COURSE OUTLINE

Course Title: BUS 201 – Management Principles and Practices
Instructor: Dr. Kathie Rogers, CPA

Communication: All communication with your Professor will take place within the D2L learning environment – using D2L email.

OBJECTIVES:


COURSE OBJECTIVES
Upon completion of this course the student will be able to:

a. Identify the skills and roles necessary for effective management
b. Explain and relate the basic functions of management (planning, organizing, leading, and controlling) to all levels of management and to the success of the organization
c. Identify and explain the various types of positions and their functions typically found in large organizations
d. Identify the various leadership styles and explain relevant motivational theories
e. Identify and explain several theories regarding the decision making process
f. Relate the concepts of authority, responsibility and accountability to the chain of command
g. Explain the nature of delegation and identify the barriers to delegation
h. Identify major control techniques used in organizations and how they are

PROCEDURES TO ACCOMPLISH THESE OBJECTIVES:

The learning activities for this course include:

a. Viewing/reading/studying lectures and podcasts
b. Studying textbook chapters
c. Posing, evaluating and responding to various management theory application questions
e. Discussing and analyzing questions on various management topics
f. Reviewing various web sites related to management topics

g. Taking weekly quizzes

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE:

To successfully complete this online course, the student must:
a. Attend class by logging into MYSCCC at https://mysccc.sunysuffolk.edu and completing the online assignments, discussions, and quizzes on or before the due dates
b. Participate in class discussions by analyzing and debating various management topics
c. Read/view chapter lectures, videos and podcasts
d. Successfully complete all assignments
e. Take and pass all quizzes as scheduled -

This is not a correspondence course. All deadlines WILL be maintained. No late quizzes or discussions will be accepted. There will be NO make-up exams.

PLEASE NOTE PLEASE NOTE PLEASE NOTE: Your lowest discussion grade and your lowest homework grade will be dropped. If you miss a homework or discussion...the missed item will be dropped instead of your lowest grade. If you miss two items... ONLY ONE WILL BE DROPPED.

GRADING:

Final grade will be a combination of the following:

| 55 | Discussions |
| 45% | 13 Quizzes |

100% Final Grade
All *Discussion* assignments will be graded for length, frequency, and quality of response. Discussion remarks such as "I agree" or "I disagree" or "yes" or "no" are not sufficient responses for an A grade. Each discussion sets forth guidelines for the length and frequency of responses. *(See attached discussion rubric).*

As you finish each discussion, decide if you would submit your responses to your boss or to a client.

Once the Module is ended, it is ended. Late assignments will not be accepted.

**ATTENDANCE/BEHAVIOR POLICY:**

Students are responsible for all that transpires in class whether or not they sign on. All students are expected to:

- Communicate with the instructor electronically
- Login to our online class and participate in class activities and discussions at least twice a week
- Complete all discussions on or before the due date
- Take all quizzes when scheduled

If a student does not participate in online class activities for a period of 7 consecutive days, the student may receive an F grade for the course.

**ACADEMIC DISHONESTY POLICY:**

Students must complete their own assignments. Academic dishonesty includes receiving assistance when taking exams, and someone other than you participating in discussions. Such actions are deemed academic dishonesty by all parties involved. Any student guilty of academic dishonesty will receive a failing grade in the class and be referred to the Dean of Students for further discipline proceedings.

**STUDENT CODE OF CONDUCT:**
Students and faculty share the responsibilities of creating a classroom atmosphere honoring learning; these responsibilities include behaving courteously and respectfully toward one another.

The instructor reserves the right (by college policy) to ask a disruptive or nonparticipating student to leave the electronic classroom. Further, the instructor reserves the right to delete any inappropriate entries from the class website.

Although not all-inclusive, the following actions, activities or behaviors are expressly prohibited: "Unauthorized or illegal use of College computer facilities or equipment, such as hacking; duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of files; unauthorized use of another individual's identification, password or work."

Any student guilty of inappropriate conduct may receive a failing grade in the class, be dismissed from class, and/or be referred to the Dean of Students for further disciplinary proceedings.

**TEXTBOOK:**
Title: Management
Edition: 2010
Author: Bateman/Snell
Publisher: McGraw-Hill Higher Education
## BUS 201 Class Schedule

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<th>TOPIC</th>
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<td>Introductions</td>
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<td>9/24</td>
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<td>Ethics and Corporate Responsibility</td>
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<td>Strategic Planning</td>
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<td>10/8</td>
<td>10/9</td>
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<td>Entrepreneurship</td>
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<td>10/15</td>
<td>10/21</td>
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<td>Organizing</td>
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<td>10/22</td>
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<td>Human Resources</td>
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<td>10/29</td>
<td>11/4</td>
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<td>Diverse Workforce</td>
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<td>11/5</td>
<td>11/11</td>
<td>9</td>
<td>Leadership</td>
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<td>11/12</td>
<td>11/18</td>
<td>10</td>
<td>Motivating People</td>
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<td>☹</td>
<td>None</td>
<td>11/19</td>
<td>11/25</td>
<td>Thanksgiving Break</td>
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<td>11</td>
<td>11/26</td>
<td>12/2</td>
<td>11</td>
<td>Teamwork</td>
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<td>12</td>
<td>12/3</td>
<td>12/9</td>
<td>12</td>
<td>Communicating</td>
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<tr>
<td>13</td>
<td>12/10</td>
<td>12/16</td>
<td>13</td>
<td>Managerial Control</td>
</tr>
</tbody>
</table>

### Discussion Board

- The student discussions threads are a major activity in this course and account for **55% of your final grade**.
- Every student is required to pose **one discussion question each week** of the course, and then to **lead the discussion** on that question. The question you ask should require thoughtful responses, and should address important issues or concepts introduced in the chapter.
- No two questions should be on the same issue – so read the other questions before posting your own.
- The sooner you post your question the better – but you must post within the first five days that the section is open or you will not receive full value for your question. The faculty role is as an observer. I will be reading all messages and will participate as appropriate.
When another student responds to your question, you should respond back to them. Your job is to facilitate the discussion in your discussion thread, so you should probe for additional information and even ask additional questions in order to fully explore the topic you have asked about.

I will evaluate your participation carefully. You must demonstrate knowledge of the material – not just your opinions. Each contribution you make to any of the discussion threads should add something of value to the discussion.

After you post your question, you are required to respond to no fewer than three other student discussion questions. You may respond to as many questions as you want to – but three is the minimum. You are expected to be an active participant in at least these three discussion threads, plus your own, each week. You may (and I hope you will) participate in more than three threads beyond your own.

The questions you ask in the Student-led discussions should be thoughtfully developed and carefully worded. These questions should address issues and/or concepts from the chapter that you find particularly important. I will use the following 4 criteria to evaluate your questions:

1. a. Relevance – your question must be relevant to the material in the unit of study.
   b. Importance - your question must address a significant issue in the module.
   c. Originality – you must not ask a question that is essentially the same as a question posed by another student.
   d. Timely – Your question must be posted early in the module so that the other students have an opportunity to respond and you have time to facilitate a good discussion thread.

2. Your responses to questions posed by yourself and by the other students will be evaluated, and quality points awarded, based in part on the following 4 criteria:
   a. Is your answer correct?
   b. Is your answer thorough?
   c. Is your answer relevant and focused – to the point?
   d. Is your answer well-organized and well written?

At the conclusion of each module, I will grade your discussion performance based on the number of points you have earned. Please see discussion "rubric" for how your discussion will be graded.

You must participate in at least 3 other student-led threads in addition to your own during each week to be eligible for full credit in that unit.
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- Your best strategy is to submit your question early, and post as many high quality responses as you can in each discussion. Then, if you are not earning discussion grades that are as high as you would like, you will know that you must work harder in future weeks. Please note, the number of quality points I award for your discussion questions and responses is not negotiable.

- Merely posting 3 posts – plus your own question is a minimum requirement – equal to a grade of “D”. If you wish to earn a higher grade – please take careful note of the grading rubric below.

- Remember, each student is responsible for leading a discussion in each module as well as participating in at least two other students’ discussions to be eligible for full credit. The quality of your discussion thread can be influenced by the feedback you give to the students who post to it. Three things determine the quality of a discussion thread:

1. The quality of the initial discussion question you ask. I have given some specific guidelines above. The better your question is, the more points you will receive. Note: If you do not submit your question on time (that is, within 5 days) no quality points will be awarded.

2. The quality of the response posts. Some students will make thoughtful and informative posts to your discussion, and some will give minimal responses. I grade the quality of the posts, and that grade influences your grade in the course. However, you should provide feedback to other students too in the form of a well-stated response. If a student posts a high-quality response, let them know. And, if a student posts a low quality response, you should tell them.

3. The level of participation in and depth of the discussion thread. More high-quality discussion and participation from more students creates a more valuable thread. Keep in mind, however, that I will continually be evaluating your participation in the threads using the question and response criteria noted above.

PLEASE NOTE:

Merely posting 3 times – plus your own question is a minimum requirement – equal to a grade of “D”.
If you wish to earn a higher grade – please take careful note of the grading rubric below.

### DISCUSSION GRADING RUBRIC

#### Discussion Board Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>A (9-10) Outstanding:</th>
<th>B (8-8.9) Proficient:</th>
<th>C (7-7.9) Basic:</th>
<th>D/F (0-6.9) Below Expectations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical Thinking</strong></td>
<td>• rich in content full of thought, insight, and analysis</td>
<td>• substantial information thought, insight, and analysis</td>
<td>• generally competent information is thin and commonplace</td>
<td>• rudimentary and superficial no analysis or insight is displayed</td>
</tr>
<tr>
<td><strong>Connections</strong></td>
<td>Clear connections: • to previous or current content • to real-life situations</td>
<td>• connections are made not really clear or too obvious</td>
<td>• limited, if any connections vague generalities</td>
<td>• no connections are made off topic</td>
</tr>
<tr>
<td><strong>Uniqueness</strong></td>
<td>• new ideas • new connections • made with depth and detail</td>
<td>• new ideas or connections lack depth and/or detail</td>
<td>• few, if any, new ideas or connections rehash or summarize other postings</td>
<td>• no new ideas &quot;I agree with…”statement</td>
</tr>
<tr>
<td><strong>Timeliness</strong></td>
<td>• all required postings early in discussion • throughout the discussion</td>
<td>• all required postings some not in time for others to read &amp; respond</td>
<td>• all required postings most at the last minute without allowing for response time</td>
<td>• some, or all, required postings missing</td>
</tr>
<tr>
<td><strong>Stylistics</strong></td>
<td>• few grammatical or stylistic errors</td>
<td>• several grammatical or stylistic errors</td>
<td>• obvious grammatical or stylistic errors errors interfere with content</td>
<td>• obvious grammatical or stylistic errors makes understanding impossible</td>
</tr>
</tbody>
</table>