

# *Principles of Management Course Syllabus*

BUS 49 Section 62Z (Formerly BUS 96)

Online Asynchronous Format

5 Units - Michele Fritz - Fall 2024

## *Contact Information:*

Contact	Details
Office Hours:	Mondays from 1-3 PM on Zoom (Enter the waiting room at the scheduled time using this link: <a href="https://fhda-edu.zoom.us/my/mfritz">https://fhda-edu.zoom.us/my/mfritz</a> .) Tuesdays & Thursdays from 9:45-10:45 AM in F-51J on campus.
Email Address:	<b>fritzmichele</b> at <b>fhda.edu</b> (Please note that Michele has one "L".) You can expect a response within 24 hours, except over the weekend. On the weekend you can expect a response on the next business day.
Telephone:	(408) 864-8615 (Please use Canvas Email for urgent messages as I rarely check voicemail.)
Instructor Web Site:	<a href="http://www.deanza.edu/faculty/fritzmichele/">http://www.deanza.edu/faculty/fritzmichele/</a> My web site contains many tools and resources for students.

## *Course Objectives:*

The purpose of this course is to explore the roles and responsibilities of managers in organizations. The class emphasizes experiential learning and self-inquiry to explore the job of a manager, including the managerial environment, the five functions of management (planning, organizing, leading, staffing, and controlling), decision-making, effective communications, and management ethics. ***This course is normally one of the last taken before completing a degree or certificate program.***

## *Student Learning Outcome Statements (SLO):*

1. Examine the functions of planning, organizing, leading, staffing and controlling.
2. Evaluate and anticipate the potential effectiveness of various management styles, communications, and decisions for a given situation.

## *Materials:*

- **Required Text:** You need a textbook with access to **Connect** to do assignments in this course. The required text is: Kinecki, Breaux Soignet, & Hartnell, ***Management: A Practical Introduction***, McGraw-Hill, 2024. Students can purchase this package in our Canvas course for a low negotiated price (~\$50). You get access immediately. I do not recommend the [Bookstore](#) because it will cost more and they are slow to fulfill orders. If you get the book elsewhere, you still have to purchase **Connect** which costs more than our package. Please note that the

complimentary access to the text will only last a few days. If you drop the course after purchasing the package, you can request a refund from McGraw Hill for 2 weeks using [this page](#).

- **Technology:** The following technology is required in order to access the course in [Canvas](#).
  - You will need a **computer** and **high-speed access** to the Internet to take exams and use the simulations. **A mobile phone or Ipad will not work** for some assignments and exams. There is [help available](#) for students who need technology.
  - You must have a current version of one of the following browsers to take exams: **Chrome, Edge, Opera or Brave**.
  - You will need the [Acrobat Reader](#) or some other PDF viewing application.
  - You will also need a **personal email address** in order to receive important course announcements from Canvas. As soon as the course starts, you should receive an email welcome message from the instructor. If that does not occur, you may need to decrease the security on your email, whitelist the instructor (fritzmichele@fhda.edu), or clear your email account (if it is full). These proactive measures will ensure that you receive all important reminders from your instructor.

### ***Course Requirements:***

- **Smartbook:** Each week you will have one or two chapters to master. You will need to read and answer questions pertaining to those chapters. If you answer incorrectly, the Smartbook will direct you to specific sections of the chapter. You will need to continue until you can answer questions on the material correctly. Completion of these assignments earns you full credit.
- **Video Exercises:** Each week there are videos that provide explanations and illustration of textbook concepts. Some of them will be lectures or standard videos to watch and take notes on key points. Other videos will be an interactive exercise, which will ask you questions requiring that you apply what you have learned from the text and the video. Regardless of the type, you can expect exam questions on these important resources.
- **Mini-Simulations:** This course uses mini-simulations that require you to interact with animated video characters in a management scenario. These will help you apply what you have learned and to practice management skills.
- **Case Studies:** The case studies are challenging assessment exercises designed to determine how much you have learned in a series of modules. These case studies put you in a realistic managerial situation in which you must apply what you have learned about management. Late submission of case studies will be penalized 10%.
- **Discussions:** Some weeks you will be expected to contribute to a class discussion. The discussions allow you to interact and learn from the experiences of your classmates. Managers are often called upon to provide their analysis and insights in meetings, so this is one way you will practice career skills in this course.
- **Examinations:** There will be three exams in the course. The exams cover material from the textbook and supplemental materials (videos, articles, etc.). Your activities during exams will be monitored online. It is essential you read the **instructions** for the exam so you know what is and isn't allowed during the exam and don't violate academic integrity expectations. These tests will be timed, so you will need to know course concepts. You may use your handwritten notes, but you will **not** have the time to look up many things. Any student who misses an exam will be assessed a 10% late penalty per day for taking it late. The schedule is:
  - **Exam 1** (35 points) covers materials in Modules 1 to 3 and is due **11:59 PM on Wednesday of week 3**. (Dates are posted in Canvas.)

- **Exam 2** (40 points) covers materials in Modules 4 to 7 and is due by **11:59 PM on Wednesday of week 8.**
- **Final Exam** (60 points) covers Modules 8 to 11. It is due by **Wednesday of week 12.**

### ***Lesson Plan:***

<b>Week #</b>	<b>Topics</b>	<b>Class Activities</b>
1	What is Management?	Chapters 1 & 2
2	The Global Managerial Environment	Chapters 3 & 4
3	Planning & Strategy	Chapters 5 & 6
4	Decision Making	<b>Exam 1</b> ; Chapter 7
5	Organizing & Change Management	Chapters 8 & 10
6	Human Resource Management & Diversity	Chapters 9 & DEI
7	Communications	Chapter 15; <b>Case Study</b>
8	Individual Psychology	<b>Exam 2</b> ; Chapter 11
9	Fostering Motivation and Teamwork	Chapters 12 & 13
10	Leadership	Chapter 14 (partial)
11	Control	Chapter 16; <b>Case Study</b>
12	Final Exam Week	<b>Final Exam</b>

### ***Tips for Success:***

Here are some ways that you can boost your performance in this class. Please take advantage of them!

- Obtain the textbook and read it. Watch videos posted in the module to understand complex concepts. Most students benefit from taking **handwritten** notes on the text and videos. (Typing notes does not help your brain to process and remember information.)
- Use the **Recharge** feature in the Smartbook to reinforce information from earlier modules.
- Schedule your work to complete tasks on time or early. **Late assignments are penalized**, and the penalties grow the longer you wait.
- Use the **Extra Practice** weekly throughout the quarter to review and prepare for case studies and exams by **testing yourself**.
- Email the instructor when you don't understand something, or drop by Zoom office hours.

### ***Dropping the Class:***

The instructor will drop students who have not logged on or that have missed **any** assignments during the first two weeks. The instructor reserves the right to drop students stopped participating (missing 2 or more assignments) during the first 8 weeks of the quarter. **Other than that, students are responsible to withdraw from the course using the portal.** If you mean to withdraw but do not do the transaction yourself, you can expect a course grade on your transcript.

### ***Academic Integrity:***

Students who plagiarize, submit the work of others as their own, use Artificial Intelligence to write assignments, or cheat on exams will (at a minimum) receive a failing grade on that assignment and be

reported to college authorities. Ignorance is not an acceptable excuse in a college classroom. If you are uncertain what behavior is acceptable, refer to the De Anza web site on [Academic Integrity](#).

**Artificial Intelligence Policy:** For this course, the use of generative artificial intelligence applications, such as ChatGPT, Bard, Jasper, Sudowrite, and Claude, is strictly prohibited.

***Grading Policy:***

Exam and assignment grades will be available in Canvas within a week of the due date. For auto-graded assignments, late penalties will be deducted after they close.

<b><i>If Your Total for the Course is</i></b>	<b><i>Resulting Grade</i></b>
97.5% and up	A+
Over 92.5% but <97.5 %	A
Over 89.5% but <92.5%	A-
Over 87.5% but <89.5%	B+
Over 82.5% but <87.5%	B
Over 79.5% but <82.5%	B-
Over 77.5% but <79.5%	C+
Over 69.5% but <77.5%	C (C- grade does not exist)
Over 67.5% but <69.5%	D+
Over 62.5 % but <67.5%	D
Over 59.5% but <62.5%	D-
< 59.5%	F

***Support:***

<b>Type of Support</b>	<b>How to Get It</b>
<b>Help with Concepts</b>	Email me Mondays through Fridays, or drop by my office hours.
<b>Canvas Technical Support</b>	Click the <b>?</b> icon in the left hand column of your screen in Canvas. There is also technical support available from 5:00 PM to 8:00 AM PST, seven days per week. Call 1-844-592-2207.
<b>Connect Technical Support</b>	Please call: 800-331-5094 or send an email by visiting this website: <a href="https://mh.my.site.com/CXG/s/ContactUsWebForm">https://mh.my.site.com/CXG/s/ContactUsWebForm</a> .
<b>Students who need Accommodations</b>	The video materials and simulations in this multimedia course have captions or written transcripts available. If you need a different type of accommodation, please let your instructor know at the start of the quarter.  De Anza offers many support services to assist students with their needs. If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from the Clockwork app early in the quarter to review how the accommodations will be applied in this course.

