

SADDLEBACK COLLEGE

Course Syllabus: Business 120 - Business Management

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Semester: Fall 2015
12 Weeks: 9/17 – 12/10/2015
Ticket #: 20040
Time: Thursday 6:00-9:55 PM

Classroom: BGS 245
Location: Map: <http://www.saddleback.edu/maps/>

COURSE DESCRIPTION

Uses an active learning approach to cover all levels of management concepts. Develops strategies to develop and sharpen skills in planning, leading, organizing, controlling, and decision-making. Useful for supervision, continuous quality improvement, and project management.

This course surveys business management principles and practices. It includes a study of:

- fundamental organizational structures.
- the management functions of planning, organizing, leading, and controlling.
- the managerial decision-making process.
- current & relevant business issues to include ethics, difficult employees, group projects, & leadership.

EXPECTED OUTCOMES

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

- describe and illustrate the functions and process of management practice, management theory and structures of organizations.
- relate the functions and opportunities of management to contribute to organization success and social responsibility.
- recognize and define approaches and possible solutions to management problem resolution and the decision-making process.
- list and analyze the key management functions of planning, organizing, leading, controlling, and project management.
- assess common management challenges and select most viable course of action.

METHOD OF INSTRUCTION

Course instruction will be delivered in class with content available online via Blackboard. The classroom atmosphere will be active and engaging, and will require focus and commitment throughout the term.

TEXTBOOK

Full 14-Chapter Text Options

Students are encouraged to obtain the full 14-chapter text from an alternate source. Earlier editions are totally acceptable and offer a significant cost savings.

“Essentials of Contemporary Management”

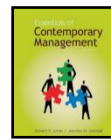
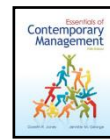
Edition: 6E – Latest edition (thus most expensive)

Earlier Editions: 5E & 4E - Will also work fine

Author: Jones / George

Publisher: McGraw-Hill

Notes: Not available in college book store. Obtain from alternate bookstore or online source. Buy or rent.



Custom 10-Chapter Text (\$97.75 + tax)

Business Management

ISBN: 9781308247878

Publisher: McGraw-Hill



Notes: Can obtain only at College Book Store. This custom text is a reduced cost version of the full “Essentials of Contemporary Management” 6th edition, by Jones/George, containing chapters 1 -10 of the original 14-chapter version.

eBook Alternative (\$70.73)

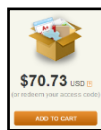
Business Management

ISBN: 9781308248042

Publisher: McGraw-Hill

Obtain online - <https://create.mheducation.com/shop/>

This eBook alternative is an "electronic" version of the custom Business Management text, containing chapters 1 - 10. See publisher link for additional purchase details.



RESOURCES Access as needed or required:

Blackboard: <https://soccdd.blackboard.com/webapps/login/> Contains Course Material. **Access is required**

MySite: <https://mysite.soccdd.edu/portal/> Student's Personal College Web Site and Email Account.

ASSIGNMENTS AND TESTS

Exams

Three (3) Unit Exams will be given. They will cover concepts discussed in class and found in assigned reading. The exams, primarily written, will be designed to prompt student thought process as applied to relevant management challenges and the student's individual semester project.

Assignments

The course entails both in-class and out-of-class assignments. Assignments will be completed via Blackboard or submitted in class at the beginning of the next class session; depending on specific instructions.

Reading

Students to complete all assigned reading before class.

Students are expected to be prepared to discuss assigned topics including the chapter-end exercises, questions, and case studies. This includes the first class session.

POLICIES AND PROCEDURES

Attendance

It is not necessary to contact the instructor for an anticipated absence. However, class attendance is an essential element of this course, thus instructor reserves the right to drop a student without notice for excessive absences according to district policy.

Calculation of Course Grade

Student evaluation will be based on exams, quizzes, assignments, presentations, class participation, semester project, and other evaluative exercises designed to ensure the course objectives are met.

The Course Grade will be weighted as follows:

30%	Unit Exams
30%	Semester Project & Presentation
40%	Average of all quizzes, in-class assignments, & homework
100%	

Participation in class discussion is greatly encouraged, and will be taken into account in borderline cases to raise the final grade. Excessive absence from class will be taken into account in borderline cases to lower the final grade.

General Information

Refer to Class Details on Saddleback Class Schedule for information relating to dates for refunds, dropping the course, or election of credit/no-credit: <https://mysite.soccdd.edu/eservices/ClassDetail.asp?sectionID=20040&termid=20153>. It is the responsibility of the student to drop the course. Uncompleted course work may result in a grade of "F" for drop or withdrawals not properly processed by the student through the Office of Records, Admissions and Enrollment.

Code of Conduct

The rules governing student behavior and the academic honor code will be strictly enforced as set forth in the Saddleback College Student Handbook and Students' Rights and Responsibilities of the Saddleback College Catalog. <http://www.saddleback.edu/media/pdf/handbook.pdf>

SEMESTER SCHEDULE

(Updated 11-July-2015)

Business Management (Bus-120) - Fall 2015

- Reading assignments are to be completed before class meeting regardless of the pace of the lecture. This includes the first class session.
- The student is responsible for all material covered in the assigned reading, even if it is not covered in the lecture.

DATE	CLASS #	TOPIC / ACTIVITY	READING ASSIGNMENT *
17-Sep	1	The Management Process The Manager	Chapter 1 <i>Appendix A (optional)</i> Chapter 2
24-Sep	2	Ethics and Diversity Global Environment	Chapter 3 Chapter 4
UNIT EXAM #1, Chapters 1 – 4 & Class Lectures			
1-Oct	3	Planning: Decision Making	Chapter 5
8-Oct	4	Planning: Mission, Goals & Strategy	Chapter 6
15-Oct	5	Organizing: Organizational Structure	Chapter 7
22-Oct	6	Organizing: Control, Change & Entrepreneurship	Chapter 8
UNIT EXAM #2, Chapters 5 – 8 & Class Lectures			
29-Oct	7	Leading: Motivation	Chapter 9
5-Nov	8	Leading: Leaders & Leadership	Chapter 10
12-Nov	9	Leading: Team Management Human Resources	<i>Chapter 11 (optional)</i> <i>Chapter 12 (optional)</i>
19-Nov	10	Controlling: Communication and I.T. Operations Management Review	<i>Chapter 13 (optional)</i> <i>Chapter 14 (optional)</i> <i>Appendix B (optional)</i>
UNIT EXAM #3, Chapters 9 – 10 & Class Lectures			
26-Nov	THANKSGIVING – NO CLASS		
3-Dec	11	Student Presentations	
10-Dec	12	Student Presentations SEMESTER PROJECT DUE	

* Chapters apply to all textbook versions

Text Alternatives:

"Essentials of Contemporary Management", 6th, 5th, or 4th Editions

- full versions by Gareth R. Jones & Jennifer M. George. (McGraw-Hill Companies)

"Business Management"

- custom subset of "Essentials of Contemporary Management" by Gareth R. Jones & Jennifer M. George. (McGraw-Hill Companies)

Assignment Schedule

Class #	Due Date	In-Class Pop-Quiz	Online Chapter Quizzes	Home-work	Unit Exams	Semester Project	
2	24-Sep	10		40			
3	1-Oct	10			100		
4	8-Oct	10		40			
5	15-Oct	10	33				
6	22-Oct	10		40			
7	29-Oct	10			100		
8	5-Nov	10		40			
9	12-Nov	10	33				
10	19-Nov	10		40			
11	3-Dec	10			100		
12	10-Dec		34			300	
Total Points		100	100	200	300	300	1,000
% Wt of Final Grade		10%	10%	20%	30%	30%	100%