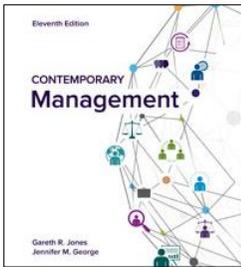


BUSAD 240–Principles of Management

Spring 2021-Sections 8787 & 8790-Online

Instructor: Linda Kropp



Required Text:

Contemporary Management, 11/e with Connect access code. Gareth Jones, Jennifer George
McGrawHill Publishing Company. Bundle ISBN #9781264000777.

Students will require an *access code for McGrawHill Connect to accompany the text.*

This package is available for purchase at the Pirate’s Bookstore. *The price at the MJC bookstore is less expensive than purchasing only the etext from the publisher’s website.*

Course Description:

This is an introductory study of the environment of management and the basic business management functions: planning, organizing, leading, and controlling.

Catalog description: Concepts of management including managerial roles, ethical and legal issues, motivation and performance, organizational and team dynamics, leadership and motivation, decision making, and communication. Students explore how organizations do or do not function effectively in international and multicultural contexts.

Prerequisites:

There are no prerequisites for this course.

Here is my plan for maintaining **Regular Effective Contact** with you throughout the course:

- I will usually post at least one announcement per week with reminders and other notifications about what is happening in the course and/or on campus.
- I may occasionally participate in discussion board assignments with you but usually, I leave those for you to discuss and give my feedback in the grading comments.
- I will provide you with feedback on your assignments. My goal is to do this within one week but occasionally it may take a little longer. Be sure to check the gradebook for my feedback.
- I may message you if I see you are falling behind or if you miss a major exam. Please let me know if you run into difficulties that prevent your submitting your work in a timely fashion.
- I may reach out to you in other ways as well including phone messages and/or email.

Here are the ways you can make contact with me outside of the Canvas learning environment:

Instructor Contact Information:

Regular contact throughout the semester will occur via the Announcement tool in Canvas. Be sure to check the Announcement section in Canvas as least one per week for important information. I can also be reached via phone or email.

Email:

Communication through Canvas is preferred. If you choose to contact me through MJC email (kroppl@mj.edu), please put “**Busad 240-8787 or 8790**” in the subject line to ensure your email does not get lost in the shuffle. Emails will be returned within 24-48 hours, Monday through Friday, 48 hours on the weekend. If you do not hear back in a timely fashion, please resend your message and/or leave a voicemail.

When communicating via email please include the following information:

Your CLASS and SECTION, Your NAME. It is difficult to answer your question if I don’t have this information.

Phone:

You can call my office phone at (209)575-6168 to leave a voicemail. This voicemail goes directly into my MJC email which is checked periodically throughout the day.

Office Hours: Founders Hall 120-D

See Canvas course for Office Hours. Office Hours are kept current in the **Course Introduction Module** under “**Contact your instructor and peers.**”

Course Learning Outcomes:

Upon successful completion of the Busad 240 course:

1. Identify and briefly define the three major types of managerial skills that managers need.
2. Discuss the four principal managerial tasks. For each, give a realistic business example of how a manager performs this task.
3. Discuss the relationship between ethics and laws and their impact on relevant stakeholders in the management decision process.

Other learning goals include:

1. Evaluate the many factors and influences which have contributed to the development of modern business management theory.
2. Recall vocabulary, ideas, and facts of significance in business organization and management.
3. Compare, interpret, and apply pertinent data and methods in business management.
4. Evaluate factors involved in business decisions.
5. Relate basic requirements and skills of good business management and leadership.
6. Make independent decisions in regard to business policies and operations.

Diversity and Disability:

Disabled Students Services can be found on the web at <http://www.mjc.edu/student-services/disability> . Call 209-575-6225, Fax 209-575-6852 or TTY 209-575-6863. The office can also be reached by email at: mjcdsps@mjc.edu.

Policies and Procedures:

Typical Weekly Schedule:

This course is set up in three Learning Units. Each Unit contains 5 chapters. One new chapter will be opened up each week. All assignments for each week will be listed in the learning module.

Students are expected to turn in assignments on a regular schedule throughout the semester. All assignments are due by 11:59 pm on the Tuesday after they are assigned. This allows a week to complete the chapter assignments.

SmartBook Assignments and Quizzes will be submitted in Canvas using the publisher learning tool, Connect. SmartBook Assignments prepare you for the chapter and should be the first assignment completed for the week. Scores will be available upon completion of assignments. The lowest Connect SmartBook score will be dropped.

Discussions/Voice Threads/Video Questions will be available during the week that the chapter is assigned and require participation in a timely manner.

Three **Unit Tests** will be given after chapter 5, chapter 10 and at the end of the semester. Late exams will be accepted only when missing the test is clearly beyond the control of the student and a late penalty will be assessed. Contact the instructor if a make-up is requested. Unit Tests will be available at the end of weeks 5 and 10, into Saturday of the following week overlapping the next chapter. The final will be available until Friday of finals week. Check the schedule for exact dates on all three tests.

Late Work:

SmartBook assignments may NOT be turned in late, as they are preparation for the chapter. Discussions are interactive and require participation in a timely manner. Discussions and Quizzes submitted late will automatically be discounted 5% for each day that they are late and can only be submitted late until the Unit Test on that chapter is due. Units will close after the Unit Test and make-ups will be available only under extraordinary circumstances. I do realize that life happens. To this end, the lowest Connect Quiz and Connect SmartBook score for the semester will be dropped.

Grading Policy:

Grades will be based upon completion, timeliness and quality of assignments. Grades will be based on the following scale:

Chapter Discussions, VT, Questions (15 pts @)	210 points	90 -100%	= A
SmartBook Assignments (10 pts each)	150 points	80 - 89%	= B
Quizzes (10 pts each)*	150 points	70 - 79%	= C
2 Midterms and Final (100 pts each)	300 points	60 - 69%	= D
Topic Paper (90 pts)	<u>90 points</u>	0 - 59%	= F
Total	<u>900 points</u>		

*low score in category dropped

Academic Honesty:

Students caught copying, sharing work and/or plagiarizing will receive a failing grade on the assignment/test and in the course, as well as possible disciplinary action from the college.

Plagiarism

Some students have trouble understanding what plagiarism is, so let's get that straight right away. Plagiarism includes copying writing or merely ideas from the published or unpublished work of another person without full, clear acknowledgment of the source. If you paraphrase or summarize what someone else has said, you must acknowledge that source even when you put those ideas into your own words. You are plagiarizing if you cut and paste bits and pieces of writing from the Internet or any other source and make it appear as if you wrote those words (i.e. if you don't use quotation marks and cite the source). Plagiarism also includes copying from yourself--that is, turning in material that you wrote for another class.

In this course, plagiarism detection software may be used on assignments you submit. If you're not sure what plagiarism is, check out the [MJC Library "Avoid Plagiarism"](#) page. It includes brief videos and tutorials.

Any assignment where academic dishonesty is involved will automatically receive an F (zero points), which may result in the student failing the course. A report may be filed. For additional information, see the [MJC Standard of Student Conduct webpage](#).

Participation Policy:

Students may add with an online add code during the first two weeks of class. Any student who does not enter the online classroom and complete the Week One Assignments by Tuesday at 11:59 pm of the second week of class will be dropped. At any point during the semester where a student fails to participate in class-which is defined as ***“turning in at least two written assignments (other than a quiz) over a two week period,”*** they may be dropped from the course (i.e. just taking the quizzes is not enough).

Spring Important Dates:

January 18: Martin Luther King Jr. Day

January 24: Last day to drop without a "W"/Last day to drop and receive a refund

February 12-15: Presidents' Weekend (No School)

February 16: Last day to file for Pass/No Pass

April 5: Last day to drop with a "W"

April 26-May 1: Finals Week

A complete MJC Spring calendar can be found at: <http://mjc.edu/instruction/calendar.php>

Trouble Accessing an Online Class?

If you should have trouble logging into Canvas once the semester has started, contact the Helpdesk by email: <mailto:helpdesk@yosemite.edu> or by phone: (209) 575-7900 for assistance with your account. The Helpdesk hours are as follows:

Student Helpline during regular MJC business hours: 209-575-7900

Nights and Weekends Helpline for Students: 844-303-8280

Further information can be found at the Helpdesk Webpage at:
<http://mic.edu/current/studentservices/waystolearn/online/index.html>

For a more complete list of services for students, please refer to the *Student Support Services* page of the *Start Here Module* in Canvas.

Schedule at-a-glance:

Modules 1-5	Jan 11-Feb 20	Unit 1- Chapters 1-5
Module 1	Jan 11-19	Chapter 1. Managers and Managing
Module 2	Jan 19-26	Chapter 2. The Evolution of Management Thought
Module 3	Jan 26-Feb 2	Chapter 3. Values, Attitudes, Emotions, and Culture: The Manager as a Person
Module 4	Feb 2-9	Chapter 4. Ethics and Social Responsibility
Module 5	Feb 9-16	Chapter 5. Managing Diverse Employees in a Multicultural Environment
Unit 1 Test	Due Feb 20	Unit Test 1: Chapters 1-5
Modules 6-10	Feb 16-Mar 27	Unit 2- Chapters 6-10
Module 6	Feb 16-23	Chapter 6. Managing in the Global Environment
Module 7	Feb 23-Mar 2	Chapter 7. Decision Making, Learning, Creativity, and Entrepreneurship
Module 8	Mar 2-9	Chapter 8. The Manager as a Planner and Strategist
Module 9	Mar 9-16	Chapter 9. Value Chain Mgmt: Functional Strategies for Competitive Advantage
Module 10	Mar 16-23	Chapter 10. Managing Organizational Structure and Culture
Unit 2 Test	Mar 27	Unit Test 2: Chapters 6-10
Modules 11-15	Mar 23-Apr 30	Unit 3 - Chapters 11-15
Module 11	Mar 23-30	Chapter 11. Organizational Control and Change
Module 12	Mar 30-Apr 6	Chapter 12. Human Resource Management
Module 13	Apr 6-13	Chapter 13. Motivation and Performance
Module 14	Apr 13-20	Chapter 14. Leadership
Module 15	Apr 20-27	Chapter 15. Effective Groups and Teams
Unit 3 Test	Apr 27-30	Unit Test 3: Chapters 11-15

This syllabus is subject to change as needed throughout the semester.