

**Business Management**  
**BUS 132 Code: 10229; AG 132 Code: 10906**

**Course Information**

Semester: Fall 2014

Course Title and Number: BUS 132—Business Management

CRN Number: BUS 132: 10229; AG 132: 10906

Class Hours and Location: R 6:30-9:40p, Room 201

Class Dates: August 18, 2014-December 12, 2014

Units: 3

Instructor: Mr. Beckley; Office: 207; Phone: (760) 355-6324

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Office Hours: M: 10:50-11:50a; T: 4:00-4:45p; W: 11:05-11:50a; R:  
4:15-4:45p

Online Office Hour: Sunday 6:00-7:00p

**Course Description**

A study of management theories and processes as they apply in the contemporary business world. The course is based on the application of the four functions of management—planning, organizing, leading, and controlling—in the effective achievement of organizational objectives. Management activities are practiced in organizational situations using case studies simulations, and class projects. (Same as AG 132) (CSU)

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Successfully conclude a negotiation.(ILO1, ILO2, ILO3, ILO5)
2. Demonstrate an ability to productively work as a team member with people of diverse experiences and backgrounds by exchanging ideas and viewpoints with other team members to develop a united position for negotiating a solution to a common business problem as posed in a negotiation scenario. (ILO1, ILO2, ILO3, ILO5)
3. Identify and define the four functions of management and describe how each element applies to managers in a typical business environment. (ILO1, ILO2, ILO3, ILO5)

4. Identify and define the steps of the managerial decision-making process and follow the steps to make a decision in a simulated business case. (ILO1, ILO2, ILO3, ILO5)

### **Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Describe how managers use the four functions of management in an organizational setting.
2. Describe the various managerial roles and crucial managerial skills.
3. Identify the steps in the planning process.
4. Explain the managerial decision-making process.
5. Explain the purpose and organization of decision support systems (DSS)
6. Describe the various forms of organizational design and how organizational change is best implemented.
7. Describe the recognized approaches to leadership and employee motivation.
8. Describe the control process and the steps to establishing an integrated managerial control system.
9. Identify financial and production/operations controls in business simulations and analyze financial ratios to measure an organization's financial status.
10. Describe strategies necessary to enter international market s and the impact to the business.
11. Explain the social and ethical responsibilities of business and management.
12. Differentiate between management and entrepreneurship.
13. Select a type of business; develop a strategic plan and philosophy for social responsibility and management ethics, design of business and control systems.
14. Explain the impact of the Internet on business and managers.
15. Recognize the development of wireless communications and how such affects managerial methods and expands abilities to accomplish tasks
16. Demonstrate an ability to productively work as a team member with people of diverse experiences and backgrounds by exchanging ideas and viewpoints with other team members to develop a united position for negotiating a solution to a common business problem in a

negotiation scenario against members of another team and then successfully conclude the negotiation.

### **Text and Required Course Materials**

Robbins, Decenzo and Coulter, Fundamentals of Management, 9<sup>th</sup> edition, Pearson, 2015, Student ISBN: 978-0-13-349991-9

### **Course Requirements and Instructional Methods**

Class activities will consist of lecture, group discussion, group activities, and multimedia presentations. Assignments will include reading of the textbook and other relevant material, and analysis of business cases and problems. This will be done both in-class and through out-of-class homework assignments that will be distributed throughout the semester. There will be at least one major negotiation exercise held during the semester in which teams of students will negotiate a solution to a business problem. There will be two exams during the semester: a Mid-term Exam and a Final Exam. Each exam will cover approximately half of the textbook. (Please see the “Course Grading” section below for more information on this topic.)

### **Course Grading**

		<u>Grade Scale</u>
Mid-term Exam	100	A = 315-350
Final Exam	100	B = 280-314
<u>Class Exercises and Homework</u>	<u>150</u>	C = 245-279
<b>Total</b>	<b>350</b>	D = 210-244

**Note on Exams:** Each student will need to provide a Scantron (100) and a # 2 pencil for each exam. There will be no make-up exams.

**Note on Homework:** Homework must be turned in on the date assigned to receive full credit. Homework may be turned in one class period late for up to one-half credit. No homework will be accepted that is more than one class period late.

Approximately one-third of the homework points will come from negotiation exercises. You must attend class on the day(s) of the negotiation exercise(s) and actively participate in the negotiations to receive points. The rest of the homework points will derive from assigned in-class and/or out-of-class activities.

### **Attendance Policy:**

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See IVC General Catalog for details.

Regular attendance in all classes is expected of all students. If a student is absent from class, it is the student's responsibility to obtain class notes for that day's lecture. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### **Classroom Etiquette**

Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.

Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.

Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.

Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### **Academic Honesty**

Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and

preparing written materials. If you do not understand how to correctly 'cite a source', you should ask for help.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) use of a commercial term paper service

### **Disabled Students Programs and Services:**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at

[http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### **Tentative Course Outline**

Week 1—Introduction  
Week 2—Chapter 1  
Week 3—Chapter 2  
Week 4—Chapter 3  
Week 5—Chapter 4  
Week 6—Chapter 5  
Week 7—Review, Mid-term Exam  
Week 8—Media Day  
Week 9—Chapter 6  
Week 10—Negotiation Exercise  
Week 11—Chapter 8  
Week 12—Chapter 9  
Week 13—Chapter 10  
Week 14—Chapter 11  
Week 15—Chapter 14, Review  
Week 16—Final Exam

### **Final Note**

The above schedule and procedures are subject to change in the event of extenuating circumstances.