



Final Exam Deadline: Online, 11:59 PM Pacific, Saturday, December 06, 2025

Basic Course Information

Term:	Fall 2025	Instructor Name:	Joe Silverman
Course Title & #:	Bus 132 (Business Management)	IVC E-Mail:	Joe.Silverman@Imperial.edu
CRN #:	10071	Plan B E-Mail:	JoeTheEconGuy@Outlook.com
Classroom:	Online/Internet	Office #:	809E
Class Days:	Online throughout the week	Office Hours:	Monday – Thursday 2:00 PM – 4:00 PM
Class Dates:	August 11 – December 06, 2025	Zoom Office Hours Link: https://Imperial-edu.zoom.us/j/82782537763	
Class Meeting Times:	Throughout the Week	Office	809E
Units:	3.0	Emergency Contact:	Andres Martinez Andres.Martinez@Imperial.edu
Degree or Certificate	Required course for associates degree or technical certificate in Business Management	Class Format:	100% Online (Asynchronous)

I monitor my e-mails and the Canvas Inbox on a daily basis, including **most** weekends. Please however, give me 36 hours to respond. If I haven't responded to your message in 36 hours, please by all means send me a follow up Inbox message or e-mail, and of course verify that the e-mail address you used to contact me was typed correctly.

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)

Course Prerequisite(s) and/or Corequisite(s)

There are no prerequisites to register for BUS 132.

Student Learning Outcomes

1. Demonstrate the ability to productively work as a team member with people of diverse experiences and backgrounds.
2. Exchange ideas and viewpoints with 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.
3. Successfully conclude a negotiation.

Important Dates

ADD DATE: The last day to add or drop this class is 08-23-2025

“W” DROP DATE: The last day to drop this class to avoid receiving an “F” is 11-01-2025

Course Objectives

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 markets 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.

Textbooks & Other Resources or Links

MGMT¹³ with *MindTap*, 13 Edition, Williams, Chuck. ISBN: 978-8-214-04226-8

Students are required to use *MindTap* for online homework and assignments. If you buy a copy of the printed text please make sure that this purchase provides you with access to *MindTap*. Less expensive options are available to students by purchasing the e-text and *MindTap*, or purchasing *Cengage Unlimited*. I will discuss e-text/printed textbook/homework platform in an online video explaining setting up a MindTap profile.

Please access the e-text and *MindTap* using the link provided in Module 00: Getting Started on the course's Canvas page. Cengage is a publisher independent of Imperial Valley College. During the drop/add period, students will have no cost access to the e-text and *MindTap*. Purchasing the printed text is optional.

Required and Recommended Technology and Supplies

Below is a list of supplies and/or technology that are helpful, recommended or required to be successful in this course.

<u>Required</u>	Access to a personal computer	<u>Recommended</u>	Pen(s)
<u>Required</u>	Internet access	<u>Recommended</u>	Pencil(s)
<u>Recommended</u>	Access to computer printing	<u>Recommended</u>	Notebook paper
<u>Required</u>	E-Mail account	<u>Not Required</u>	Scantron (Form 882-E)

NOTE: You may find some of recommended supplies useful for this course. For example, using paper and pencil to graph problems (questions) may lead you to the correct answer on a quiz or exam.

NOTE: This is a 100% (asynchronous) online class. Students registered for this class are expected to have access to a personal computer and a reliable high speed Internet connection. Students who lack access to these two items at home can use the campus computers with T1 connections to the Internet. (The Learning Resource Center/Library has computer workstations available to students.) In any event, lacking access to a reliable high speed internet connection will not be a justification for granting extensions/make ups on assignments.

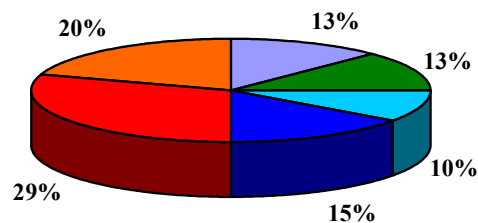
Course Requirements and Instructional Methods

Grades are based on the individual student's accumulation of points for assignments. Even though scores will be posted on Canvas students are **highly encouraged** to **ACTIVELY** track their points accumulation throughout the course. The points for individual assignments are provided below.

NUMBER	ASSIGNMENT	POINTS EACH	TOTAL POINTS	PCT of GRADE
1	MindTap Homework ¹	125.00	125.0	12.5%
1	SLO Assignment	125.00	125.0	12.5%
8	Discussion Board ²	12.50	100.0	10.0%
8	Quizzes ³	18.75	150.0	15.0%
2	Exams ⁴	150.00	300.0	30.0%
1	Comprehensive Final Exam⁵	300.00	200.0	20.0%
GRAND TOTAL POINTS			1,000.0	100.0%

- 1 Students will receive 125 *MindTap* homework points for completing assignments by deadline.
- 2 Ten discussion board posts will be given in *Canvas*, the top eight will be counted
- 3 Ten quizzes will be given in either *Canvas* or *MindTap*, the top eight will be counted.
- 4 If a student misses an exam, **for whatever reason**, the points from the missed exam will be added to the final exam.
- 5 The final exam will be comprehensive on the last day of the term, Saturday, December 06, 2025.

Points Table



MindTap Homework1
 SLO Assignment
 Discussion Board2

Quizzes3
 Exams 4
 Comprehensive Final Exam5

If you miss an exam, **for whatever reason**, the points from the missed exam will be added to your final exam, and no make-up exams offered. You will also be allowed to drop your two lowest quiz scores and lowest two discussion board posts. If you miss up to two quizzes, those quizzes will count as your drop quizzes. If you miss up to two discussion board posts, those discussion board posts will count as your two drop discussion board posts. Missed quizzes and discussion board posts beyond the first two will count as zeros.

Course Grading

Business Management is a grade only course. Measurable course objectives and minimum standards, are determined by the college, the economics department and the instructor. The grades table shown below is based on the approved student performance objectives established for this course, **without a curve**.

LETTER GRADE	INTERPRETATION	PCT	TOTAL POINTS	GRADE POINTS
A	Excellent	90.0%	900.0	4.0
B	Good	80.0%	800.0	3.0
C	Satisfactory Progress	70.0%	700.0	2.0
D	Passing - Less than Satisfactory	60.0%	600.0	1.0
F	Failing	<60.0%	<600	0.0

In the event a curve is needed, the break points between letter grades will be adjusted.

Extra Credit

“When you are through learning you’re through.” John Wooden, Head Coach, UCLA Men’s Basketball
“Failing to prepare is preparing to fail.” John Wooden, Head Coach, UCLA Men’s Basketball

Generally I do not offer extra credit because I have found that extra credit opportunities tend not to achieve the goal of helping students improve their grade. Please do not expect any opportunities for extra credit.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at FinAid@Imperial.edu.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.Imperial.edu/StudentResources> or click the heart icon in Canvas.

Artificial Intelligence (AI)

Students may use AI in preparing/studying for quizzes and exams, **but may not use AI when taking quizzes and exams**. Any discrepancy between answers to a quiz or exam question provided by the instructor, and an answer provided by AI will be resolved by the **REAL Intelligence**, not the Artificial Intelligence.

Course Policies

- All students are expected to create a profile in *MindTap* in the first week because this is a 100% online class, with many of the assignments being performed in *MindTap*, including quizzes and exams. Creating a profile in *MindTap* does not cost a student anything out of pocket, so there is no excuse for not having created a profile by the end of the first week. Failure to establish a profile in *MindTap* in the first week is grounds for being dropped.
- No student will be allowed to make up past assignments because that student does not have access to necessary course material, including *Canvas* or *MindTap*.
- Because this is a 100% online (asynchronous) class, students understand that they will need to have access to a computer with a reliable high speed information connection to perform assignments.
- High speed WiFi, computer workstations with high speed connections are available to all Imperial Valley College students in the library/learning center. Anyone lacking a computer, high speed internet or both should make arrangements to use the resources available to them in the library/learning center.
- When interacting online, students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, and (10) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Integrity and Violations of Academic Integrity

- Plagiarism is taking and presenting 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 "cite a source" correctly, you must 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 that are prohibited or inappropriate in the context of the academic assignment in question.
- Anyone caught cheating or plagiarizing 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. In addition, students found to be in violation of rules concerning academic integrity may be subject to disciplinary action which can include:
 - ◇ Formal Warning (Student will be required to meet with the Dean of Student Activities)
 - ◇ Reprimand (Written notice of further disciplinary action)
 - ◇ Disciplinary Probation
 - ◇ Disciplinary Suspension (Exclusion from class privileges for a period of time)
 - ◇ Expulsion (Termination of student status)
 - ◇ Remanding (Formal Hearing)

Course Requirements

Attendance: “Eighty-five percent is just showing up.” While it would seem to be difficult to take attendance in an online class, there are certain criteria that would constitute excessive absences. Specifically, if you miss a combination of more than four online quizzes or discussion board posts, I reserve the right to drop you for inactivity. Having said that, if you can no longer participate in this course, please drop yourself. At the end of the term, if I have not dropped you (for whatever reason), and you have completed few assignments, the letter grade you earned will be based on your performance on the assignments you have completed. I have no way of issuing anything other than an evaluative (letter) grade on *WebStar*.

Makeups: There will be NO MAKEUPS!!!! This is an online course where students are provided with ample time to take quizzes/exams. All quizzes and exams in the class are online, and will be available for students to take over a period of 3 days (72 hours) that often includes a Saturday. The discussion board will be available for students over a period of several days that should enable students to post. The final exam will have a three-day window in which students can take it. Under these circumstances there is very little reason for students to miss an exam. The two exams and a comprehensive final exam will cumulatively count for 50% of your grade. The remainder of your grade will be determined by online quizzes (15%), discussion board posts (10%), the SLO assignment (12.5%) and *MindTap* homework (12.5%). If you miss one exam, your exam grade will be determined by your score on the remaining exams and the final exam. (The points for the first missed exam will be rolled into the points on the final.) If you miss a second exam, you will receive a zero on that exam, but the points for that exam will NOT be rolled into your final exam.

Disabled Students Program and Services (DSP&S)

Imperial Valley College is committed to providing its students with access to education. If you have a documented special need that affects your learning or performance on exams or papers, you will need to contact the Disabled Students Program and Services (DSPS) or the office of the Americans with Disabilities Act (ADA) Coordinator within the first week of class.

Please also self-identify yourself to me within the first two weeks, so I can also work with you.

A representative of Disabled Students Programs and Services can be reached at:

Voice: 760-355-6434 (DSPS)
760-355-6314 (ADA Coordinator)
Hours: 8:00 AM – 5:00 PM
E-Mail: DSPS@ImperialValley.edu
Internet: <https://www.Imperial.edu/students/dsps/index.html>

The DSPS office will help you determine what accommodations are available for you. If you are requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

Anticipated Class Schedule

(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)

CHAPTER	TOPIC(S)
1	Management
2	The History of Management
3	Organizational Environments and Culture
4	Ethics and Social Responsibility
5	Planning and Decision Making
6	Organizational Strategy
7	Innovation and Change
8	Global Management
EXAM 1	
9	Designing Adaptive Organizations
10	Managing Teams
11	Managing Human Resource Systems
12	Managing Individuals and a Diverse Workforce
13	Motivation
14	Leadership
15	Managing Communications
EXAM 2	
16	Control
17	Managing Information
18	Managing Services and Manufacturing Operations
COMPREHENSIVE FINAL EXAM	

Anticipated Assignment Calendar

(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)

Bus 132 (10071) Business Management - Fall 2025						
Online and Throughout the Week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST	11	12	13 DB 1 Quiz 01	14	15	16
	18	19	20 DB 2 Quiz 02	21	22	23
	25	26	27 DB 3	28	29	30
SEPTEMBER	01 Labor Day	02	03 Quiz 03	04	05	06
	08	09	10 DB 4 Quiz 04	11	12	13
	15	16	17	18	19	20
	22	23	24 DB 5 Quiz 05	25	26	27 Exam 01
	29	30	01 DB 6 Quiz 06	02	03	04
OCTOBER	06	07	08	09	10	11

Anticipated Assignment Calendar (Continued)

(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)

Bus 132 (10071) Business Management - Fall 2025						
Online and Throughout the Week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OCTOBER	13	14	15 DB 7	16	17	18
	20	21	22	23	24	25 SLO Assignment
	27	28	29 Quiz 07	30	31 Halloween	01 Exam 02
NOVEMBER	03	04	05 Quiz 08	06	07	08
	10 Veterans Day	11	12 DB 9 Quiz 09	13	14	15
	17	18	19 DB 10 Quiz 10	20	21	22
	24	25	26	27 Thanksgiving	28	29
DECEMBER	01	02	03	04	05	06 FINAL EXAM