES:**

Through class discussions and activities, individual assignments, guest lecture, and examinations, the student will have:

- Applied management theory to everyday practice
- Demonstrated a working knowledge of management principles and terminology
- Worked in a management team as a leader and as part of a group
- Enhanced problem solving experience - making decisions given limited data / information
- Analyzed and solved real-life managerial problems where several “correct answers” may exist
- Strengthened communication skills - written, spoken, one-on-one, and group presentation
- Considered ethical questions and issues when making business decisions
- Used common business tools / programs
- Evaluated and critiqued management’s “contribution” to a business or organization

**METHOD OF INSTRUCTION:**

Other than an initial orientation class, course instruction will be delivered online. As a distance education class, classroom interaction is online, conducted via a pre-established set of tools used within the Blackboard course. Individual and group activities and extensive class discussions and interaction are held online via Blackboard. The “online classroom atmosphere” will be active and engaging, and will require student focus and commitment throughout the term.

**COURSE TRANSFER / CERTIFICATE INFORMATION:**

This course may or may not be transferable. Please consult your college / university of choice.

**COURSE PREREQUISITES:**

There are no prerequisites required or recommended to take this course. General / basic computer skills to include Microsoft Word and PowerPoint are not required but helpful given the nature of assignments, as is previous business experience and / or completion of related college level classes. Access to the Internet will be required.

**TEXTBOOK / REQUIRED MATERIALS:**

Required Text "*Contemporary Management*," 6th Edition, Jones/George, McGraw-Hill, 2009 ISBN-13: 9780078083141. Please purchase the loose-leaf text that is accompanied by the "Connect" gift with purchase. "Connect" provides the student with online tools that enhance and enrich the learning experience and will be used as part of the course instruction. "Connect" is included with the Saddleback Bookstore purchase. See important note below.

Important Note: If you purchase a new or used text from a source other than the Saddleback Bookstore, the standalone "Connect" product will likely not be included in that purchase. The "Connect" product can be purchased online at: <http://catalogs.mhhe.com/mhhe/viewProductDetails.do?isbn=0077330390>. The retail cost is cited as \$43.75.

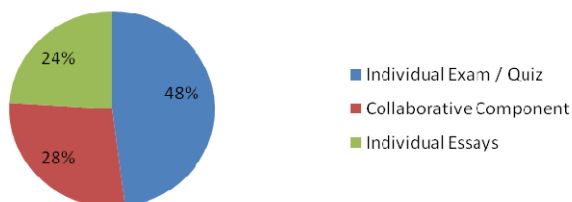
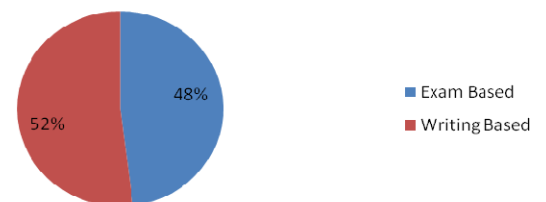
**ASSIGNMENTS AND TESTS:****Bus 120 - Grading Components**

Effort / Assignment	Qty	Unit Points	Points	%	Comments
Weekly Discussion Board (Groupwork)	14	2	28.0	28%	Due Weekly per Schedule
Individual Assignments (Paper)	3	8	24.0	24%	Due Per Schedule
Quizzes (Multiple Choice)	18	1	18.0	18%	Due Weekly per Schedule
Exams (Combo MC / Essay)	2	15	30.0	30%	Approved Topic

**Totals** **100 100%**

**Grading Scale**

90+	A
80 - 89	B
70 - 79	C
60 - 69	D
<60	F

**Grading Type****Grading Base**

The instructor may modify the grading scale / assignment loading to accommodate special circumstances, if any.

**GENERAL COURSE POLICIES, PROCEDURES, AND NOTES:****Instructional Methods / Overview**

- The Class Format / Method of Instruction – This is a distance learning class and is held online.
- Evaluation - Exams and assignments will be used to evaluate your knowledge of the subject matter. The tests and individual assignments cover online activities and reading assignments for selected portions of the textbook.

**Regarding Class Participation & Attendance**

- Class Preparation - Please be prepared to participate in online discussion activities and discussions by keeping up with assigned reading and individual assignments.
- Course Participation – Yes, we participate even in a distance learning class. Getting involved and being creative is a key aspect of learning and represents an important part of the grading scheme.

**Regarding Assignments**

- Syllabus and Class Content / Assignments – These are subject to occasional change, which shall occur in online classroom announcements and / or via e-mail.
- Assignment Submissions – You will submit your essay assignments via Turnitin, a component of Blackboard.
- Credit for Late Submissions – There will be no credit for late submissions.

**Regarding Grades & Grading**

- Every Point Counts - Total points are used to determine the final grade, and every point counts. 1 Point = one grading percentage (1%). Do the math.
- Grade Determination - Since every point counts, a partial score is better than a zero. Example, earning 5 of 10 possible points on some assignment, is still 5 points in the right direction (5% of your total grade).

**Regarding Responsibility**

- Student Handbook - It is your responsibility to review the college catalog and student handbook for a summary of student responsibilities and college regulations.
- Drop Classes - It is the responsibility of the student to drop classes by the applicable drop deadlines. The instructor retains the right to drop students under certain conditions.
- Regarding Academic Honesty - Understand the consequences. Any student found to be in violation of this provision may receive a wide range of sanctions and disciplinary action - up to including course failure and recommendation of expulsion from the institution. Please refer to the College Student Handbook for additional information.

**Hints for Student Success**

- Use the special class e-mail address to contact the instructor.
- Stay organized, read the assignments PRIOR to the deadline.
- Familiarize yourself with published deadlines.
- Get ahead of the power curve - know your workload, identify areas of concern, and manage to it accordingly.
- Assignments are electronically uploaded to Blackboard. Save your work, and always back-up. The dog will not eat your homework, but a computer can and may...
- Be organized - develop a scheme that works for you to manage email / files / documents / essays / assignments / directions / etc.

**INITIAL SCHEDULE:**

<b>Bus 120 - Base Schedule</b>								
<b>Begin</b>	<b>End</b>	<b>Week #</b>	<b>Topic</b>	<b>Chapter</b>	<b>DB</b>	<b>IA</b>	<b>Exam</b>	
08/24/09	08/30/09	1	Managers and Managing	1				
08/31/09	09/06/09	2	The Evolution of Management	2	x			
09/07/09	09/13/09	3	The Manager as a Person	3	x			
09/14/09	09/20/09	4	Ethics & Social Responsibility	4	x	x		
09/21/09	09/27/09	5	Managing Diverse Employees	5	x			
09/28/09	10/04/09	6	Global Environment	6	x			
10/05/09	10/11/09	7	Decision Making	7	x			
10/12/09	10/18/09	8	Planning / Competitive Advantage	8 & 9	x	x		
10/19/09	10/25/09	9	Midterm Exam					x
10/26/09	11/01/09	10	Managing Structure & Culture	10	x			
11/02/09	11/08/09	11	Organizational Change	11	x			
11/09/09	11/15/09	12	Human Resource Management	12	x			
11/16/09	11/22/09	13	Motivation & Performance	13	x			
11/23/09	11/29/09	14	Leadership	14	x			
11/30/09	12/06/09	15	Effective Groups and Teams	15	x	x		
12/07/09	12/13/09	16	Communication / Conflict	16 & 17	x			x
12/14/09	12/17/09	17	Final Exam					

Due dates on Assignments will be made in class and available on Blackboard and are occasionally subject to change. It is your responsibility and obligation to stay current by checking Blackboard frequently.

**DISTANCE LEARNING POLICIES / PROCEDURES / INFORMATION:**

**Class E-Mail Address** - Please use no other, even though you will receive e-mail from a variety of sources and instructors.

**Online Discussion Forums** - are used to inspire thought and interaction among classmates. Online discussion is a critical part of the online course experience. It is the place where you will not only respond to questions posed, but where you may post questions concerning the material presented. It is also the place where you ask for and provide help and encouragement to your classmates. Your online participation will be evaluated on both quantity and quality. Your comments should advance the discussion, add value, and be relevant.

Comments such as “I agree” and “ditto” are not considered value-added participation. Therefore, when you agree or disagree with a comment, please state and support the nature of your agreement or disagreement. Try to refrain from regurgitating a thought on an issue to obtain a more lengthy answer. Note the grading rubric for the discussion boards.

**E-mail / Have a Question Policy** – You may e-mail the instructors at any time. To help others, consider also posting your question, problem, issue, or concern, etc. on the Discussion Board. That way, all students see your questions and / or problems and have the chance to respond as well. If your communication need is of a personal nature, please bypass the Discussion Board and contact an instructor directly.

**Specific Online Policies and Expectations** - Once you check into the class and complete the requisite orientation, you are officially enrolled and will not be dropped as being a “no show” per College policy. If you decide not to participate, it is your responsibility to drop the course. If you do not drop the course, and you do not participate, you will receive a earned grade per the syllabus grading structure.

**Emergencies** - If you have an emergency and need to reach an instructor, please use the information listed above. Other needs:

- If you can't connect to the Internet, call your Internet service provider.
- If your computer crashes, call either the computer manufacturer or the business from whom it was purchased.
- For course problems, contact your instructor.

**Login Policy** - Online courses move swiftly and if you miss too many days, you may find yourself lost or well behind. Please try to keep up with the discussion board and your other assignments.

**Personal Problems** - If you have a personal problem that you do not wish to share with other students in the class, e-mail / call your instructor directly. Course e-mail is checked frequently, with response time typically less than 24 hours.

**Technology Knowledge Expectation** - Basic Internet skills are required for distance education courses. Those skills include the ability to login to the course website and send and receive e-mail with attachments. Assignment completion requires access to MS Word. If you need to review any of the Internet basics, there are a number of ways to accomplish this to include College courses and free online tools.

**Student Commitment** - You should budget adequate time each week for reading the textbook and completing all online assignments. You will be responsible for keeping up to date with all lessons and assignments. Online courses take as much time (and sometimes more) to complete successfully as traditional courses, so please plan accordingly.

Traditional courses meet on-campus 3 hours per week with an additional 3 to 6 hours of outside work per week. Sure, student academic ability may vary, but generally speaking an average commitment of 6 to 9 hours or more may be required each week.

**Plagiarism Statement** - Plagiarism is the use of direct quotations without identifying them as such, or the summarizing or paraphrasing of other quotations. If you do not specifically identify the source of ideas other than your own, you are plagiarizing. See the College Student Handbook for more encompassing information and the syllabus student responsibilities regarding academic honesty.

Basic highlights: Cheating is the unauthorized giving or receiving of information in examinations, quizzes, assignments, or other class exercises. If someone else takes online tests or quizzes in your name, this is also considered cheating. Honesty and integrity are very important in higher education, as they are in life practices. This standard pertains to what is written as well as what is spoken. To claim to have written something that is not entirely your own work is a violation of academic and personal integrity. You are solely responsible for the preparation and presentation of your assignments. Each assignment, written activity, and test should be your own work. When working collaboratively, it is acceptable to ask for criticism and help, but such input should be limited and acknowledged when appropriate. When writing a paper, it is recommended that you have someone proofread and critique your work. However, it is not acceptable that he or she rewrites whole sections in the process. Any violation of the items mentioned will result in appropriate disciplinary action.

## **IMPORTANT DATES**

Check the online schedule for the current semester's deadlines. You will find it by clicking on "Details" for the course.

## **IMPORTANT GRADE INFORMATION**

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. You will find unofficial grades in your personal MySite page.

If you decide to drop this course, you must go to the Office of Admissions and Records in the Student Services Building.

If you fail to officially drop and do not complete the course, you will receive an F on your permanent record. This is a College rule. Your instructor cannot change it.

### **Disability Accommodations**

If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in Student Services Center, Room 113.

Students with disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit disorder, are encouraged to contact the instructor to discuss appropriate accommodations that might be helpful to them.

Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the instructor. All discussions are and will remain confidential