

Management Course Syllabus

BUS 49 Section 64Z (Formerly BUS 96)

Online Asynchronous Format

5 Units - Michele Fritz - Spring 2025

*Because management requires developed business skills, **this course is normally one of the last taken before completing a degree or certificate program.** Bus 10: Introduction to Business is an advised prerequisite for this class.*

Quick Contact Information

Type	Details
Office Hours:	Mondays from 1-2:40 PM or Tuesdays and Thursdays from 9:00-9:50 AM on Zoom (Enter the waiting room at the scheduled time using this link: https://fhda-edu.zoom.us/my/mfritz .)
Email Address:	fritzmichele at fhda.edu (Please note that Michele has one "L".) You can expect a response within 24 hours, except over the weekend. On the weekend you can expect a response on the next business day.
Campus Telephone:	(408) 864-8615 (Avoid for urgent messages as I rarely check it. Use email instead.)
Instructor Web Site:	http://www.deanza.edu/faculty/fritzmichele/ My web site contains many tools and resources for students.

Course Objectives:

The purpose of this advanced course is to explore the roles and responsibilities of managers in organizations. The class emphasizes experiential learning and self-inquiry to explore the job of a manager, including the managerial environment, the five functions of management (planning, organizing, leading, staffing, and controlling), decision-making, effective communications, and management ethics.

Student Learning Outcome Statements (SLO):

1. Examine the functions of planning, organizing, leading, staffing and controlling.
2. Evaluate and anticipate the potential effectiveness of various management styles, communications, and decisions for a given situation.

Communications:

Have a question? Please reach out!

- **Use the Canvas Mail system**, in the global navigation menu labeled "Inbox". I respond to email several times per day, Monday through Friday. If it is a weekend or a holiday, you will hear from me on the next business day.

- **Office hours:** Drop in Mondays 1-2:40 PM or Tuesdays and Thursdays 9:00-9:50 AM on Zoom (Invite Link: <https://fhda-edu.zoom.us/my/mfritz>) If you need to go over an exam, please make an appointment by email for a time during my office hours.
- **District Email:** fritzmichele@fhda.edu. Please include the course and the section in your email, because I teach many different courses. Canvas email (above) is a better choice if you are already in one of my classes.
- **Phone:** Don't leave messages for me on my office phone because I do not check it regularly.
- **Student Cafe:** If it is the weekend or evening and you have a general question that is not private, you can try posting to the **Student Cafe** discussion in Canvas. Maybe one of your classmates has the answer!

How will I communicate with you?

- **Announcements:** I will post announcements several times per week in our Canvas course, but always on Mondays. If you have notifications set correctly as described in **Module 1**, you should receive an email copy of these announcements. The two most recent announcements will also be posted at the top of the course home page. Announcements will cover upcoming deadlines, exams, and also feedback on topics of confusion for the class. For more complex assignments, I will announce when explanatory videos are created and posted so you can learn how to approach these assignments.
- **Canvas Mail:** I'll contact you through the email system in Canvas. You can access this feature by clicking on the "Inbox" icon in the left-hand global navigation menu. If you missed an assignment, you should expect to receive an email from me regarding your recovery options.
- **Discussions:** When we have class discussions, I will post comments in the discussion the day after the deadline, highlighting important points. You can easily find my comments by searching for "Prof. Fritz". If you need to take further action on your assignment, you will also find my feedback to you in the gradebook.

Materials:

- **Required Text:** You need a textbook with access to **Connect** to do assignments in this course. The required text is: Kinecki, Breaux Soignet, & Hartnell, ***Management: A Practical Introduction***, McGraw-Hill, 2024. Students can purchase this package in our Canvas course for a low negotiated price (~\$50). You get access immediately. I do not recommend the [Bookstore](#) because it will cost more and they are slow to fulfill orders. If you get the book elsewhere, you still have to purchase **Connect** which costs more than our package. Please note that the complimentary access to the text will only last a few days. If you drop the course after purchasing the package, you can request a refund from McGraw Hill for 2 weeks using [this page](#).
- **Technology:** The following technology is required in order to access the course in Canvas.
 - You will need a **computer** and **high-speed access** to the Internet to take exams and use the simulations. **A mobile phone or Ipad will not work** for some assignments and exams. There is [help available](#) for students who need technology.
 - You must have a current version of one of the following browsers to take exams: **Chrome, Edge, Opera or Brave.**
 - You will need the [Acrobat Reader](#) or some other PDF viewing application.
 - You will also need a **personal email address** in order to receive important course announcements from Canvas. As soon as the course starts, you should receive an email welcome message from the instructor. If that does not occur, you may need to decrease the security on your email, whitelist the instructor (fritzmichele@fhda.edu), or clear your

email account (if it is full). These proactive measures will ensure that you receive all important reminders from your instructor.

Course Requirements:

- **Smartbook:** Each week you will have one or two chapters to master. You will need to read and answer questions pertaining to those chapters. If you answer incorrectly, the Smartbook will direct you to specific sections of the chapter. You will need to continue until you can answer questions on the material correctly. Completion of these assignments by the deadline earns you full credit.
- **Video Exercises:** Each week there are videos that provide explanations and illustration of textbook concepts. Some of them will be lectures or standard videos to watch and take notes on key points. Other videos will be an interactive exercise, which will ask you questions requiring that you apply what you have learned from the text and the video. Regardless of the type, you can expect exam questions on these important resources.
- **Mini-Simulations:** This course uses mini-simulations that require you to interact with animated video characters in a management scenario. These will help you apply what you have learned and to practice management skills.
- **Case Studies:** The case studies are challenging assessment exercises designed to determine how much you have learned in a series of modules. These case studies put you in a realistic managerial situation in which you must apply what you have learned about management. Late submission of case studies will be penalized 20%.
- **Discussions:** Some weeks you will be expected to contribute to a class discussion. The discussions allow you to interact and learn from the experiences of your classmates. Managers are often called upon to provide their analysis and insights in meetings, so this is one way you will practice career skills in this course.
- **Examinations:** There will be three exams in the course. The exams cover material from the textbook and supplemental materials (videos, articles, etc.). Your activities during exams will be monitored online. It is essential you read the **instructions** for the exam so you know what is and isn't allowed during the exam and don't violate academic integrity expectations. These tests will be timed, so you will need to know course concepts. You may use your handwritten notes, but you will **not** have the time to look up many things. Any student who misses an exam will be assessed a 10% late penalty per day for taking it late. The schedule is:
 - **Exam 1** covers materials in Modules 1 to 3 and is due **11:59 PM on Wednesday of week 3.** (Dates are posted in Canvas.)
 - **Exam 2** covers materials in Modules 4 to 7 and is due by **Wednesday of week 8.**
 - **Final Exam** covers Modules 8 to 11. It is due by **Wednesday of week 12.**

Tips for Success:

Here are some ways that you can boost your performance in this class. Please take advantage of them!

- Obtain the textbook and read it. Watch videos posted in the module to understand complex concepts. Most students benefit from taking **handwritten** notes on the text and videos. (Typing notes does not help your brain to process and remember information.)
- Use the **Recharge** feature in the Smartbook to reinforce information from earlier modules.
- Schedule your work to complete tasks on time or early. **Late assignments are penalized**, and the penalties grow the longer you wait.

- Use the **Extra Practice** weekly throughout the quarter to review and prepare for case studies and exams by **testing yourself** with new questions.
- Email the instructor when you don't understand something, or drop by Zoom office hours.

Lesson Plan:

<i>Week #</i>	<i>Topics</i>	<i>Class Activities</i>
1	What is Management?	Chapters 1 & 2
2	The Global Managerial Environment	Chapters 3 & 4 (partial)
3	Planning & Strategy	Chapters 5 & 6
4	Decision Making	<i>Exam 1</i> ; Chapter 7
5	Organizing & Change Management	Chapters 8 & 10
6	Human Resource Management & Diversity	Chapters 9 & DEI
7	Communications	Chapter 15; <i>Case Study</i>
8	Individual Psychology	<i>Exam 2</i> ; Chapter 11
9	Fostering Motivation and Teamwork	Chapters 12 & 13
10	Leadership	Chapter 14 (partial)
11	Control	Chapter 16; <i>Case Study</i>
12	Final Exam Week	<i>Final Exam</i>

Grading Policy:

Exam and assignment grades will be available in Canvas within a week of the due date. For autograded assignments, late penalties will be deducted after they close.

<i>If Your Total for the Course is</i>	<i>Resulting Grade</i>
97.5% and up	A+
Over 92.5% but <97.5 %	A
Over 89.5% but <92.5%	A-
Over 87.5% but <89.5%	B+
Over 82.5% but <87.5%	B
Over 79.5% but <82.5%	B-
Over 77.5% but <79.5%	C+
Over 69.5% but <77.5%	C (C- grade does not exist)
Over 67.5% but <69.5%	D+
Over 62.5 % but <67.5%	D
Over 59.5% but <62.5%	D-

< 59.5%	F
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Dropping the Class:

The instructor will drop students who have not logged on or that have missed **any** assignments during the first two weeks. The instructor reserves the right to drop students stopped participating (missing 2 or more assignments) or missed an exam without communication during the first 8 weeks of the quarter. ***Other than that, students are responsible to withdraw from the course using the portal.*** If you mean to withdraw but do not do the transaction yourself, you can expect a course grade on your transcript.

Academic Integrity:

Students who plagiarize, submit the work of others as their own, use Artificial Intelligence to write assignments, or cheat on exams will (at a minimum) receive a failing grade on that assignment and be reported to college authorities. Ignorance is not an acceptable excuse in a college classroom. If you are uncertain what behavior is acceptable, refer to the De Anza web site on [Academic Integrity](#).

Artificial Intelligence Policy: For this course, the use of generative artificial intelligence applications, such as ChatGPT, Bard, Jasper, Sudowrite, and Claude, is strictly prohibited.

Support:

Type of Support	How to Get It
Help with Concepts	Email me Mondays through Fridays, or drop by my office hours.
Canvas Technical Support	Click the ? icon in the left hand column of your screen in Canvas. There is also technical support available from 5:00 PM to 8:00 AM PST, seven days per week. Call 1-844-592-2207.
Exam Technical Support	During an exam, contact Proctorio support for 24/7/365 exam technical support. (Live chat on this page is the fastest if you are in the exam.)
Connect Technical Support	Please call: 800-331-5094 or send an email by visiting this website: https://mh.my.site.com/CXG/s/ContactUsWebForm .
Students who need Accommodations	The video materials and simulations in this multimedia course have captions or written transcripts available. If you need a different type of accommodation, please let your instructor know at the start of the quarter. De Anza offers many support services to assist students with their needs. If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from the Clockwork app early in the quarter to review how the accommodations will be applied in this course.