COURSE TITLE:
Business Management
Delivery Mode: Internet
Online / Onsite Orientation: Week 1: No Effort = Drop
Units: 3
Prerequisite: None

WELCOME: Welcome to Management! My name is Barry McCarthy and my approach to learning focuses on student engagement. I employ a variety of methods and instructional techniques to help students master basic management concepts. Good news, we are using a text that is well written and appropriate - respected in universities around the world. The text content will drive course delivery and assignment type / selection. Be proactive and initially focus upon course expectations.

So, strap in and buckle up. We have a lot to do in a short time period. Read the syllabus, get online, and become familiar with the course content and methods of instruction. We use online tools to submit all work and projects. Business Management is a comprehensive subject and there are a lot of moving parts to master. The roadmap is there – create success by organizing a course plan to manage the work.

STUDENT ASSISTANCE / SUPPORT / RESEARCH:
• Online DE Support: http://www.saddleback.edu/de/student-technical-support/
• Financial Aid: http://www.saddleback.edu/fao/
• Learning Assistance: http://www.saddleback.edu/lap/
• Library Resources: http://www.saddleback.edu/library/services.html
• Online Research: https://login.ezproxy.socccd.edu/login

INSTRUCTION / EMAIL: I work hard to provide students an opportunity to experience a unique combination of academic content and practical assignments that focus on application. I seek to provide enhanced communication, feedback, and dynamic course management. To help me manage this process, students are encouraged to communicate as needed – do not delay!

CATALOG DESCRIPTION: Uses an active learning approach covering all levels of management concepts including strategies to develop and improve skills in planning, leading, organizing, controlling, and decision-making. Useful for supervision, continuous quality improvement, and project management. Active learning approach to management concepts and practices: leading, planning, organizing, directing, controlling, making decisions. Develops and improves management skills in communicating, thinking critically, motivating, identifying/using resources, making business/workplace decisions.

This course surveys business management principles and practices. It includes a study of:
• Fundamental organizational structures
• Management functions (planning, organizing, leading, and controlling)
• Managerial decision-making (process, implementation, tracking, et al.)
• Current & relevant business issues (ethics, difficult employees, leadership, & more)

LEARNING OBJECTIVES: Upon completion of this course, the student will be able to:
• Describe and illustrate the functions and processes of management practice, management theory, and structures of organizations.
• Apply principles of management in ways that will contribute to organizational/business success and social responsibility using case studies, simulations, and classroom participation.
• Identify and describe approaches and solutions to management problems and decision-making.
• List, describe, and give examples of the key management functions of planning, organizing, leading, controlling, and project management.
• Assess common management challenges and select or describe a viable course of action (management problem solving).
STUDENT LEARNING OUTCOMES:

1. Describe and illustrate the functions and processes of management practice, management theory, and structures of organizations.
2. Apply the functions and opportunities of management in ways that will contribute to organizational/business success and social responsibility.
3. Identify and describe approaches and solutions for management problem resolution and decision-making.
4. List, describe, and give examples of the key management functions of planning, organizing, leading, controlling, and project management.
5. Assess common management challenges and select a viable course of action.

METHOD OF INSTRUCTION: Course instruction occurs online with content delivered online. Individual, group, and interaction occur online. Both environments will be active and engaging, and will require focus and commitment throughout the term.

COURSE TRANSFER / CERTIFICATE INFORMATION: Students should consult their college / university of choice. Work with the College staff to develop an academic success plan.

COURSE PREREQUISITES: There are no prerequisites required or recommended to take this course. General skills with Microsoft Word and PowerPoint are required given the nature of assignments. Previous business experience and / or completion of related college level classes may be helpful. Frequent access to the Internet will be required.

STUDENT RESOURCES / REQUIRED MATERIALS:

Recommended Text ($102.00 plus tax)
Business Management
ISBN: 9781308247878
Publisher: McGraw-Hill
Notes: Obtain at College Book Store. This custom published text is a reduced cost version of the 6E Edition, containing chapters 1 through 10 of the original version (CH 1 – 14).

Text Alternatives
Essentials of Contemporary Management
Edition: 6E – Totally compatible
Editions: 5E & 4E - Will work with minor issues on quizzes
Author: Jones / George
Publisher: McGraw-Hill
Notes: Obtain by purchase from a third party. Caution impact of delays from purchased source.

eBook Alternative (Estimated at ~ $70.73 plus tax)
Business Management
ISBN: 9781308248042
Publisher: McGraw-Hill
Notes: Obtain online - https://create.mheducation.com/shop/#/catalog/details/?isbn=9781308248042. This eBook alternative is an “electronic” version of the recommended Business Management text, containing chapters 1 through 10. See publisher link for additional purchase details.

E-mail: A valid e-mail address is required
Internet Access: Frequent and reliable access to the Internet is required
IMPORTANT DATES:

| Drop with Refund by: 01/28 | Drop without “W” by: 02/04 | Drop with “W” by: 04/11 |

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.

IMPORTANT GRADE INFORMATION:

1. The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call / email / text for grade information. Your grades will be made available to you as soon as possible through your MySite page.
2. 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.

DROPPING THE COURSE:
Orientation is mandatory and occurs in the first week. Students choosing not to participate in the course or "just disappearing" after completing orientation remain enrolled and are responsible for dropping the class. All enrolled students will receive an earned grade per the grading rubric outlined in the syllabus. Students dropping the course can use the tools provided in MySite. That stated, I retain the right to drop students who disappear / stop engaging in the class or otherwise become non-responsive.

GRADING: I reserve the right to 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 an Internet-based course that integrates technology that requires online access on a daily / frequent basis.
  - Evaluation - Exams and assignments will evaluate student knowledge of the subject matter. The tests and individual assignments cover all activities and reading assignments for selected portions of the textbook. Evaluation is guided by applicable grading guidelines and rubrics.
- Regarding Class Participation & Attendance
  - Class Preparation – Please be prepared to participate in activities and discussions by keeping up with assigned reading and individual assignments. Yes, even in an online class.
  - Course Participation – Getting involved and being creative is a key aspect of learning and represents an important part of the grading scheme. Excessive “virtual absence” may result in a unilateral professor-initiated drop.
    - For the classroom, absence is defined as not being in class for the full duration of the class meeting. Students leaving early is authorized only if coordinated with me in advance and acknowledged as such.
    - In an online class, excessive absence is defined as not being "virtually participating", i.e., no access the course content and engaging others.
    - In both classroom and online courses, excessive absence is defined as being absent (or virtually unengaged) for two (2) consecutive weeks. For classroom based courses, excessive is also defined as a class absence ratio exceeding 20% of “non-exam” class meetings. Example: Excessive absence would be met with four or more absences for a course having 15 non-exam meetings during a semester (20% *15 class meetings = 3 maximum allowed absences). For simplicity, the math is rounded up. Example: 20 * 19 class meetings = 3.8 or 4.0 maximum allowed absences.
− When in doubt, communicate and be proactive. Common courtesy is not a lost art – it is alive and welcome when applied in heavy doses.

• **Regarding Assignments**
  − Syllabus and Course Content / Assignments – These are subject to occasional change, which shall occur in classroom announcements, online, and / or via e-mail.
  − Assignment Submissions – Students are to submit essay assignments via the applicable links made available within the online tools utilized for this course.
  − Credit for Late Submissions – There will be no credit for late submissions. Late is defined as occurring after the date agreed upon. Have an issue – be proactive in communication. Restated, it is about the agreed upon due date.

• **Regarding Grades & Grading**
  − Every Point Counts - Total points determine the final grade, and every point counts. Do the math. Better to do something than nothing. It all adds up.
  − Grade Determination - A partial score on an assignment is better than a zero. Example, earning 25 of 50 possible points on some assignment, is still 25 points in the right direction (a significant percentage of the total grade).

• **Regarding Responsibility**
  − Student Handbook - Responsibility rests with the student to review the college catalog and student handbook for a summary of student responsibilities and college regulations. All regulations specified in the college catalog and the student handbook are hereby incorporated by reference into this syllabus and apply to all students enrolled in this class. Violation(s) of the “Code of Conduct” outlined in the Saddleback College Student Handbook will be subject to the disciplinary actions described therein.
  − Dropping the Class - It is the responsibility of the student to drop classes and know associated college deadlines (see syllabus for applicable dates). I retain the right to drop students under certain conditions discussed throughout the syllabus.
  − 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.

• **Specific Policies and Expectations**
  − Students deciding not to participate in this course, retain responsibility to drop the class.
  − Students who choose not to participate in the course and do not drop the class will receive an earned grade per the grading rubric outlined in the syllabus.

• **Emergencies**
  − In case of an emergency, students should reach out immediately. Do not delay. Other needs: Internet issue? Computer Issue? Work out a solution with the applicable service provider. For course related problems or concerns, contact me directly or use the Course Q&A.

• **Technology Knowledge Expectation**
  − Basic Internet skills, frequent access to computing devices and the Internet, and access to word processing software are required for this course. There are many options for students who may desire to review any of the Internet basics - to include College courses and free online tools.

• **Plagiarism Statement** – Students are asked to and encouraged to read the Student Handbook – especially the section about STUDENT RIGHTS AND RESPONSIBILITIES (http://saddleback.edu). Paraphrased here, plagiarism is the use of direct quotations without identifying them as such, or the summarizing or paraphrasing of other quotations. Students who do not specifically identify the source of ideas other than their own are plagiarizing. 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.

Students 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 students have someone proofread and critique the 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.
ASSIGNMENT SCHEDULE & GRADING INFORMATION:

<table>
<thead>
<tr>
<th>Effort / Assignment</th>
<th>Qty</th>
<th>Unit</th>
<th>Total</th>
<th>%</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams / Quiz</td>
<td>11</td>
<td>Varies</td>
<td>400</td>
<td>40%</td>
<td>Quiz Sets + Final Exam</td>
</tr>
<tr>
<td>H/W</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>10%</td>
<td>Homework Assignments (Essay-based)</td>
</tr>
<tr>
<td>Cur Event</td>
<td>5</td>
<td>50</td>
<td>250</td>
<td>25%</td>
<td>Current Event Essays</td>
</tr>
<tr>
<td>TDA / DB</td>
<td>5</td>
<td>50</td>
<td>250</td>
<td>25%</td>
<td>Online Discussions (Essay-based)</td>
</tr>
</tbody>
</table>

Totals                |     |      | 1,000 | 100%|

Consult Blackboard for specific due dates and grading data for each applicable component. There will be occasional confidential student surveys that are ungraded but the completion of which is required to obtain a final grade.

Grading Scale

<table>
<thead>
<tr>
<th>Student Point Accumulation</th>
<th>Resulting Grade</th>
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<tbody>
<tr>
<td>900+</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>599 - and Below</td>
<td>F</td>
</tr>
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</table>

Note: Extra Credit, if any, does *** NOT *** change this grading scale. Points accumulated during the semester will drive the final course grade consistent with this Grading Scale. Questions, if any, should be addressed early in the semester.
HINTS FOR STUDENT SUCCESS:

- Use the special class e-mail address to contact me.
- Stay organized, read the assignments PRIOR to the deadline.
- Get ahead of the power curve - understand the workload, identify areas of concern, and manage to it accordingly.
- Students shall electronically upload all completed work as directed. Save your work, and always back-up.
- Be organized - develop and maintain an effective scheme to manage email / files / essays / assignments / directions / etc.
- Students should budget adequate time each week for reading the textbook and completing all online assignments. Students are responsible for keeping up to date with all lessons and assignments, and should plan accordingly. Setting aside specific days in the course week may prove an effective strategy for many students.

INITIAL CLASS SCHEDULE:

All of this “scheduling section” is subject to change during the semester. Minor changes are to be expected and will be communicated in writing and announced online. Do ***NOT *** rely upon this static document beyond the first shot fired in battle.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Chapter</th>
<th>Week Start</th>
<th>Week End</th>
<th>Subtotal</th>
<th>Running</th>
<th>Exams / Quiz</th>
<th>H/W</th>
<th>Cur Event</th>
<th>TDA / DB</th>
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<tr>
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<tr>
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<td></td>
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<tr>
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<td>3</td>
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<td>20</td>
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<tr>
<td>7</td>
<td>4</td>
<td>02/26/18</td>
<td>03/04/18</td>
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<tr>
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<tr>
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<td>04/29/18</td>
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<tr>
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<td>0</td>
<td>1000</td>
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</tbody>
</table>

Attention Assignment Shoppers!

You get it… Assignment due dates may change during the term. Please proactively consult your Learning Management System (LMS) for all due dates. Remove doubt. Ask questions. Seek clarity. Leave no stone unturned.