

Midstate College
411 West Northmoor Road
Peoria, Illinois 61614
(309) 692-4092 (800) 251-4299
Spring 2019

Course: BUS 204 Principles of Management

Credit: 4 Quarter Hours

Method of Delivery: Day Flex

Course Description: A study of the administration, staffing, ethics, and control techniques of modern business. Objectives, policies, functions, problems, and interpersonal relationships are studied to provide the student with an understanding of the nature of managerial work and role of managers in today's business enterprise. An evaluation will be done of historical and modern day theories to help the student formulate his or her most effective management style.

Prerequisite(s): None

Text(s) and Manual(s): Management Now

Author(s): Andrew W. Ghillyer

Publisher: McGraw-Hill Higher Education, ISBN: 978-0-07-337729-2

Materials Needed for this Course:

Additional Supplies: n/a

Hardware/Software and Equipment: Minimum system requirements to participate in eLearning at Midstate College.

Topics:

1. Managers and Entrepreneurs
2. Evolution of Management Thought
3. Changing Environment of the Workplace
4. International Management and Cross-Cultural Competence
5. Management's Social and Ethical Responsibilities
6. Basics of Planning and Project Management
7. Strategic Management
8. Communicating in the Internet Age
9. Group Dynamics and Teamwork
10. Change, Conflict, and Negotiation

Learning Objectives: Upon completion of this course, the student will be able to:

1. Identify and be able to apply the three types of planning within an organization.
2. Describe and apply the five approaches to management thought.
3. Understand the strategic management process.
4. Outline management and the five components.

5. List and explain the five key actions managers can take to maximize the use of an employee.
6. Assess a company's capability profile and show the threats and weaknesses.
7. Comprehend the two forms of communication within an organization.
8. Analyze the four characteristics of an organization and their use.
9. Summarize the elements of effective delegation.
10. Distinguish between the five bases of power within an organization.

Midstate Grading Scale:

90 % – 100 % A

80 % – 89 % B

70 % – 79 % C

60 % – 69 % D

0 % – 59 % F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original

source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100;
studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Flex Learning: Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

Instructor:

Name: Dr. Leah Grebner

Office: Room 234

Phone: (309) 692-4092

Midstate e-mail: lgrebner@midstate.edu

Office Hours: posted on website

Policies and Procedures:**Computer Problems and Saving Work:**

Computers are known to break down and do other unpredictable things. You are responsible to take all precautions and have contingency plans in place in case of such mishap. Computer problems are not valid excuses for late work. It is recommended that you create and save back up files to either a CD or another electronic storage device for every piece of work you complete for this class. Saving duplicate copies of your work to an external device will ensure that a computer glitch or a glitch in cyberspace won't erase your efforts. If you have problems, please contact Technical Support (1-309-692-4883) immediately.

Participation Requirements: The material presented in this course is highly involved, and builds upon itself. Regular attendance is strongly urged, as once a student falls behind it can be extremely difficult to catch up.

Requirements for Completing the Course:

- Assigned homework must be done, and regular attendance will also be taken into consideration.
- Students are responsible for completing reading assignments.
- I will not accept any assignment not completed electronically using 12pt font.
- Late work must receive prior approval from instructor for the work to be submitted.
- For late work, extenuating circumstances must apply and a minimum of 10% or one letter grade will be deducted for all late work approved by the instructor.
- Each week closes on the following Monday at 8 a.m.
- For Weekly Discussion Forums, a student must have an initial post, and two additional posts replying to two other students to receive full credit.
- All (Q&A, essays, etc.) written work must be in APA format, including in-text citations and a reference page. Any time you are citing a fact or concept that was not your own work, you must cite the source.
- Students are expected to follow basic etiquette in online interaction as outlined in the Student Guide to eLearning.

Examination Information: The course will have a midterm and final exam. Each exam will consist of multiple-choice, true/false, fill-in and essay questions.

Methods of Evaluating Student Performance (maximum point totals included for each):

- Assignments = 128 points
- Discussion Forums = 200 points
- Summary Forums = 200 points
- Four Sets of Research Questions = 180 points
- Turnitin Rough Draft Dropbox = 15 points
- Turnitin Final Paper Dropbox = 15 points
- Writing Rubric for Research Paper = 48 points
- Presentation Rubric for Research Paper = 24 points
- Midterm exam = 90 points
- Final exam = 100 points

Instructor's Grading Scale:

- 900 – 1,000 points = 90 % – 100 % A
- 800 – 899 points = 80 % – 89 % B
- 700 - 799 points = 70% – 79 % C
- 600 – 699 points = 60% – 69 % D
- Below 600 points = 59% or below = F

ELEARNING DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting <ul style="list-style-type: none"> • Answers the minimal requirements of the question without supporting evidence = 1 point • Minimal posting with supporting evidence = 3 points • Complete posting with supporting evidence = 5 points 	5 points
Response to posting of a classmate <ul style="list-style-type: none"> • Posting the minimal requirements without supporting evidence = 1 point • Minimal posting with supporting evidence = 3 points • Complete posting with supporting evidence = 5 points 	5 points
Correct spelling in postings for the week <ul style="list-style-type: none"> • No spelling errors = 5 points • One or two spelling errors = 3 points • More than two spelling errors = 0 points 	5 points
Correct grammar in postings for the week <ul style="list-style-type: none"> • No grammar errors = 5 points • One or two grammar errors = 3 points • More than two grammar errors = 0 points 	5 points
Total points per weekly discussion	20 points

WRITING ASSIGNMENT GRADING GUIDELINES			
	-20%	-10%	-0%
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics (this includes APA formatting)	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

Barbara Fields Memorial Library

Contact Information:

Location: Room 403

Phone: (309) 692-4092 ext. 4030

Fax: (309) 692-3893

Email: library@midstate.edu

Library Hours:

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like.

Research Guides

Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business & writing and citation help. **Plus** you'll find links to websites, videos, tutorials, and more!

Access the Business Research Guides at this location:

<http://midstate.libguides.com/business> or, follow the steps below:

1. Visit www.midstate.edu
2. Click on Library Resources at bottom of page
3. Click on "Click the Cloud!" (in light blue color in middle of page)

Week by Week:

Week 1

Topics:

1. The Management Process
2. The History of Management

Learning Objectives:

1. Identify and be able to apply the three types of planning within an organization.
2. Describe and apply the five approaches to management thought.

Assignments:

- Read Chapter 1
- Discussion & Summary
- Complete Weekly Assignments

Week 2

Topics:

1. Scientific Management
2. The Human Resources Approach
3. Theory X and Theory Y

Learning Objectives:

4. Outline management and the five components.

Assignments:

- Review chapter one as needed
- Discussion & Summary
- Complete Weekly Assignments

Week 3

Topics:

1. Communication within Organizations
2. Written and Oral Communications
3. The Best Method of Communication

Learning Objectives:

7. Comprehend the two forms of communication within an organization.

Assignments:

- Read Chapter 2.
- Discussion & Summary
- Complete Weekly Assignments

Week 4

Topics:

1. The Planning Process, Why Plan?
2. Strategic Planning and Implementation

Learning Objectives:

2. Describe and apply the five approaches to management thought.
3. Understand the strategic management process.

Assignments:

- Read Chapters 3 and 4.

- Discussion & Summary
- Complete Weekly Assignments

Week 5

Topics:

1. Going Global, what it Takes to Become an International Organization
2. Working in a Foreign Country

Learning Objectives:

1. Identify and be able to apply three types of planning within an organization.
3. Understand the strategic management process.
6. Assess a company's capability profile and show the threats and weaknesses.

Assignments:

- Read Chapter 5
- Discussion & Summary
- Complete Weekly Assignments

Week 6

Topics:

1. Review of the First Five Weeks
2. Organizing Work and Initiating Change

Learning Objectives:

10. Distinguish between the five bases of power within an organization.

Assignments:

- Read Chapter 6.
- Complete the Midterm Exam.

Weekly Summary & Discussion: not required this week

Week 7

Topics:

1. Principles Based on Authority
2. Delegation within a Work Group

Learning Objectives:

8. Analyze the four characteristics of an organization and their use.
9. Summarize the elements of effective delegation.

Assignments:

- Read Chapter 7.

- Discussion & Summary
- Complete Weekly Assignments

Week 8

Topics:

1. The Human Resources Challenge; Defining Jobs, Roles, and Responsibilities
2. The Hiring Process and Integration into the Organization

Learning Objectives:

5. List and explain the five key actions managers can take to maximize the use of an employee.
8. Analyze the four characteristics of an organization and their use.

Assignments:

- Read Chapters 8 and 9.
- Discussion & Summary
- Complete Weekly Assignments

Week 9

Topics:

1. Understanding Work Groups and Teams
2. Building Team Functionality

Learning Objectives:

5. List and explain the five key actions managers can take to maximize the use of an employee.

Assignments:

- Read Chapter 10.
- Discussion & Summary
- Complete Weekly Assignments
- Note: Fortune 500 Company Research Paper is due by the end of week nine

Week 10

Topics:

1. Methods of Controlling Employees
2. The Performance Process

Learning Objectives:

5. List and explain the five key actions managers can take to maximize the use of an employee.
10. Distinguish between the five bases of power within an organization.

Assignments:

- Read Chapters 11 and 12.
- Discussion & Summary
- Complete Weekly Assignments
- Note: Fortune 500 Company Presentation is due by the end of week ten

Week 11

Topics:

1. Ethics in the Business Environment
2. Laws and Regulations Affecting Business

Learning Objectives:

5. List and explain the five key actions managers can take to maximize the use of an employee.
10. Distinguish between the five bases of power within an organization.

Assignments:

- Read Chapters 13 and 14.
- Discussion & Summary
- Complete Weekly Assignments
- Present Fortune 500 Company Research Projects (if needed, on-campus and had received prior approval)

Week 12

Topics:

1. Review of Previous 11 Weeks

Learning Objectives:

1. Identify and be able to apply the three types of planning within an organization.
2. Describe and apply the five approaches to management thought.
3. Understand the strategic management process.
4. Outline management and the five components.
5. List and explain the five key actions managers can take to maximize the use of an employee.
6. Assess a company's capability profile and show the threats and weaknesses.
7. Comprehend the two forms of communication within an organization.
8. Analyze the four characteristics of an organization and their use.
9. Summarize the elements of effective delegation.
10. Distinguish between the five bases of power within an organization.

Assignments:

- Read Chapter 14

- Present Fortune 500 Company Research Projects (if needed, on-campus and had received prior approval)
- Complete the Final Exam. (Final covers chapters 10 thru 14)