

SADDLEBACK COLLEGE BUSINESS SCIENCE DIVISION BUSINESS 120 COURSE SYLLABUS SPRING 2010

Professor: Melissa Allen
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Office Hours: TBA
M/W: 1:30-2:50

Text: Contemporary Management, Jones/George, 6th Edition

Course description: This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

Course Objectives:

1. Describe the basic management functions and the management process
2. Explain the value of studying management history
3. Define organizational culture and how culture constrains managers
4. Explain the four views of ethics and the impact of social responsibility on economic performance
5. Grasp the central role that managers play in the effective management of diversity
6. Outline the steps in the decision-making process
7. Define planning and distinguish among the different types of plans
8. Describe the key elements of organizational structure
9. Define communication and explain the barriers to effective communication
10. Explain the strategic importance of human resource management
11. Define the focus and goals of organizational behavior
12. Describe the stages of group development
13. Define the motivation process
14. Explain the different leadership styles
15. Describe the control process
16. Discuss technology's role in operation's management

Grading: There will be three non-cumulative exams in this course. Each exam will be multiple-choice questions. You will also have 6 case scenarios to be turned in for credit. SEE CASE SCENARIOS BELOW.

Grade Calculation Breakdown:

Exam 1 -	50 points
Exam 2 -	50 points
Exam 3 -	50 points
Case Scenarios -	80 points (20 points each)
Class participation -	50 points

STUDENTS WITH DISABILITIES: If special accommodations are needed for a student with disabilities, the student should contact the Counseling Services office for assistance. Documentation regarding the disability is required for accommodation arrangements. Confidentiality of the information received will be maintained.

Cell phones should be turned off or placed on silent mode while in class.

There are no make-up exams. A student will only be able to make up an exam if there is an emergency situation and the instructor is provided with such documentation.

Students should contact instructor immediately if they feel they do not understand an assignment or have a problem that interferes with course work.

Topic Outline

Week 1	Ch 1	Managers and Managing
2	Ch 2	Evolution of Management Thought Values, Attitudes, Emotions and
3	Ch 3	Culture
4	Ch 4	Ethics
5	Ch 5	Managing Diverse Employees
6	Ch 7	Decision making
7	Ch 8	Planning
8	Ch 10	Organizational Structure
9	Ch 11	Control
10	Ch 12	HR Management
11	Ch 13	Motivation
12	Ch 14	Leadership
13	Ch 15	Effective groups
14	Ch 16	Communication
15	Ch 17	Managing conflict

Case Scenarios

Homework – Be the Manager

At the end of each chapter there is a practical application called “Be the Manager”. You should read the scenario and answer the question using the information in the chapter. Remember, there is often more than one answer to a posed scenario question. You must defend your position and answers. Each assignment should be typed and double-spaced. Please include your name on your homework. Papers should be about 1-2 pages. **Please note, I do not accept assignments that are sent via email.** Assignments must be turned in on the date they are due to receive credit.

Assignment #1 - Ch 3, p. 104
Assignment #2 – Ch 5, p. 180
Assignment #3 – Ch 7, p. 256
Assignment #4 – Ch 12, p. 456
Assignment #5 – Ch 13, p. 491
Assignment #6 – Ch 16, p. 597

You are only responsible for doing four of the homework assignments. These are graded on a credit/no credit basis. If you choose to do all six, they will count as extra credit – up to 10 pts total extra credit points.

Due Dates

BTM #1 – Feb 1
BTM # 2 – Feb 17
BTM # 3 – March 3
BTM # 4 – March 31
BTM # 5 – April 14
BTM # 6 – May 5

Test 1 – Feb 10
Test 2 – March 29
Test 3 – May 19 (Final Exam 12:45-2:45) NON-CUMALTIVE FINAL EXAM

Each student begins the term with 10 participation points. Each student receives one free absence. After the first absence, one point is deducted. A student that arrives twenty minutes after class has started is counted absent.

ATTENDANCE POLICY: You are expected to attend all classes and are responsible for class work, homework, lecture notes, reading assignments, etc., whether or not you are present. In the event of extenuating circumstances (illness, etc.), you are allowed to miss no more than four classes. Students that miss more than four classes, are subject to being dropped.

You are encouraged to attend EVERY CLASS and are expected to arrive ON TIME.

CLASS BEHAVIOR: It is a violation of the Student Code to interfere with the learning process in classrooms. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will NOT be tolerated. Students engaged in such will be subject to disciplinary procedures. Cellular phones, beepers, iPods and other disruptive electronic devices should not be turned on in class.

CLASS PREPARATION, PARTICIPATION: Mastering the course requires regular attendance in class, consistent study of text material and class notes, and preparation of homework assignments. Students are expected to BE PREPARED FOR and PARTICIPATE IN every class meeting.

GRADING SCALE:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

W = Withdrawal

WF = Withdrawal after midterm with failing grade on the last day attended

ACADEMIC DISHONESTY: The Student Code addresses what constitutes academic dishonesty. All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's test paper.
- Using materials during a test not authorized by person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting any other person to substitute for oneself.

PLAGIARISM: appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

COLLUSION: unauthorized collaboration with any other person in preparing work offered for credit.