



## COURSE SYLLABUS

**COURSE TITLE:** Principles of Management

**NUMBER/SECTION:** BUSN105 [03C]

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### CONTACT INFORMATION

**Instructor:**

**First Name:** Ruth  
**Last Name:** Whatley  
**Phone Number:** 260-622-6296 (home); 260-413-8981 (cell)  
**Email (Ivy Tech Email):** [rwhatley@ivytech.edu](mailto:rwhatley@ivytech.edu)  
**Office/Campus Location:** Fort Wayne  
**Office Hours:** 1 pm – 6 pm T – F, or anytime on Pronto, Texting, or BB Messages. I will respond ASAP.

**Instructor's Supervisor:**

**First Name:** Tony  
**Last Name:** Ramey  
**Phone Number:** 260-481-2294  
**Email (Ivy Tech Email):** [aramey2@ivytech.edu](mailto:aramey2@ivytech.edu)  
**Office/Campus Location:** Fort Wayne  
**Office Hours:** Check with Business Office for details.

### COURSE OUTLINE OF RECORD

**Prerequisites**

Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENGL 025 Introduction to College Writing II and ENGL 032 Reading Strategies for College II and MATH 015 Fundamentals of Algebra I or MATH 044 Mathematics

**School:** Business

**Program:** Business Administration

**Credit Hours:** 3

**Contact Hours:** Lecture: 3

**Date of Last Revision:** Fall, 2009

**Effective Date of This Revision:** Summer, 2010

**Catalog Description**

Describes the functions of managers, including the management of activities and personnel. Focuses on application of guidance principles in management.

## Major Course Learning Objectives

Upon successful completion of this course the student will be expected to:

1. Define management, managers, and the basic management functions.
2. Evaluate classical, behavioral, and quantitative management theory, as well as identify and describe contemporary management perspectives.
3. Distinguish between the external, task, and internal environments of organizations.
4. Discuss social responsibility, the meaning of ethics in the business setting, and the social audit.
5. Describe the roles of goals and goal setting in the planning process and identify barriers that may interfere with goal setting.
6. Explain the strategic planning process and the process of strategy implementation.
7. List, describe, and apply the steps in the decision making process.
8. Identify and describe the major purposes for and types of forecasting techniques.
9. Discuss the nature of work specialization, departmentalization, and the span of management.
10. Discuss various forms of scheduling.
11. Discuss how organizational activities are coordinated and describe the management of organizational conflict.
12. Assess the nature of motivation and describe motivational techniques and programs.
13. Identify and describe contemporary perspectives on leadership and discuss political behavior and politics.
14. Define international business and recognize different international management strategies.
15. Recognize and understand cultural and individual differences.

## Course Content

Topical areas of study include -

Planning	Decision-making
Organizing	Leading
Motivating	Controlling
Ethics	Technical skills
Team building	Not-for-profit managing
Global economy	Interpersonal skills

## REQUIRED TEXT AND MATERIALS

**Textbook Title: Management**

**Edition: 2nd edition**

**Authors: Bateman and Snell**

**Publisher: McGraw-Hill**

**ISBN:**

**Textbook with Connect: 978-0077-408763**

**Connect: 978-0077-351618**

**Please note:** Because a significant portion of your grade results from completion of Connect-based interactive assignments, it is **absolutely essential** for you to have Connect access in this course. An access code is included when you purchase the new shrink-wrapped textbook bundle through the Ivy Tech online bookstore (see below). If you did not purchase this bundle from the Ivy Tech online bookstore, you can purchase an access code online.

In the event that you experience a delay in obtaining your textbook during the early part of the class, a .pdf version of the first three chapters of the textbook have been posted under the “Resources” tab in the main menu of Blackboard.

If your textbook is delayed, you can still obtain access to Connect for a 21-day free trial period. Simply complete the registration and start the 21-day trial. You can complete your purchase or enter your access code at any time during this 21-day period, but at the expiration of the trial period, you will be locked out of your course until you complete the purchase or enter the access code you received with your textbook.

**Note:** When you register for this trial, you will be asked to choose between ConnectPlus (with the eBook) or Connect (without the eBook). Please select ConnectPlus. Once you make your selection, you will be locked into that choice.

### How to Order Textbook/Materials

All books and materials, unless otherwise noted, should be purchased from the Ivy Tech online bookstore. To order the texts required for this class or any other course, go to <http://www.ivytech.bkstr.com>. Students can order all books and materials for all courses from this site – regardless of whether it is an online or on-campus course.

In the future, it is advised that students order textbooks and materials *before* the start of the semester. Students should use a copy of their course schedule to accurately order books and materials. Schedules can print a copy of their course schedule from Campus Connect at <http://cc.ivytech.edu>.

Students who live in Indiana and surrounding states will normally receive their book order within one day from the time the book is shipped from the warehouse. Paying for overnight shipping on textbook orders from the bookstore is normally not a good use of money as it does not ensure overnight processing of the order – it only ensures that once the book order has been processed, it will be shipped out overnight.

### Technology Needs & Resources

Because this is a web-based course, it is expected that all students who enroll in the course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word).

Please visit the Distance Learning Web site at: <http://www.ivytech.edu/distance> for more information related to technology requirements for online courses. Check with the nearest campus bookstore for educational pricing if additional software is required for this course.

### McGraw-Hill Connect System Requirements and Help Access

To access Connect’s tools and features, you will need an Internet connection and a computer with the following system requirements.

Operating System	Browsers	Plugins/software's
MS XP HE 2002 SP 2	IE7, IE8, Firefox 3.6.16, 4 Chrome 12	Java SE6, Flash 9+, Quicktime 7.5+
MS XP Pro 2002	IE 7, IE 8, Firefox 3.6.16, 4	Java SE6, Flash 9+, Quicktime 7.5.X
Mac OS Leopard 10.5	Firefox 4, Safari 5	Java SE6, Flash 9+, Quicktime 7.5+

Mac OS Snow Leopard 10.6	Firefox 4, Safari 5, Chrome 12	Java SE6, Flash 10+, Quicktime 7.5+
MS VISTA Home Premium edition	IE 8, 9, Firefox 3.6.16, 4, Chrome 12	Java SE6, Flash 10+, Quicktime 7.5+
MS Windows 7	IE 8, 9, Firefox 4, Chrome 12	Java SE6, Flash 10+, Quicktime 7.5+

Recommended Display Resolution: 1024 x 768 resolution or better

Internet Connection: High-speed connectivity preferred / Dial-up connectivity works

**Check My Computer** - To ensure your computer is optimized to use Connect, please follow this URL to check/update your system: <http://connect.mcgraw-hill.com/connect/troubleshoot.do>  
OR click the "Troubleshooting" link at the bottom of the Connect page.

**Connect Technical Support** - Technical support for Connect-related issues is available by either going to the Customer CARE Support website at <http://mpss.mhhe.com/contact.php> or by calling CARE.

**Connect CARE line for Students -**

1-800-331-5094 – Students Press "2"

**Support Hours:**

Sunday: 7:00 p.m. – Midnight

Monday – Thursday: 9:00 a.m. – Midnight

Friday: 9:00 a.m. – 7:00 p.m.

All times are Eastern Standard (Indianapolis) time.

**Connect Student Tutorials and FAQs** – available online at

[http://mpss.mhhe.com/student\\_connect\\_resources.php](http://mpss.mhhe.com/student_connect_resources.php)

To access Connect's tools and features, you will need an Internet connection and a computer with the following system requirements:

**Computer Downloads**

The Connect assignments in this course will also require your computer to have the latest version of Flash.

This can be downloaded at: <http://www.adobe.com/support/flashplayer/downloads.html>

**COLLEGE POLICIES**

**Academic Honesty Statement**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without

permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

### **Copyright Statement**

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

### **ADA Statement**

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If students need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

## **COURSE POLICIES & PROCEDURES**

### **Due Dates & Deadlines**

The Syllabus and Course Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both documents can be found under the “Start Here” button in the course within Blackboard.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the course calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are subject to change.

Students are responsible for timely assignment submission. Should your personal computer system or network go down, you must still turn in your work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting your work before you need to. Local libraries and all Ivy Tech Community College campuses can serve as alternative resources. Contact your campus or other public lab for schedules and Internet availability. Not having access to the required software on your home or work computer is **NOT** a legitimate excuse for turning in homework late.

### **Instructional Method**

**Lectures:** Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings.

**Videos:** Relevant videos will be used to supplement learning and broaden understanding of various concepts.

**Assignments:** Each week's assignments and readings are displayed on the Course Calendar, accessed from the “Syllabus” menu button on Blackboard.

### **Grades**

All grades will be maintained in Blackboard's online grade book. You are responsible for tracking your progress by referring regularly to this grade book. **Please note:** If you have not registered in Connect using

your Ivy Tech email address, your grades cannot be uploaded; therefore, **it is critical that you register for Connect using your Ivy Tech email address.**

### **Make-Up Policy**

If you have a **SERIOUS** problem that can be documented/verified and that keeps you from submitting an assignment or test on time, please contact your instructor immediately. The instructor will determine if the seriousness of your problem warrants an exception to the late assignment rule. Late assignments will be assigned a grade of "0" unless you have received prior approval from the instructor. There are **NO** make-ups for discussion boards.

If, however, you have planned events (vacation, wedding, birth of a child, surgery, etc.), you can work ahead on assignments with prior approval of the instructor. In all cases, communication with the instructor in advance is desired, whenever possible.

### **Last Day to Withdraw**

If a student wishes to withdraw from this course, s/he is responsible for completing an official withdrawal form with the registrar. **The last day to withdraw from this course is JANUARY 20<sup>TH</sup>, 2012**

### **Right of Revision**

The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.

## **COURSE COMMUNICATION**

### **Instructor Commitment**

Ivy Tech Community College instructors are committed to responding to students within two (2) business days. If a student sends communication but does not receive a response, s/he should double-check that the correct communication method was used and that the correct location is being checked for a reply. Students can contact their local Distance Education Support with questions.

Note: Students should carefully review the information below to ensure they are sending and receiving course communication properly.

### **Communication – Messages**

All students must use the **Messages** function of the course for course related communications. **DO NOT** use your Campus Connect email account for class-related communications. Using Messages, you can send and receive information from within the course. **Note:** You can only send and receive these messages when inside the course. Please check MESSAGES frequently. This is the primary method the instructor will utilize for contact with you.

To send a course message, you must be logged into your course. Click on the Communications and Tools button in the main menu of Blackboard. Scroll down until you see "Messages". (Note: Do not use the "Send Email" feature within this section. Use "Messages" only.)

Once you have clicked on "Messages", you will see two folders: Inbox and Sent. The Inbox folder will contain all messages you have received, so look there for messages from your instructor. The Sent folder

will contain all messages that you have sent. You should save sent messages so that you have record of what you have sent.

At the top left corner, above the folders, is the button to “Create Message”. After clicking on “Create Message”, a new window will open. Clicking on the “To” button will open the course roster and allow you to select the name of the person to whom you would like to send a message. Highlight the name of the student or instructor to whom you wish to send a message and click the "right" arrow. The name of the recipient will appear in the Recipients box. Then, type the subject of your message in the Subject line, compose your message, and click on the “Submit” button at the bottom of the screen when you are ready to send it.

### **Online Communication Etiquette**

Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the “Students Rights and Responsibilities” of the student handbook and review common netiquette (Internet etiquette) practices, like those found at <http://www.albion.com/netiquette/>

### **Announcements**

Announcements will be posted on an as-needed basis. This is a great communication tool from the instructor to students and will be used to update course information. Please check announcements at least once each week (twice each week is suggested) to obtain information and updates to the course.

## **ASSIGNMENTS & GRADING**

### **Course Requirements**

Remember, the Course Calendar that is posted under the “Start Here” tab in the main menu of Blackboard is a good way to stay on top of course due dates. Refer to it often. All work must be submitted by the date and time posted in the course calendar. All times given in this course are Eastern Standard Time (Indianapolis time).

### **Class Sessions**

Each session in this course begins on Tuesday at 12:01 a.m. and ends on Monday at midnight, Eastern Standard Time (Indianapolis time), except for the last session, which ends on **Friday** at midnight.

### **Assignments**

Under the “Class Sessions” tab you will find a folder for each session of the course. In each of these folders you will find the learning objectives and the list of learning activities for the session. Each class session folder also contains links to your discussion board assignments and tests.

Please note the due dates in the Course Calendar, which can be found under the “Start Here” tab in the main menu of Blackboard. Assignments must be completed and submitted no later than midnight (Eastern Standard Time) on the due date specified.

### **Grades**

All grades will be maintained in Blackboard’s online grade book. You are responsible for tracking your progress by referring regularly to this grade book. **Please note:** If you have not registered in Connect using

your Ivy Tech email address, your grades cannot be uploaded; therefore, **it is critical that you register for Connect using your Ivy Tech email address.**

### **Tests**

Three (3) online tests will be given during the semester. Each test will consist of 50 multiple-choice questions. When taking a test, please take your time to choose the BEST answer, and be sure *all* questions are answered prior to submitting the test for grading.

Although tests are not proctored, they are set up with a 60-minute time limit. Once you begin the test, you must complete it at that time. If you exceed the allotted time, one point per minute will be deducted from your score. If you attempt to take the tests without adequate preparation, you will find you do not have enough time to finish.

There is to be absolutely no collaboration in any test. Working on tests together is considered cheating, as a test is an assessment of your individual ability.

**Please note:** If you entered Blackboard through Campus Connect, be sure to log out of Campus Connect before starting your test. **Do not use AOL to take the test.** If you do not have Internet Explorer or Netscape, go to [www.mozilla.com](http://www.mozilla.com) and download the free Firefox browser, which interfaces well with Blackboard. Students with dial-up Internet access might find tests load very slowly and that time may run out. If you have dial-up service, it is strongly suggested that you make arrangements to take your tests on campus or at another location with high-speed Internet service.

### **Quizzes**

There are two content-related quizzes in the first class session. The first quiz, worth up to 10 points, covers the syllabus and related course material. The second quiz, worth up to 18 points, assesses your familiarity with the Connect learning platform.

### **Discussion Boards**

All discussion board assignments are outlined under the “Discussions” tab in the main menu of your course, and links to the discussion boards are also provided under the “Class Sessions” tab.

In addition to the Self-Introduction Discussion Board in Session 1 and the Course Feedback Discussion Board in the last session, you will be required to post comments on the discussion board for five (5) self-assessment activities and five (5) Manager’s Hot Seat activities. Each of the Self-Assessment and Manager’s Hot Seat discussion board assignments is worth up to 20 points total: up to 15 points for your initial posting and up to 5 points for your response(s) to classmates.

Your initial posting should consist of a minimum of 4-5 paragraphs, and you must use proper grammar, spelling and punctuation. Any outside sources that you use should be appropriately cited within your posting.

In addition to your initial posting to the discussion board, you will be required to post a substantive response to at least one of your fellow students’ posts. Be sure to address the student to whom you are commenting (for example, Joe, I had a similar experience; however, in my situation... or Susie, I agree with your comments because...). A “substantive” response is one that adds significantly to the discussion by: 1) building on others’ comments, 2) suggesting alternative solutions, 3) pointing out problems or 4)



constructively disagreeing. The depth of your responses to the discussion board topics will determine your grade. For example, a statement such as “I agree with Joe” will earn 0 points.

Guidelines and grading rubrics discussion board assignments can be found under the “Resources” tab in the main menu of your course. Scroll down until you see the file folder titled “Assignment Instructions and Rubrics”, and open this folder.

*No discussion board assignments can be made up.* There are **no** exceptions to this policy, regardless of the reason.

### **Connect-Based Assignments**

There are interactive web-based assignments for each chapter that must be accessed through Connect. You will have two (2) attempts for each of these assignments; the score recorded in the official Blackboard gradebook will be your *best* attempt. Please note that you are not required to attempt each assignment twice, but doing so may improve your score. Instructions on completing these assignments are posted under the “Resources” tab in the main menu of Blackboard.

### **How is My Grade Calculated?**

<u>Grading Event</u>	<u>Points</u>	<u>% of Overall Grade</u>
Tests	300	30%
Orientation activities (quizzes and discussion board)	48	~5%
Self-assessment discussion board assignments	100	10%
Manager’s Hot Seat discussion board assignments	100	10%
Connect-based assignments	252	~25%
Team Building Report	200	20%
<b>TOTAL</b>	<b>1,000</b>	<b>100%</b>

**NO** make-up or extra credit will be available at any time during the course.

### **GRADING SCALE**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

### **ADDITIONAL SUPPORT**

#### **Optional Campus Support**

You are welcome to use the services and equipment available at the Ivy Tech campus most convenient to you. Services include academic advising, equipment, libraries, and tutoring. Please locate the Ivy Tech campus most convenient to you at <http://ivytech.edu/campuses/>

**Library**

The Ivy Tech Library is available to students both on- and off-campus, offering full text journals, books, and other resources essential for course assignments. The Library can be accessed from the “Library” tab in Blackboard or from the “Library” tab in Campus Connect.

**Click for Help**

Log into Blackboard at <http://dl.ivytech.edu> and visit the “Click for Help” tab for information about computer downloads. This tab provides students with important computer information, including security software, viewer software for users without Microsoft products, adobe reader, flash player, java, and more.

**Disabilities Services**

Students with questions or needs for disabilities support services should contact their local Disabilities Support Services director/coordinator. In the future, it is recommended that students contact Disabilities Support Services at least 30 days before the start of the semester. The contact information listed below is for the disabilities support director/coordinator at the instructor’s local campus. For information about disabilities support services at another campus, please visit: <http://ivytech.edu/dss/> or Campus Connect at <http://cc.ivytech.edu>