Business and Technology
MAN-2021, Principles of Management and Organization

(Sample Syllabus-Check Angel site for current Syllabus)

Instructor’s Name: Frank T. Clements, Jr.
Phone: 941.752.5487 or 941.752.5206 (Paulene Metzger, Department Secretary)
Office Hours: Office hours are posted in the Business & Technology office (building 19-128)
Email Address: Clemenf@MCCFL.EDU
Instructor’s Web Page: http://faculty.mccfl.edu/Clemenf
Department Web Page: http://www.mccfl.edu/pages/2137.asp
Academic Resource Center: http://www.mccfl.edu/pages/144.asp
Student Services: http://www.mccfl.edu/pages/242.asp
End-of-term Course Evaluation: http://www.mccfl.edu/DLEval/validate.cfm
eLearning ANGEL web Site: http://mccfl.angellearning.com

COURSE DESCRIPTION
The course presents an overview of managing a business, with emphasis on the principle functions of management. Task preformed by all managers and other supervisory personnel are studied, along with case analysis and decision-making. (Fall, Spring) This is a eLearning course using the ANGEL distance learning program.

PERFORMANCE STANDARDS

The student, at the successful completion of this course, should be able to:

1. Define management, describe the kinds of managers found in organizations, and identify and briefly explain the four basic management functions.
2. Discuss the nature of an organization’s environments and identify the components.
3. Summarize the planning process and describe organizational goals.
4. Define decision making and discuss types of decisions and decision-making conditions.
5. Discuss the nature of entrepreneurship.
6. Identify the basic elements of organizations.
7. Describe the nature of organization change, including forces for change and planned versus reactive change.
8. Describe the environmental context of human resource management, including its strategic importance and its relationship with legal and social factors.
9. Describe how organizations develop human resources, including training and development, performance appraisal, and performance feedback.
10. Describe the issues associated with managing knowledge and contingent and temporary workers.
11. Discuss individual attitudes in organizations and how they affect behavior.
12. Describe the nature of leadership and relate leadership to management.
13. Describe the role and importance of communication in the manager's job.
14. Define and identify types of groups and teams in organizations, discuss reasons why
15. Explain the purpose of control, identify different types of control, and describe the steps in the control process.
16. Describe and explain the nature of operations management.

Course Performance Standards:
Students may access course performance standards by clicking on the “Course Performances Standards” link at the following web address: http://www.mccfl.edu/Academ/Academ.cfm. A hard copy may be obtained from the Business and Technologies Department Office.
TEXT AND MATERIALS


Students will be given detailed instruction on logging on, and utilizing the Angel Distance Learning system at the first mandatory meeting at Lakewood Ranch.

In addition to the text, each student will need to have a reliable Internet connection and a computer. Knowledge of computers and the use of e-mail is a must. Note: Most of the Instructors MCC web site requires Microsoft 2007, Word, Excel, and Power Point to be viewed properly. Free “Viewer” only software may be found at Microsoft’s web site or with the free Open Office suite from www.openoffice.org. To view PowerPoint slides downloaded from Angel you may need WinZip software available from www.winZip.com.

ATTENDANCE POLICY

Attendance Policy: Attendance at Mandatory class meeting is required. Our organizational meeting is in Lakewood Ranch. Student’s who Fail to attend the Mandatory meeting or complete chapter 1 quiz during the first 2 weeks of the semester will be considered “Not participating” and dropped accordingly.

GRADING POLICY

Your grade will be determined based upon the total points earned on a Final term paper, Assignments, quizzes, and participation in the weekly discussion questions.

- Final term paper is worth 200 points,
- 6 of 7 assignments are worth 300 points,
- 13 of the 15 quizzes are worth 260,
- 15 weeks of discussion participation is worth 375 points.

The total points possible for the semester are 1135. There is extra credit for the remaining 2 quizes and the 7th assignment.

A = 90% -100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = <60%

Final term paper:

The paper will be focused on your choice of one to no more than three of the chapters in the textbook. (I.e. Human Resources, motivation, leadership…)

The Paper will provide additional insight in to the topic and reflect the application of that material to the enterprise environment.

The Paper will consist of the following:

- Cover page with your name, date, semester, and course information.
- The paper will use the “Arial” font with a point size of 12, double spaced with margins no greater than 1”.
- It must be grammatically correct.
The Final term paper will consist of at least 1500 words, (about 4-5 pages not counting cover sheet).

The paper must provide full credits for any reference material used.

The term paper must be submitted as an attachment in a Microsoft Office Word 2007 compatible format no later than one week prior to the end of the semester via the final exam drop box.

You may turn in the final paper any time before the deadline.

**QUIZZES:**
There will be a 20 point online quiz after each chapter. The quizzes have a time limit of 45 minutes. These will be on each of the 15 chapters covered in the text. In order to allow for technological problems, your two lowest scores on the quizzes will be automatically dropped for you. No make-up quizzes will be given for any reason; if you miss a quiz then you drop that score. The total points of the quizzes will equal 260 points. Quizzes are activated by the system and will not be overridden on an individual basis. Quizzes are activated at 11:00am Friday mornings and removed from the system the following Friday evening at 11:00pm.

**ASSIGNMENTS:**
Assignments (7) are opened by the system at 11:00 am on Fridays (every other odd chapter) and are due on the date stated in the course calendar at the end of the semester. The instructor will drop your lowest grade on the seven assignments. Each assignment will be worth 50 points, for a total of 300 points.

**DISCUSSION QUESTIONS:**
Please refer to the separate Protocols page online for more detail. There will be a discussion question posted in the discussion area each week for each chapter. The discussion question will remain open for the same time period as the quizzes. You can earn 25 points a week by participating in the discussion. You will be graded on the quality of your answers or questions, not merely on the fact that you participated.

To receive the 25 points you must do two things, 1. Reply to my posted question, and; 2. Reply to at least two (2) of your classmates responses. The discussion board is meant to take the place of the normal in-class discussion that you have in a traditional class structure.

**Statement of Plagiarism:** Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional, or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

**Accommodations Services:**
Manatee Community College, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, contact the Disability Resource Center (DRC). The DRC is located in 100-154 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton campus.

**Additional Information:**

**HOW TO SUCCEED:**
First set up a regularly scheduled time frame to work on class work. Good time management is crucial to success in this course. Complete the reading assignment before you take the quiz, or attempt the assignment. Check the schedule and discussions area frequently for updates. If you need help from the professor ask for it immediately via e-mail, if you wait it may be too late.

**Method of Teaching:**
This course will be conducted in a Distance Learning (DL) format using MCC’s Angel system. Access to the Angel system will be explained at the first mandatory class meeting.
Standards of Conduct:
- Students are expected to abide by all Lancer Student Handbook guidelines

Course Calendar of Assignments:

Fall 2008 (Check Angel Course Schedule for actual dates)

**Discussion Questions and Quizzes** and are opened at 11:00am each Friday morning and closed the following week on Friday evening at 11:00pm. (Chapter 1 will remain open until the close of chapter 2 to allow for late starters) Unofficially, all course work except discussions are opened when the course starts, but close on schedule

**Assignment questions** open each Friday morning At 11:00am and will remain open for the duration of the course and may be completed at any time.

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<th>Assignment</th>
<th>Officially Opens Friday 11:00 am</th>
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Final Term Paper Due Date: (Drop Box Closes at 11:00pm)
Student Questions and Answers:

Angel Technical Support: 866.506.1188

How do I login?
Use your MCC EMAIL username (JUST the username, not the "@student.mccfl.edu") as your ANGEL username and your MCC PIN as the password.

I can't remember my password?
Remember that your password is the SAME as the PIN# you use for MyMCC. Your PIN should only have 6 digits in it. If it is longer than 6, only use the FIRST 6 digits as your ANGEL password.

How do I get an MCC Email account?
You will need to establish your MCC Email account, as this is the official communication used by MCC. You can establish it by going to: student.mccfl.edu/. You can also click on the "Student Email" button on the main MCC website page.

How do I create my account?
You do not create your account in ANGEL, it will be created for you once you register for a course being given in ANGEL.

How do I find my course(s)?
You will be enrolled in your courses once you have registered for them (at least 12 hours after registering). You do not have to search for them or self-enroll. When you log in to ANGEL using the directions above, your ANGEL courses will already be listed for you on your ANGEL Home page. Please note that NOT ALL courses use ANGEL.

Why don't I see my course listed on my ANGEL home page?
There are several reasons why you may not see all of your courses listed on the ANGEL home page:

1. The course may not yet be open for you to access it. Your instructor will decide when the course will be open for you to access.
2. The course may not be using ANGEL
3. If you just registered for the course, then it may take up to 12 hours or more for it to appear.

What browser should I use with ANGEL?
With PCs running Windows OS: Internet Explorer and Firefox
With Macs running OS X: Firefox, ANGEL is not certified to run on Safari at this time
You can download Mozilla (for both PC and Mac) at www.mozilla.com

Do NOT use AOL as a browser; minimize AOL and change to one of the browsers listed above.

See the "Browser requirements” check list below the log-in area to make sure you are using the correct browser. You can also test to see if you have enabled cookies and if your pop-up blockers have been disabled for ANGEL.

What else do I need to run ANGEL?
Make sure that any pop-up blockers are disabled for the ANGEL site. You can use the Pop-up checker directly underneath the log-in on this page to check.
Ensure that your browser is Java-enabled.
Do NOT use a web-accelerator program

Where can I find HELP in ANGEL?
On the left side of the screen is a row of buttons. The button with a ? is the HELP button. You will find both an on-line help and, under the Guides link, several manuals in PDF format. If you need further help, contact the 24/7 HelpDesk at 866-506-1188.