

# Principles of Management Syllabus

## MN 220: Principles of Management

This course familiarizes students with the management process through investigating basic management functions. Emphasis is given to the importance of supervisory level of management.

**Credits** <sup>4</sup>

### Course Objectives

**Course Objectives:** When the course is completed you will:

- Apply different types of leadership style appropriately.
- Identify managerial skills that promote effective management.
- Identify basic organizational functions, structure and legal issues.

**General Education Objectives:** When the course is completed you will be able to use :

- Critical Reasoning
  - Students will be able to comprehend material with clarity

### Instructional Materials

Supervision Today 8e. Principles of Management Supervision, Robbins, Stephen P.

### Course Policies

**Incomplete Policy:** Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing the course.

**Missed Classes:** The student is responsible for keeping up with the assigned material. It is your responsibility to ensure you remain an active member of this class; be sure to be in class and to be on time.

**Late Assignments** – Will be accepted, but with penalty. Beyond 1 week late, half credit.

**Class Information:** I will respond to messages received between Monday 8 AM and

Friday 1 PM within 25 hours. However, messages received after 1 PM on Friday will be responded no later than midnight on Monday.

**Need for Assistance:** If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodation, please notify me as soon as possible.

**Student Evaluation:** Points will be accumulated for projects, case questions, chapter questions, knowledge and progress check, and the final project. The final project consists of 100 points and must be taken to complete the course.

### Grade Scale:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% – 69%

F = below 60%

## Course Outline

(*tentative and subject to change* due to ever-changing and updated information on the Internet.)

Week	Subject Matter	Assignment
One	Syllabus and Course Expectations	Review and Discussion Questions – Page 21
	Chapter 1: <b>Supervision Definitions</b>	
Two	Chapter 2: <b>Supervising Challenges</b>	Review and Discussion Questions – Page 53
		Review Chapter 1-3
Three	Chapter 3: <b>Planning and Goal Setting</b>	<b>Test # 1 on Chapters 1-3</b>
		In-Class worksheet
Four	Chapter 4: <b>Organizing</b>	Review and Discussion Questions – Page 112
		In-Class worksheet
Five	Chapter 6: <b>Controlling</b>	Review and Discussion Questions – Page 172
		In-Class worksheet
Six	Chapter 7: <b>Problem Analysis and Decision Making</b>	Review and Discussion Questions – Page 200
	Chapter 7 work sheet	
Seven	Review for Test – Chapters 4,6 and 7	Test # 2 Chapters 4,6, and 7
		In-Class worksheet
Eight	Chapter 8: <b>Motivating Followers</b>	Review and Discussion Questions – Page 232
		Leadership Paper – 50 points
Nine	Chapter 9: <b>Leading Followers</b>	In-Class worksheet
		In-Class Worksheet
Ten	Chapter 10: <b>Communicating Effectively</b>	Review and Discussion Questions – Page 286
	Completion of <b>Chapter 10</b>	
Eleven	Review for Test #3 –	Final Review– Chapters 8,9, and 10

## Communication

Emails will be responded to no later than 48 hours or by the end of business on Monday for mail received over the weekend.

## College Policies

### Academic Honesty Policy

The college has a firm policy against academic dishonesty, including cheating or plagiarism. Students guilty of academic dishonesty will be administratively dropped from the course with a grade of 'F' and subject to disciplinary action, which may include suspension and dismissal.

Please refer to the [Academic Honesty Policy](#) for detailed information.

## Late Assignment Policy

Meeting deadlines, being dependable, and applying appropriate time management are all foundational elements of professional behavior. These same attributes are also required while participating in college courses because the skills, knowledge, and student learning outcomes must be obtained in a specific order and within a certain amount of time.

We at Ameritas College understand that sometimes students encounter circumstances that make it difficult to always meet the required course deadlines. This Late Work Policy is in place to accommodate that. In all circumstances, whenever possible, contact your instructor when you anticipate that you will be submitting work late.

The deadlines for most courses typically follow the pattern below, but it is your responsibility to confirm this and be aware if there are any assignments that may have different deadlines for one reason or another.

The first post in each Discussion Board is usually due on the **Wednesday night** of each module/week.

Most other assignments are due by 11:59 pm on Sunday evening of each module/week.

- All assignments must be submitted by the required due date.
- Missing assignments due to absence must be submitted within 1 week of return.
- Late submissions of assignments will result in a reduction of 10% of the total points possible per day (e.g., 1 day late = -10%, 2 days late = 20%, etc.) up to one week. Anything over 1 week late will result in a grade of 0.
- To receive full credit for late work, students must provide documentation for an excused absence, or it will be subject to the same treatment as any other late work. Documentation examples include court documents, hospitalization, etc.

Instructors may also choose to deduct less points at their discretion.

If for some reason a student temporarily loses the ability to connect to Canvas due to technical issues it is the student's obligation to submit assignments by the original due dates. Temporary remedies can be connecting via a public WiFi spot, using school facilities to connect, or use of private networks through friends and family.

In extreme cases, when none of these solutions are available, the student may contact their instructors through other means and ask permission to submit their work directly, in a method that can be received by the instructor. Under no circumstances can methods of delivery outside of Canvas be used without explicit instructor permission. (If this ever happens the instructor should somehow note it).

## Minimum Technology Requirements

Having access to a reliable desktop or laptop is required for Ameritas College online courses. This requirement ensures students have the essential technologies to complete online courses successfully. Mobile devices, such as mobile phones and tablets may be utilized as additional tools to assist with completing online courses.

Online video conferences and calls are often the best way for instructors to assist students in many situations. A web camera and microphone are necessary for successful online conferences.

Safari and Chrome: Office 365 is designed to work with the current version of the Safari and Chrome browsers. Microsoft Edge: Office 365 is designed to work with the latest version of the Microsoft Edge browser.

Internet Explorer: Office 365 is designed to work with Internet Explorer 11. We recommend that you upgrade to Internet Explorer 11 if you are using an earlier version. Office might continue to work with versions of Internet Explorer other than Internet Explorer 11, but Office can't provide any guarantees.

Firefox: Most Office 365 apps are designed to work with the current version of Firefox.

Some courses may have additional technology requirements beyond those listed here. Additional requirements will be listed in your Canvas course room.

Basic Office 365 apps are free and available to students with their Ameritas College Outlook account. For additional questions and help with the required technologies, please contact [help@hjc.edu](mailto:help@hjc.edu)

### **Minimum Technical Skills Requirements**

To complete online courses successfully, you must be able to perform the following basic technical skills before starting the class

- Use the learning management system, Canvas
- Use Ameritas College email with attachments
- Download, save, and upload files in Canvas

For additional questions regarding the required technologies, please contact [help@hjc.edu](mailto:help@hjc.edu)

### **Technology Support**

To be a successful online learner, certain technologies are necessary. Please keep in mind that certain classes may have additional technical requirements. You should be able to find additional technical requirements in your syllabus or your canvas course room. If you have any questions about the technology requirement, please do not hesitate to reach out to us at 304-697-7550 or [support@hjc.edu](mailto:support@hjc.edu)

### **Accessibility Information**

Ameritas College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For additional information, please access [accessibility policy](#). Please do not hesitate to reach out to us at 304-697-7550 or [pjustice@hjc.edu](mailto:pjustice@hjc.edu) if you have any additional questions.

### **Copyright Policy**

As an institution of higher education, Ameritas College strongly believes in intellectual property. As such, Ameritas College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. If you have any questions about our copyright policy, please access the [copyright policy](#).

### **Privacy Policy**

The college understands the importance of protecting your information and privacy. Our [Privacy Policy](#) provides additional information on the Family Educational Rights & Privacy Act.

Third party privacy policies:

[Zoom](#)

[VitalSource](#)

[Labyrinth Learning](#)

[Canvas](#)

[McGraw-Hill](#)

[Cengage](#)

[Pearson](#)

[Poptential](#)

[YouTube](#)

[Canva](#)

[Archive.org](#)

[Quizizz](#)

[Edit.org](#)

### **Other Student Success Services**

Please access [Student Success](#) page for other student success services information, such as financial aid, lab hours, parking, library, transcripts, and career services on the college

If you need to speak with a person regarding any college policies and guidelines, please don't hesitate to get in touch with the college at 304-697-7550

This information is standard for each course but specifics may vary based on the delivery method of the course you are taking. Please follow the information provided by your instructor.

This syllabus is subject to change.