

HENRY FORD COMMUNITY COLLEGE
SYLLABUS FOR MANAGEMENT 230 - ONLINE
FALL 2007

COURSE NUMBER: MANAGEMENT 230
COURSE TITLE: PRINCIPLES OF MANAGEMENT
INSTRUCTOR: Corinne S. Asher, CPA, MBA
OFFICE LOCATION: L 319 B
OFFICE HOURS: See explanation below
E-MAIL: casher@hfcc.net

ALL EMAILS WILL BE RETURNED WITHIN 36 HOURS OF RECEIPT DURING THE WEEK AND WITHIN 3 DAYS IF EMAILED ON FRIDAY, SATURDAY, OR SUNDAY.

PHONE: (313) 845-9867

ALL PHONE CALLS WILL BE RETURNED WITHIN 36 HOURS OF RECEIPT DURING THE WEEK AND WITHIN 3 DAYS IF A MESSAGE IS LEFT ON FRIDAY, SATURDAY OR SUNDAY.

NOTE: Please speak clearly and slowly when leaving a message so that I can understand you and return your call. Also, if I reach your answering machine and you have an offensive recording, please be forewarned that I will hang up and not leave you a message.

TEXTBOOK(S): Management, a practical introduction. Kinicki & Williams, Edition 2e, McGraw-Hill Irwin, 2006.

CATALOG DESCRIPTION:

A study of the functions, principles, and philosophy of modern management, as well as the nature and structure of organizations. Brief consideration also is given to recent developments in corporate decision making and styles of managerial leadership.

GOAL STATEMENT:

Students will acquire knowledge and extend their analytical and problem solving skills relative to current business management theory and practice. Students will individually and in groups demonstrate orally and in writing their understanding of planning, organizing, empowering, changing, and controlling organizations. They will be exposed to current problems in business ethics and business practice in a global economy.

MEASURABLE OBJECTIVES:

1. Define the four functions of management.
2. Explain the impact of the external environment and its impact on the annual business plan cycle.
3. Discuss the steps in individual decision-making.

4. Explain the proper use of group-decision making.
5. Define and discuss the varying corporate levels and their roles in the planning process.
6. Discuss the keys to effective strategy implementation.
7. Discuss the role and importance of ethics in managerial decision-making.
8. Identify and describe the skills and strategies required to manage effectively in a foreign country.
9. Explain the process of starting a new venture including the ingredients of a good business plan.
10. Discuss the process by which organizations change their structure to become more effective and efficient.
11. Explain the importance of corporate responsiveness.
12. Explain the role of human resources management.
13. Discuss the role and importance of diversity within an organization.
14. Define leadership and the different styles of leadership.
15. Explain the difference between management/supervision and leadership.
16. Discuss the process of developing leaders.
17. Discuss motivational theory and its application in an organization.
18. Discuss the steps in forming and motivating a team.
19. Define the various forms of communication. Discuss the advantages and disadvantages of each.
20. Discuss the purpose of controls.
21. Describe the types of managerial controls that can be utilized.
22. Discuss the role of technology in today's business environment and the management of technological change.
23. Discuss continuous learning including the steps required to develop it as a strategic objective.

OFFICE HOURS:

Office hours are posted on my office door. I will be on Campus during those times, but I could be in meetings, or assisting a student. I would encourage you to call or email me to arrange a meeting if needed, so that you do not make a Campus visit only to be disappointed.

GRADING STANDARDS & PRACTICES:

Type of Performance: Final grades are based on exams, Critical Thinking Exercises, and Discussion Board Postings.

Note: Final grades will be determined based on the following weight:

	POINTS	PERCENT
Exams (3 @ 100 points)	300	30%
Critical Thinking Exercises (15 @ 30 points)	450	45%
Discussion Board Postings:		
Introduction and Student Union (2 @ 15 points)	30	3%

Weekly Chapter Postings –			
15 weeks initial posting (15 @ 5 points)	75	7.5%	
30 THOUGHTFUL responses			
To fellow student postings: 30 @ 5 points)	<u>150</u>	<u>15%</u>	
Total	<u>1005</u>	<u>100.5%</u>	

Make-Ups and Rewrites: All units are available for 1 week. The instructor cannot extend the period for any one student.

Rewrites - **No** rewrites are allowed.

Extra Credit - There is no opportunity to earn extra credit, because there is plenty of opportunity to earn credit.

Grading Scale:

A = 94 - 100	B = 84 - 86	C = 74 - 76	D = 64 - 66
A- = 90 - 93	B- = 80 - 83	C- = 70 - 73	D- = 60 - 63
B+ = 87 - 89	C = 77 - 79	D+ = 67 - 69	E = <60

DESCRIPTION OF ASSIGNMENTS

Exams – There will be 3 tests throughout the term – each covering 1/3 of the class material per the schedule. Testing consists of multiple choice questions. The test is timed and is only available for the week indicated in the class schedule. Once you have begun the exam you only have 1 hour to complete it.

Critical Thinking Exercises – Every week you are expected to read the assigned chapter(s) and answer the questions identified for the Critical Thinking Exercise. There is an online form on which to submit your thoughtful and well written response. Grading will be determined based on the quality and depth of the student’s answer. Please keep in mind that quality answers require at least 250 words to answer the questions.

Discussion Board Postings:

A. Introduction – Per the example started by your instructor, students are expected to submit a posting. Just as in the face to face class, I ask students to share with us what you are “passionate” about. This is **NOT** a “Persuasion Speech” – it is just a nice way to get to know a bit about each other.

B. Student Union – In a face to face class, there would be informal chit-chat before the class starts and after it ends. Human beings are social creatures, we like to connect – chat about what we did on break, movies we have seen, the weather, what

other classes we have enjoyed, etc. So, I would like to provide you with this same opportunity. Posting 1 time earns you the 1.5% of the total points specified above. If you would prefer not to participate, simply post “Hi” one time and I will award you the points. No matter how many times you choose to participate, you only earn points for your first posting!

C. Weekly Discussion Board Chapter Postings – There is a weekly discussion board posting required. The question relates to something in the chapter, or something related to the chapter. (Could also be an ethics question.) Up to 5 points can be earned for your initial thoughtful and well written posting. Up to 10 points can be earned for BOTH (2 postings at 5 points each) of your thoughtful and well written responses to someone else’s posting.

PACKETS

Packets are readings, activities, and assignments for a particular week. You will be able to access a course packet every Monday morning at 9:00 AM. The packet will provide details regarding the readings required for that particular week as well as specifics for the activities and/or assignments that are due for that week. All of the activities and assignments from that packet will be due the following Monday at 9:00 AM.

PARTICIPATION AND DROP POLICY

Students are expected to complete all weekly assignments and activities contained within this course. Penalties may be imposed, at the discretion of the individual instructor, whenever the quality of the student’s work has been affected by non-participation and non-completion of course assignments and activities.

Drop Policy

The official college policy for a “no record” drop is September 5, by 4 pm EST. The last day to withdraw from courses is November 8.

Tuition Refunds

Refunds on tuition and fees (except registration fees) may be obtained on all classes of fifteen-week duration officially dropped according to the following schedule:

100% if dropped by August 30.

50% if dropped by September 5.

No tuition refunds are given after the end of the second week of classes and no exceptions are made for students who enter late. Courses of other than fifteen-week duration have differing refund schedules. Details may be obtained in the Office of the Registrar. Students receiving federal financial aid have additional refund options available to them. They should review the brochure Financial Aid Information Guide and Consumer Information Supplement, available in the Financial Aid Office.

ONLINE CONDUCT BEHAVIOR

A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.

B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:

Personal correspondence should be conducted elsewhere.

Treat and respect others as you would like to be treated.

“Flaming”, an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.

Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.

HFCC's computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm>.

Students are responsible for completing their own online course work.

POLICY ON ACADEMIC DISHONESTY (Cheating)

Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses. Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism (using another person's work without acknowledgment);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly. If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript.

The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action. If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

STUDENT SUPPORT SERVICES

Instructional Technology

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 3, 4, or 5 or via e-mail at signorelli@hfcc.edu, kolin@hfcc.edu, or drinaldi@hfcc.edu. . Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

Media Center

Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

Assisted Learning Services

The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

Learning Lab

Located on the second floor of the Learning Resource Center, the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math.

Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.