

Principles of Management Course Syllabus

Spring 2024 BUS 96 Section 64Z

Online Asynchronous Format

5 Units - Michele Fritz

Contact Information:

Contact	Details
Office Hours:	Mondays from 1-3 PM on Zoom; Tuesdays & Thursdays from 9-10 AM on Zoom; Enter the waiting room at the scheduled time using this link: https://fhda-edu.zoom.us/my/mfritz .
Email Address:	fritzmichele at fhda.edu (Please note that Michele has one "L".) You can expect a response within 24 hours, except over the weekend, when I do not check email. 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:	http://www.deanza.edu/faculty/fritzmichele/ My web site contains many tools and resources for students.

Course Objectives:

The purpose of this course is to introduce the student to 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 Toolwire Simulation Code:** We will be using 5 simulations in this class. These are required assignments in this class. You will need to **purchase an access code to Games for BUS 96-Management online** from the [De Anza Bookstore](#) or directly from the publisher using the link on our Canvas home page. We will use the first simulation in **Week 1** of the quarter, and no extensions will be granted for failure to obtain materials.

- **Required Text:** You absolutely need a textbook for this course. We will be applying concepts from the textbook in simulations and case studies. The required text is: Mosely, Mosely, & Pietri, *Supervisory Management: The Art of Inspiring, Empowering, and Developing People*, 10th ed., Cengage, 2019. I have negotiated the cheapest e-book 4-month rental option, which you can purchase in our Canvas course for less than \$35. You can also order via the [De Anza Bookstore](#) but it will cost more. Do not use a prior version of the text.
- **Accommodations:** Please see **Support** section at the end of this document if you need special accommodations for this multi-media course.
- **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 tablet (except a Chromebook) will not work** for assignments. There is [help available](#) for students who need to obtain a computer.
 - You must have a current version of the free [Chrome](#) browser to use the simulations.
 - 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 or empty your email account (if it is full). These proactive measures will ensure that you receive all important reminders from your instructor.

Course Requirements:

- **Reading:** Each week you will have one or two chapters to master. You should read the assigned text chapter and any supplementary articles. It is strongly recommended that you use the slide presentations posted in each module to take notes on the reading.
- **Discussions:** Some weeks you will be expected to contribute to a class discussion. The discussion assignments choices 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.
- **Videos:** Each week there are videos that provide explanations and illustration of textbook concepts. Some of them will be 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.
- **Toolwire Simulations:** Some weeks we will use an interactive simulation. The five simulations will require you to apply concepts from that week's reading. Several of them require you to interact with video characters in a simulated management situation. The simulation will grade your responses but you can retry it as many times as you want before the deadline, to maximize your score. Your percentage in the simulation will be converted into 10 points in Canvas. Students are required to download and save a completion report to guard against network issues affecting their grades.
- **Case Studies:** The case studies are important assessment exercises designed to determine how much you have learned in a module or 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%.
- **Examinations:** There will be three exams in the course. The exams cover material from the textbook and supplemental materials (videos, articles, simulations, 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 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 Sunday 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 Sunday of week 7**.
- **Comprehensive Final Exam** (60 points) covers major concepts from Exams 1 and 2 and materials in Modules 8 to 11. It is due by **Wednesday of final exam week**.

Lesson Plan:

Week #	Topics	Class Activities
1	What is Management?	Chapters 1 & 12 (partial). Need your access code for first Toolwire Simulation .
2	The Managerial Environment and Planning	Chapters 9 (partial), Chapter 2, & strategy articles;
3	Decision-Making and Ethics	Chapter 3; Exam 1 .
4	Meetings and Organizational Structure	Chapters 10 & 4;
5	Delegation	Chapter 5;
6	Human Resource Management	Chapters 15 & 16 (partial).
7	Motivating Diverse Employees	Chapter 7; Exam 2
8	Leadership and Emotional Intelligence	Chapter 8
9	Coaching and Managing Teams	Chapters 11 & 9
10	Controlling	Chapters 13 & 14 (partial)
11	Communications	Chapter 6
12	Final Exam Week	Final Exam

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 to process and remember information.)
- Use the **Stop and Think** features in the textbook to digest and apply information while you read.
- Schedule your work to complete tasks on time or early. **Late assignments are penalized**, and the penalties grow the longer you wait.
- **Keep retrying the Toolwire Simulations** until you earn a high percentage score or the assignment closes.

- Use the **flashcards** of key terms in Canvas to help you prepare for case studies and study for exams by **testing yourself**.
- Email the instructor when you don't understand something, or drop by Zoom office hours.

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.

<i>If Your Total for the Course is</i>	<i>Resulting Grade</i>
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

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. Use of 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.

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 grade for the course on your transcript.

Support:

Type of Support	How to Get It
Help with Concepts	Email me Mondays through Fridays, or drop by my zoom office hours.
Canvas Technical Support	Click the ? 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.
Simulation Technical Support	(For technical simulation problems or access code issues) Email support@praxisai.freshdesk.com . To turn on closed captions in the simulations, click on the small "settings" wheel in the top right hand corner and select closed captions in the box that appears. (Praxis bought Toolwire sims.)
Online Education Center	Home Page: http://www.deanza.edu/online-ed/ Phone: (408) 864-8969. Hours of operation are posted on the page under the link "About Us."
Students who need Accommodations	<p>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.</p> <p>The Keeping Control Hotel Case Study has a lot of material in graphical format. If you are visually impaired, please ask the instructor for accessible versions of those charts before starting that assignment.</p> <p>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.</p>