**Community College of Philadelphia**

**Principles of Management**

**Management 141 Online – WINTER 2018-2019**

**Instructor:** Mark Bambach

**Telephone:** 215-751-8873

**Email:** Contact me through CANVAS email only! The following email is to be used only if Canvas is down: mbambach@ccp.edu

\*\*No work is to be sent to this email address.\*\*

**Office:** B2-22

**Office hours**: online only

**CRN** – 60049-900

**Course Description:** This course reviews the four functions of management (planning, organizing, leading, and controlling) and the history of the development of management theory. It covers in detail the subset concepts and theories associated with the functions. The course explains the universality of management theory in its application within commercial, nonprofit, governmental and other organizational settings. It covers management in its global applications as well as its involvement with organizational ethics and organizational social responsibility.

**Student Learning Outcomes for Management 141**

1. List and define the management functions.

2. Discuss the role of ethics and social responsibility and the part business manager's play in creating viable programs in this regard in their organizations.

3. Explain international trade, globalization and their importance in the 21st Century commercial environment.

4. Explain the universality of the planning process and its applicability in all organizations.

5. Explain the factors involved in Human Resource Management and the importance of HR as a primary sub-system of organizations.

6. Recognize, analyze, and describe at least four different types of control systems in private, public and non-profit organizations.

**Course Evaluation**

There will be 14 textbook assignments. Each assignment has a value of 10 points for the course. There are 10 required discussions which have a value of 4 points each. In addition, there will be a Midterm and Final Exam each worth 60 points.

Tests may be multiple choice, essay, or a combination of both. Assignments consist of answering the problems assigned from the Discussion Questions and Management at Work Case at the end of each chapter. Discussions require you to respond to questions posted by the professor, as well as interacting with other students.

Late assignments will **not** be accepted. Assignments are due on the date stated by the instructor. There will be no make-up Exams, Assignments or Discussions. Two or more missed textbook Assignments can result in withdrawal from this course. Textbook Assignments and Discussions are due every week. It is **your**responsibility to be aware when Assignments are due!

**Online Participation:**Community College of Philadelphia's attendance policy will be modified to work with an online course. In an online course, missing Assignments for a session is equivalent to missing a week’s worth of class. Two weeks of missed Assignments and you can be dropped – please refer to the college catalog or ask me if you have any questions regarding this policy.

Assignments (14) @ 10 points each...........140

Discussions (10) @ 4 points each................40

Exams (2) @ 60 points each.......................120

Total points....................................................300

A = 270 - 300 points

B = 240 - 269 points

C = 210 - 239 points

D = 180 - 209 points

F = 0 - 179 points

**Final Grade Composition**

|  |  |
| --- | --- |
| *Weekly assignments* | 47% |
| *Discussions* | 13% |
| *Midterm Exam* | 20% |
| *Final Exam* | 20% |

**Default grading system**

(Note that individual items such as Assignments or Exams might be using different grading systems, check the item description for details.)

Grade              Quality points

   A                             4

   B                             3

   C                             2

   D                             1

   F                             0

**Required Text:** Fundamentals of Management; Concepts and Skills, Griffin, 9th edition. Cengage Learning, Inc. You do NOT need any Access codes. The book by itself is fine.

\*\*You can buy this book at our bookstore or online. If you buy it online, make sure that you will receive it in time to complete the first assignment. **Late assignments will not be accepted**.\*\*

**The student must use only the Canvas email function to contact the instructor.**Please identify your course number and section number in the subject area. I.E. - 141-900.

**Suggestions for successfully completing the course**

 1. ALL communication MUST be through Canvas EMAIL, not through my CCP email.

Please start the Discussion(s) for Week # 1 immediately - it's very easy and helps open the communication lines between one another (you do NOT need the book to do this).

Want to know the # 1 reason students fail an online course? They wait until the last minute to do their assignments and then don't finish them, or turn them in late. **Late assignments receive NO credit.** If your Internet service goes down, this doesn't matter. You know why? If you tried to do your assignment on Wed. or Thurs. and the Internet was down, you would still have plenty of time to try again later, or go somewhere else to complete your assignment (library, friend, work, family member).

Good luck this semester.

Please get your work in on time, as late work is not accepted for ANY reason.

2. **You need a book for this week's assignments.** If you ordered it online and it doesn't arrive in the next few days, go to the library (if it is open – check online for hours) and use the book that is reserved for the class. **Older editions of the text won't work - you need the current edition** **(so please don’t ask!).** We have them in the bookstore, or you can get them online. Make sure that if you order the book online that it will arrive in time for you to complete this week's assignment (by Sunday night).

**A copy of each book for ALL my classes is also in the library.** You can't take the book out of the library, but you can use it there and/or make copies as you wish.

This is a website where you can RENT books for the semester. [www.chegg.com](http://www.chegg.com/)  Prices are very reasonable. Check out their prices. Please remember that if you order books online to pay for the fastest delivery service, as the first assignment is due Sunday night!

ALWAYS double check the bookstores hours AND availability of your textbook by calling them first!

The Bookstore will be open extended hours during the first week or two week of the term, depending on the term, in order to better serve the CCP community. The bookstore website is ccp.bkstore.com. You can contact the bookstore by e-mail at ccpbookstore@bkstore.com or by calling 215.751.8152 or 215.751.8151

3. Counselor Information:

We are available to offer academic, transfer and career guidance, as well as some (in person or by phone) personal counseling to students registered in distance courses. Students can communicate with us via email, phone or in person.

Please let us know if we can be of service to you.

Best wishes for a great semester!

Maureen Rush-Bogutz
mrushbogutz@ccp.edu
215.751.8145
Room BG-07, Main Campus

Latoya Langston
llangston@ccp.edu
215.751.8159
Room BG-07, Main Campus

4. When answering the class assignments (where you answer the questions at the end of the chapter each week) please do the following:

***Answer the questions fully. Please use a font size of 12 or smaller. Thank you!!***

***Each answer must be THREE or more FULL lines, when viewed on MY computer.  This applies to both the Assignments and Discussions.***

***In addition, it's not necessary to type the questions. Put a SPACE between each answer in order to receive credit. PLEASE number each answer, or you won't receive any credit for the assignment.***

5. **Attachments must NEVER be sent.** They will NOT be opened, and any work contained in them will not receive any credit. It's too easy to get a virus and it would take way too long to open all the attachments.

In addition, all work MUST be sent through Canvas (NOT Canvas email).

Any work that is sent to my CCP email account will be deleted without being opened.

6. When completing your assignments, please note the following: **At 11:59PM every SUNDAY night Canvas will mark your assignment as late if it’s submitted after this time. That means you will receive no credit.**

Please make sure that you submit your work before this time so there are not any problems.

7. Please make sure that you answer the right questions for the assignments. In most of my classes you have to answer specific questions at the end of the chapter.

***Do NOT answer the "course objectives." These are objectives listed in Canvas, NOT questions that need to be answered.***

8. CANVAS SUPPORT - CCP contact: Ms. Vaishali Sharma (215)751-8415 vsharma@ccp.edu

IT support – 215-496-6000

9. Course Support - The Internet and/or Library can be used for your research on Assignments. Cable News Network ([www.cnn.com](http://www.cnn.com)) is a good site to keep track of Business news. Tutoring may be available in the Learning Lab.

10. I need to mention that like most of you, I try to limit my work to 5 days a week. It would be unfair to expect me to be online 7 days a week.

I try to check in on the weekend, but there are no guarantees. Therefore it is in your best interest to do the work early in the week.

Trying to reach me with a question on Sunday night will not work. I'm letting you know this in advance so that you can plan your work accordingly.

**Course Schedule**

Week 1 Chapter 1

Week 1 Chapter 2

Week 1 Chapter 3

Week 1 Chapter 4

Week 2 Chapter 5

Week 2 Chapter 6

Week 2 Chapter 7 and **MIDTERM EXAM**

Week 3 Chapter 8

Week 3 Chapter 9

Week 3 Chapter 10

Week 3 Chapter 11

Week 4 Chapter 12

Week 4 Chapter 13

Week 4 Chapter 14

Week 4 **FINAL EXAM**

**College Policies**

**TO STUDENTS RECEIVING TITLE IV FINANCIAL AID FUNDS:**

Effective Fall 2000, students who receive Title IV financial aid funds and who withdraw from ALL their classes before completion of 60% of the term, i.e., the 10th week (or its equivalent for summer terms) may be required to return all or a portion of their financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they become ineligible for further financial aid.

**Community College of Philadelphia's Early Alert Initiative**: The system positively intervenes in Community College of Philadelphia's students' academic paths early and appropriately by effectively communicating current performance and supplying information beneficial to academic success. Faculty members have the opportunity to complete Early Alert reports at 20% and 50% reporting periods during the semester. Students will be assessed on the following items: attendance, punctuality, meeting assignment deadlines, classroom behavior, classroom participation and other factors pivotal to student success. Should you receive an Early Alert letter, you should follow up on the suggested intervention strategy as soon as possible.

**Classroom Conduct**: It is expected that students will conduct themselves according to the guidelines found in the CCP College Policies and Procedures Article IV, 5. *(Retrieved from College website: http://www.ccp.edu/site/prospective/orientation/orientation\_faq.php )*

**Academic Honesty:** Except when permitted by your instructor, all work is expected to reflect an individual effort. Attribution should be given when appropriate. All students are expected to understand what constitutes cheating and plagiarism as described in College Policies and Procedures Memorandum #3 (P&P #3). If a violation of P&P#3 is found or suspected, a formal judicial process will be conducted to investigate the violation and the consequences will range from an F for the assignment to an F for the course.

\*Plagiarism, cheating or any other form of Academic Dishonesty will result in the immediate withdrawal from the class and a report will be filed with Academic Affairs.\*

**Center on Disability:** Students who believe they may need an accommodation based on the impact of a disability should contact me privately to discuss their accommodation form and specific needs as soon as possible, but preferably within the first week of class. If you need to request reasonable accommodations, but do not have an accommodation form, please contact the Center on Disability, room BG-39, phone number 215-751-8050.

Students who are registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested.

The number for the cancellation of evening or weekend classes is #2238. Radio station KYW-AM 1060 will announce the College’s closing number.



You are encouraged to sign up for ; “e2 Campus” is an emergency notification system. Go to the MyCCP Home page to sign up for the notification system.

\*\*Please read the Financial Aid Office’s policy regarding withdrawing from a class and the ramifications that can result.\*\*

**\*\* The instructor reserves the right to change the syllabus at any time. You will be notified of any changes. \*\***