

DUTCHESS COMMUNITY COLLEGE
Business Organization & Management
BUS 104 ONLINE
Fall 2008

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VERY IMPORTANT! - This is **NOT** a self-paced course. There are requirements that must be met throughout the semester per the course schedule.

The requirements are scheduled such that

- It may be possible to take the weekends off.
- It will NOT be possible to do everything on the weekends.

Holidays are generally disregarded. We will cover a chapter each week. Each chapter is only about 20 pages long and you can probably read through it in less than 90 minutes. But reading is not studying. There are many ancillary learning tools provided online that you can use. Unless otherwise stated, they are not required. You will be required to participate in online conversations, submit homework and take quizzes and exams. The specific requirements for each week will be made available shortly before the beginning of the week. You will not be able to go ahead of the class. Additionally, you will be assigned to a team responsible for submitting Team Assignments.

So please be sure that you have the time and self discipline to successfully complete the requirements for this class.

Course Description: A study of the managerial process and the social and organizational forces that shape and define the manager's job. The objective of the course is to examine the basic managerial functions of planning, organizing, motivating and controlling in order to develop an understanding of issues as they are found in business practice.

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

1. identify specific management movements
2. identify characteristics of modern management
3. apply knowledge of basic management functions
4. identify environmental forces affecting management
5. apply the motivational process to effective management
6. identify motivational theories
7. differentiate between management leadership styles
8. apply evolving leadership styles in modern management
9. identify the need for ethics policies and training

Required Text: *MGMT*, Chuck Williams, 1st Edition, Thomson South Western ISBN 9780324655445

A new copy of this textbook costs \$55 and will come with the access code for the on-line materials. You can buy the access code separately.

Course Schedule –

| Week | Chap | Initial Comments | | Secondary Comments | | HW Due | Quiz | | |
|------|------------|------------------|--------------|--------------------|-----------|--------|-------------|-------------|-----------|
| | | Begin | End | Begin | End | | Opens | Closes | % |
| | | Monday am | Wednesday pm | Tuesday am | Friday pm | | Thursday pm | Saturday am | Monday pm |
| 0 | Intros | 8/18 | 8/20 | 8/19 | 8/22 | 8/21 | 8/23 | 8/25 | 0 |
| 1 | 1 | 8/25 | 8/27 | 8/26 | 8/29 | 8/28 | 8/30 | 9/1 | 1.5 |
| 2 | 2 | 9/1 | 9/3 | 9/2 | 9/5 | 9/4 | 9/6 | 9/8 | 1.7 |
| 3 | 3 | 9/8 | 9/10 | 9/9 | 9/12 | 9/11 | 9/13 | 9/15 | 1.9 |
| 4 | 4 | 9/15 | 9/17 | 9/16 | 9/19 | 9/18 | 9/20 | 9/22 | 2.1 |
| 5 | 5 | 9/22 | 9/24 | 9/23 | 9/26 | 9/25 | 9/27 | 9/29 | 2.3 |
| 6 | 6 | 9/29 | 10/1 | 9/30 | 10/3 | 10/2 | 10/4 | 10/6 | 2.5 |
| 7 | 7 | 10/6 | 10/8 | 10/7 | 10/10 | 10/9 | 10/11 | 10/13 | 2.7 |
| 8 | 8 | 10/13 | 10/15 | 10/14 | 10/17 | 10/16 | 10/18 | 10/20 | 2.9 |
| 9 | 10 | 10/20 | 10/22 | 10/21 | 10/24 | 10/23 | 10/25 | 10/27 | 3.1 |
| 10 | 12 | 10/27 | 10/29 | 10/28 | 10/31 | 10/30 | 11/1 | 11/3 | 3.3 |
| 11 | 13 | 11/3 | 11/5 | 11/4 | 11/7 | 11/6 | 11/8 | 11/10 | 3.5 |
| 12 | 14 | 11/10 | 11/12 | 11/11 | 11/14 | 11/13 | 11/15 | 11/17 | 3.7 |
| 13 | 15 | 11/17 | 11/19 | 11/18 | 11/21 | 11/20 | 11/22 | 11/24 | 3.9 |
| 14 | 16 | 11/24 | 11/26 | 11/25 | 11/28 | 11/27 | 11/29 | 12/1 | |
| 15 | Final Exam | | | | | | | | 4.9 |

Final Grade Composition: Final grades will be calculated as follows:

| | |
|----------------------|--------------|
| Class Participation | 13 % |
| Homework Assignments | 26 % |
| Quizzes | 40 % |
| Team Assignments | 21 % |
| Bonus Points | + |
| Total | 100 % |

| Final Point Range | Final Grade |
|-------------------|-------------|
| 93 – 100 | A |
| 90 – 92.99 | A- |
| 87 – 89.99 | B+ |
| 83 – 86.99 | B |
| 80 – 82.99 | B- |

| Final Point Range | Final Grade |
|-------------------|-------------|
| 77 – 79.99 | C+ |
| 70 – 76.99 | C |
| 60 – 69.99 | D |
| 0 – 59.99 | F |

Class Participation: 13% of your final grade will be based on your participation in the weekly on-line discussions. Each of 14 weeks will receive a grade and the lowest grade will be dropped, so effectively each week’s discussion is worth up to 1% of your final grade.

- You are expected to post your weekly initial comment by Wednesday evening at 11:59 pm.
- You are expected to respond to at least two other student’s comments by the following Friday evening at 11:59 pm.

Grading will be based on the overall quality and timeliness of your postings. To maximize your grade you should:

- Be sure to do it.
- Do it on time
- Note it is *quality*, not *quantity*. I am looking to see that you have given some thought before responding. This is a good rule for all situations, not just this class.
- Do not post the on-line equivalents of “She took my idea” or “I agree with what he said”.
- See the *Memo Example* document for my guidelines on business communication. Note that a written memo is essentially the same as an e-mail and very similar to a discussion board posting.

All written communications is to be in general business format:

- Spelling and grammar count.
- Text message shorthand is not acceptable.

- Use the *HTML Editor* to format and spell-check your responses. The HTML Editor provides the basic functionality of a word processor. The HTML Editor link is usually below the input area.

Homework Assignments: 26% of your final grade will be based on *Homework Assignments*. Each of 14 weeks' homework will receive a grade and the lowest grade will be dropped, so effectively each week's homework assignment is worth up to 2% of your final grade.

You are expected to post the homework assignments by Thursday evening at 11:59 pm.

As with the discussions, all written communications is to be in general business format. See the *Memo Example* document.

Note that I do NOT want attachments. Copy your formatted document and paste into ANGEL's HTML editor.

Quizzes: 40% of your final grade will be based on quizzes. There will be a quiz after each chapter for a total of 14 quizzes. Quizzes will be quasi-cumulative, i.e.,

- Quiz 1 will cover the material from the first chapter.
- Quiz 2 will mostly cover material from the second chapter but will include material from the first chapter.
- Quiz 3 will mostly cover material from the third chapter but will include material from the first two chapters.
- Etc.

The % of your final grade for each quiz increases each week as indicated on the Course Schedule. The final quiz will be given during Exam Week.

Quizzes will open on Saturday at 12:01 am and close on Monday at 11:59 pm. Quizzes will have a time limit.

There will be no make-up quizzes. Missed quizzes forfeit the potential points.

Team Assignments: 21% of your final grade will be based on Team Assignments. In approximately week 3 you will be assigned to a team. The Team Assignments will be outlined in a separate document.

Bonus Points: Bonus points *may* be awarded throughout the semester.

COMMUNICATION

There are several ways to communicate in this course depending on what you want to say and to whom.

- Use the **Water Cooler** discussion forum for general questions about the course (*Where is the..*) and chit-chat (*Wow, I love DCC*). Everyone, all students and the instructor, can read and respond to items posted in the Discussion Forum.
 - You should contact the SLN Helpdesk for any technical questions that are not answered by anyone in the discussion forum.
- Each weekly module has a **Discussion Forum** where you post your responses to discussion questions and read the responses of others. Your contribution to discussions is an important part of the course, and part of the learning activities you'll be evaluated on. Discussion Forums are located within each weekly Learning Module.
- Each Weekly Learning Module also has a chapter-specific **Question Area** for questions about the material in that chapter. Everyone, all students and the instructor, can read and respond to items posted in the Weekly Learning Module Discussion Forum.
- Use the **Team Discussion Forums** to communicate with your teammates. Team communication is open to team members only. It is possible for me to read these discussions, but I do not plan to. This area will be made available after the teams are assigned, somewhere around week 3.
- Use **Course Mail** only if you want to communicate with someone privately. Private communication with me should be rare.

ACADEMIC HONESTY

Students should read the section on *Academic Dishonesty* as outlined in the *DCC Rights and Responsibilities Handbook*

(<http://www.sunydutchess.edu/student-services/academic-dishonesty.html>)

Academic dishonesty in my class will not be tolerated and will likely result in a failing grade for the class.