

CENTRAL OHIO TECHNICAL COLLEGE
DEPARTMENT OF BUSINESS
BUSINESS MANAGEMENT TECHNOLOGIES
Spring Quarter, 2008
March 26, 2007 to June 10, 2007
SYLLABUS PART I
On-line

Course Title:	Principles of Management
Course Number:	2021
Credit Information:	4 Credit Hours 4 Contact Hours
Course Prerequisites:	None
Instructor:	Bonnie Buchanan, Instructor e-mail – bbuchana@cotc.edu Office – Hopewell 153 Phone number: (740)366-9406 or 800-9Newark ext. 406 Office hours: Posted on faculty web site
Textbook:	Lewis, Goodman, Fandt, Michlitsch. (2007). <u>Management: Challenges for Tomorrow's Leaders</u> . (5th edition). Thomson- Southwestern
Packet:	Online Access Code Component NOTE: Whenever following links on the Internet, please keep two things in mind: 1) the error message “no DNS entry” usually means that the server you are trying to reach is temporarily or permanently unavailable, and 2) pages and links change frequently. Be sure to try the link again at a less busy time before reporting to your professor it is a bad link.
Sign-on:	The website address for the online course is http://webtutorsummer.blackboard.com . You will need an access code, which should come with your text, to create a log-on and password. To complete the course you will need access to a computer, knowledge of signing on your COTC e-mail account, and e-mail skills. You should bookmark the website as a favorite. Please take the time to get familiar with the website.
ITS Resources :	Tech Connect

<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Course Description: The basic functions of management are planning, organizing, leading, and controlling. The course examines these four functions in considerable detail, and attempts to give the student insight and perspective on management in action. There is an emphasis on current case materials so the student can relate principles to real world management problems. Refer to syllabus II for further details of course goals.

Virus Policy: All e-mail sent within the website and through COTC is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted. It is the student's responsibility to ensure that a virus free assignment is delivered on time to the professor.

General Policy: This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students.

Students are expected to initiate contact with the instructor. Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format.

As part of COTC's requirement to have accurate course attendance records, you are required to contact the professor by the end of the first week of the quarter. You must provide the following information:

- *Full name which is used for COTC records and any nickname you want to be used.
- *E-mail address
- *Confirmation that you have accessed the web site using the login and password information that is provided with your book and you have navigated through the web site and understand how to utilize all the resources. Regular attendance will be monitored through your participation in class interactions and your completion of assignments.

Participation Points:

Class participation is considered very essential to successful performance in this course. Each assignment will be graded based on the participation of each student with the exercise. Note that participation points are NOT automatically awarded to students simply on the basis of their presence in the class. Students will be expected to read all assigned materials and be prepared to participate in discussions related to course material.

Evidence of active participation by a student is defined broadly as:

- *Offering relevant comments and questions that are aligned with the topic at hand.
- *Participation in chat activities and discussion board discussions.
- *Evidence of clarity, accuracy, precision, relevance, depth, breadth, logic, significance, and ethics will be assessed.

Assignment Due Dates:

Weeks for the quarter begin on Monday and end on Sunday. Assignments are due Sunday by midnight of the current week

Any late assignments/tests will automatically be penalized 30%. NO assignments or tests will be accepted more than one week late unless there is an emergency situation.

Communications:

Students should plan to communicate with the instructor and with other classmates regularly throughout the course. Post any questions to the class discussion board. The instructor or other students from the class will then have the opportunity to post a response for the entire class to view. Students may also communicate with the instructor and other classmates by using the class chat room for informal, real-time discussions.

For individual issues, students should contact the instructor directly by e-mail or telephone. E-mail and telephone messages will normally be answered within 48 hours. Among these communications options, students can expect e-mail to provide the fastest response. Please put the assignment in the subject line.

Students are required to make sure they post to the correct discussion board as well as identify the class they are in any email as well as the assignment being turned in. Communication with the instructor is essential to the student's success and the chat room office hours are

available every week for every student.

Regular attendance will be monitored through your participation in class interactions and your completion of assignments.

Plagiarism: All of the work of the student will be in their own words and will not be copied from the work of another. If work is copied it will be handled according to College Policy.

Quizzes: There will be 16 quizzes that will be required to take. They are listed in the assignments throughout the quarter. Each quiz is worth 24 points.

As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, projects, papers, etc. may be used. The data gathered will not identify individual students and is not related to the student's grade for the course, but will be used to improve student learning at COTC.

Disability Statement: Any student with a documented disability, which may require special accommodation, should self-identify to the instructor as early as possible in order to receive effective and timely accommodations.

Course Evaluation: The student's final grade for this course will be determined on the following basis:

Individual assignments:	270 points
Group Assignments:	165 points
Peer Evaluation:	10 points
<u>Quizzes</u>	<u>(17X24pts) 408 points</u>
Total:	853 points

Withdraw Date: The last day to drop or withdraw and receive a grade of "W" is located in the College Catalog.

Grading Scale:	<u>Total points</u>	<u>Grade</u>	<u>Total points</u>	<u>Grade</u>
	853 to 801	A	647 to 631	C
	801 to 767	A-	630 to 597	C-
	766 to 742	B+	596 to 571	D+
	741 to 716	B	570 to 545	D
	715 to 682	B-	544 to 511	D-
	681 to 648	C+	510 or less	E

Student Responsibilities:

This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students.

Students are expected to initiate contact with the instructor. Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format.

Students are required to make sure they post to the correct discussion board as well as identify the class they are in any email as well as the assignment being turned in.

Communication with the instructor is essential to the student's success and the chat room office hours are available every week for every student.

Regular attendance will be monitored through your participation in class interactions and your completion of assignments.

Assignments:

The individual assignments will consist of Internet, library, research, or critical thinking.

The group assignments will require each person to participate in the work assigned. They will consist of Internet, library, research and group thinking exercises. Group exercises may request you to bring information back to the classroom, etc. You are required to complete the assignments as a group through emails, chat, etc and answer the questions appropriately.

All assignments are at the end of each chapter and are listed in each week assignments. Each assignment is to be completed by Sunday of the week listed.

Group chats as well as discussion board posts need to be utilized by the group to put your group assignments together and will be part of the groups overall grade based on utilization of the chat rooms and communication of the members

All assignments will be graded based on the following: 40% - Relevance + 30% content + 15% grammar + 15% turning the assignment in on time.

COURSE ASSIGNMENTS:

---All chapters should be read before completing assignments---

WEEK 1: March 26 to April 1

Syllabus and website review

Individual Assignment – access and registration to the website and review of website – 10 pts.

Chapter 1 Individual assignment, “Now Apply It”, page 18
Post to the discussion board a summary of your score, if you agree with the test, and what you would like to learn from the course-20 points.

WEEK 2: April 2 to April 8

Chapter 2 Individual assignment - Read the case on page 53 and answer questions 1 & 2 – respond to 1 other student post -20 points. (ALL RESPONSES TO OTHER POSTS EQUALS 1/3 OF THE POINTS FOR THE ASSIGNMENT – GIVE DETAIL, DEPTH AND UNDERSTANDING IN EACH THAT IS ASSIGNED).

Chapter 3 Individual Assignment - Post to Chapter 3 - discussion board – 15 points.

Complete quizzes Chapters 1, 2, and 3 – each quiz worth 24 points.

WEEK 3: April 9 to April 15

Chapter 4 Individual assignment, 4.2 – Developing a Strategic Analysis- page 114 – answer questions 1, 2, 3 and email response to professor – 25 points. ALL EMAILS HAVE TO INCLUDE THE CLASS AND ASSIGNMENT IN THE SUBJECT LINE - POINTS WILL BE DEDUCTED IF THIS ISN'T DONE FOR ALL ASSIGNMENTS

Chapter 5 Individual assignment, “Discussion Questions”, #3, page 138 – post to the discussion board and respond to 2 other student posts – 25 points.

Groups will be assigned and set up by April 15th.

WEEK 4: April 16 to April 22

CONTACT GROUP MEMBERS – DECIDE HOW YOU WILL COM-MUNICATE – I.E., E-MAIL, DISCUSSION BOARD, CHAT ROOMS AND DETERMINE A DIFFERENT LEADER FOR EACH WEEK THAT YOU HAVE A GROUP ASSIGNMENT.

E-mail instructor leader for each week. GROUP MEMBERS

RESPONSIBILITIES, LEADERS, CHAT TIMES AND DISCUSSION BOARD UTILIZATION MUST BE SET UP BY APRIL 20 AND EMAILED TO PROFESSOR WITH AGREEMENT AND INPUT FROM ALL GROUP MEMBERS – 20 POINTS

Chapter 6 Individual assignment Post to Chapter 6 discussion board and respond to one other student post – 20 points.

Chapter 7 Group assignment page 208-209 – Questions 1,2,3,4 post to the discussion board – 40 points.

WEEK 5: April 23 to April 29

Complete quizzes Chapters 4, 5, 6, and 7 – each quiz worth 24 points

Chapter 8 Group Assignment - Post to Chapter 8 discussion board and respond to 1 other group post – 25 points.

WEEK 6: April 30 to May 6

Chapter 9 Individual Assignment - Post to discussion board answers to question #5, Discussion questions page 261 – 15 points.

Chapter 10 Group Assignment - Post to Chapter 10 discussion board as a group – 20 points.

WEEK 7: May 7 to May 13

Chapter 11 Individual assignment, Discussion Question, #1, page 312 –post to the discussion board and respond to 2 other student posts – 25 points.

Complete quizzes Chapters 8, 9, 10, and 11 – each quiz worth 24 points

WEEK 8: May 14 to May 20

Chapter 12 Group Assignment – Discussion Question #3 – post as a group to the discussion board and respond to 1 other group post – 30 points.

Chapter 13 Individual Assignment – Experiential Exercise 13.2 – page 368-369 – post to the discussion board your answers with an analysis of assessment- 20 points.

WEEK 9: May 21 to May 27

Chapter 14 Individual assignment, “Ethics: Take a Stand”, page 397, Questions 1,2,3,4,- email to professor – 25 points.

Chapter 15 Individual assignment, Discussion Questions, #3, page 427- post to the discussion board and respond to 1 other student post – 30 points.

WEEK 10: May 28 to June 3

Chapter 16 Group Assignment – Discussion question #6 – post to the discussion board and post to 1 other group post – 30 points.

Chapter 17 Individual Assignment Post to the Chapter 17 discussion board – 20 points.

Complete quizzes Chapters 12, 13, 14, 15, 16 and 17 = 24 points each.

PEER EVALUATION DUE BY EACH INDIVIDUAL STUDENT ON MONDAY
JUNE 4th - 10 pts.

***If you are a prospective June Graduate, you MUST notify the instructor by the end of
Week #2***