

Course Title: Principles of Business Management
Course Number: BA 14
Code Number: I0632
Number of Units: 3
Support Hour: N/A
Class Times: Online, 8/18/08 to 12/18/08
Class Location: [Etudes Online Site](https://etudes-ng.fhda.edu/portal) - <https://etudes-ng.fhda.edu/portal>

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Office Hours: Fridays, 11am to Noon, Building 98, Room 5, Weed Campus

Prerequisites: Although there are no prerequisites, in order to succeed in this course, students should have:

- A 10th grade reading level, including college-level spelling and grammar skills.
- Reliable Internet access and the ability to send and receive e-mail.
- Experience with using the Internet with a web browser such as Internet Explorer®, Mozilla Firefox®.

Co-requisite: None

Advisory: ENGL 52

Text: [Management Fundamentals: Concepts, Applications, Skill Development](#), 4th/edition

Robert N. Lussier

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Student Learning Outcomes

Upon successful completion of Human Relations in Business, the student will be able to:

- Understand and apply systems approach and integrative framework to business.
- Understand career possibilities in business.
- Master learning objectives of each chapter of the textbook. For example, for Ch. 1: Describe the role of the entrepreneur in business. Explain what it means to view a business as an open system. Explain what an economic system is and why it is important. Explain the role of supply and demand in business. Describe the basic forms of business. Explain the role of management in business. Discuss how this text helps you prepare for business in the future.
- Master online communication skills.

Through the course participation online student will produce evidence of:

- Ability to handle assignments, as in the workplace.
- Ability to produce professional quality written reports
- Ability to use computer skills
- Ability to innovate, research (inclusive of research on the Internet), reason and critically think.

Content

It is the purpose of this course to deliver a dynamic and real-world perspective to the principles of business management with highlights in:

- Foundation of systems theory
- Definition and classifications of systems
- System theorems

- Human systems - communities, organizations, and societies
- Understanding the business challenge
- Global business
- Business ethics and social responsibility
- Establishing strategies
- Strategic management
- Marketing strategy
- Managing money and information
- Accounting for decision makers
- Finance
- Information systems
- Managing people
- Human resources
- Leadership and motivation
- Teams and teamwork
- Improving the business
- Business process improvement
- Customer satisfaction
- Organizational change and learning

This online course is an introduction and overview of business and management systems. It covers principles of strategic management, marketing systems, money and information management systems, human resources, leadership, motivation systems, organizational change and learning, and systems for business improvement. Students must have an access to the Internet. This course may have a support hour.

Grading

Weekly Discussions/Assignments: 17 @ 25 points each = 425 points

Quick Quizzes: 5 @ 60 points each = 300 points

Research Paper: 1 @ 100 points each = 100 points

Feedback Survey: 1 @ 75 points each = 75

Final: 1 @ 100 points each = 100 points

Total = 1000 points

900-1000 points = A

800-899 points = B

700-799 points = C

600-699 points = D

500-599 points = F

If this course is taken credit/no credit a grade of C or better is required to receive credit.

Attendance

This course will take place during a 17 week duration. Missing any of the weekly discussions or quick quizzes will adversely influence your ability to fully accomplish the list of student learning outcomes associated with this class.

Withdrawal/Incomplete

Students are responsible to officially withdraw from classes they are no longer attending. Failure to do so will result in a grade of F or FW to be inscribed in your official record. Incomplete's must be formally requested by means of an Incomplete Contract and, if granted, must be satisfactorily completed by the deadline established by the instructors. Incomplete Grade Contract forms, which are available from the registrar and from academic advisors, should be used for establishing grade contracts in the case of an Incomplete. Incomplete's automatically revert to F if not satisfactorily completed on time.

Cheating & Plagiarism Policy

Plagiarism is an act of theft committed by a person who is stealing someone else's intellectual property. Plagiarism is an act of dishonesty, whether intentionally or unintentionally, a writer is misrepresenting someone else's words or ideas as his or her own. Intentional plagiarism exists when a student lists sources that he or she has not used; when a student copies from a source but fails to cite it, thereby misrepresenting the original source's idea as his or her own; when a student copies material from another student's work without giving that other student credit; when a student buys or borrows a whole paper or portions of a paper from another student or from the Internet. Unintentional plagiarism, which is also punishable, may exist when a student attempts to paraphrase or summarize a source, but copies too much from the source instead of rewriting the ideas in his or her own words; when a student inadvertently fails to include a parenthetical reference to a source, although the source is listed among the citations at the end of the paper; when a student fails to put quotation marks around quoted material; when a student relies too heavily on external source, thus expressing few or none of his or her own ideas. Students guilty of intentional plagiarism will receive an F for the course. Unintentional plagiarism could result in an F for the assignment. Cheating in any form, on tests or assignments will not be tolerated. If a student is found to be cheating the student will receive an "F" regardless of accumulated points for the class.

Make-up Policy for Missed Work

Any work missed during this course must be completed by the last day of class. It is the responsibility of the student to inform the instructor if they will not be able to complete any work by the assigned due date. Arrangements will be made between the student and instructor on how the missed work will be turned in and graded.

Late Assignment Policy

Any late assignments must be discussed with the instructor. The instructor has the option not to accept the late assignments or to reduce the points given.

Accommodations for Students with Disabilities

Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to requirements, services, facilities or programs. A student with a disability who requests a modification, accommodation, or adjustment is responsible for requesting necessary accommodations by identifying himself/herself to the instructor and, if desired, to the Disabled Student Programs and Services(DSPS) office Eddy Hall 1. Students with a print disability--a visual limitation or reading difficulty that limits access to traditional print materials--may request printed materials in alternate media. Examples of alternate media formats include electronic format (e.g., text on CD), Braille, tactile graphics, audiotape, and/or large print. Students can make alternate media requests through the Disabled Student Programs and Services (DSP&S) Eddy Hall 1, 938-5297. Students who consult or request assistance from DSPS regarding specific modifications, accommodations, adjustments, alternate text or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office.

Date and Time of Final Exam

The Final Exam for this course will be given on December 18th, 2008. Completion of Assignments must be by December 12th, 2008. Any Assignments turned in after 12:00 midnight on December 12th will not be graded.