

**PRINCIPLES OF MANAGEMENT  
BUSINESS 120 / MANAGEMENT 120, FALL 2017  
ONLINE COURSE SYLLABUS**

Class Time: **On-line // CANVAS**  
 Class location: **CANVAS online learning platform**  
 Required Text: **MGMT 10 : by Chuck Williams**  
 Cengage ISBN 9781337116756  
 Cost through the SAC/Cengage Microsite :  
<http://www.cengagebrain.com/course/2283287>  
 Direct to Student: Textbook/Digital Tool  
 Price via Microsite = \$57.25/\$33.00

**PROF. GABRIEL SHWEIRI**

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Hours: T 8:00 – 9:30/ W 4 – 6/Th 8-9:30

Ad-hoc hours or by appointment

Course Description:	This is an introductory course in general business management. The course presents a set of tools that will enable anyone to successfully become a manager, or provide insight to anyone to successfully work with managers in an organization.		
Course Objectives:	Upon completion of this course each student will demonstrate a detailed understanding of management functions within an organization or general business. All students will benefit by acquiring a general knowledge of business management that will enhance their career.		
<b>Blackboard Discussion</b>	For all discussions - you must create a thread prior to being able to join the discussion and see the other student comments. You are required to post on at least two (2) other student comments to receive credit for the discussion.		
<b>SCHEDULE</b>	<b>Subject</b>	<b>On-line assignments</b>	<b>Reading assignments</b>
<b>Week 1 / August 28 Module 1</b>	Chapter 1	<i>Homework assignment ch 1 Discussion Quiz</i>	Read CH 1
	Chapter 2	<i>Homework assignment ch 2 Discussion Quiz</i>	Read CH 2
<b>Week 2 / September 4 Module 2</b>	Chapter 3	<i>Homework assignment ch 3 Discussion Quiz</i>	Read CH 3
	Chapter 4	<i>Homework assignment ch 4 Discussion Quiz</i>	Read CH 4
<b>Week 3 / September 11 Module 3</b>	<b><i>Review chapters 1-4</i></b>	<b><i>Review exercise</i></b>	
	<b><i>Review Discussion</i></b>	<b><i>Test 1</i></b>	
<b>Week 4 / September 18 Module 4</b>	Chapter 5	<i>Homework assignment ch 5 Discussion Quiz</i>	Read CH 5
	Chapter 6	<i>Homework assignment ch 6 Discussion Quiz</i>	Read CH 6
<b>Week 5 / September 25 Module 5</b>	Chapter 7	<i>Homework assignment ch 7 Discussion Quiz</i>	Read CH 7
	Chapter 8	<i>Homework assignment ch 8 Discussion</i>	Read CH 8

		<i>Quiz</i>	
<b>Week 6 / October 2 Module 6</b>	<b><i>Review chapters 5-8</i></b>	<b><i>Review exercise</i></b>	
	<b><i>Review Discussion</i></b>	<b><i>Test 2</i></b>	
<b>Week 7 / October 9 Module 7</b>	Chapter 9	<i>Homework assignment ch 9 Discussion Quiz</i>	Read CH 9
	Chapter 10	<i>Homework assignment ch 10 Discussion Quiz</i>	Read CH 10
<b>Week 8 / October 16 Module 8</b>	Chapter 11	<i>Homework assignment ch 11 Discussion Quiz</i>	Read CH 11
	Chapter 12	<i>Homework assignment ch 12 Discussion Quiz</i>	Read CH 12
<b>Week 9 / October 23 Module 9</b>	<b><i>Review chapters 9-12</i></b>	<b><i>Case Study Assigned</i></b>	
	<b><i>Review Discussion</i></b>	<b><i>Test 3</i></b>	
<b>Week 10 / October 30 Module 10</b>	Chapter 13	<i>Homework assignment ch 13 Discussion Quiz</i>	Read CH 13
	Chapter 14	<i>Homework assignment ch 14 Discussion Quiz</i>	Read CH 14
<b>Week 11 / November 6 Module 11</b>	Chapter 15	<i>Homework assignment ch 15 Discussion Quiz</i>	Read CH 15
		<b><i>Work on Case Study</i></b>	
<b>Week 12 / November 13 Module 12</b>	<b><i>Review chapters 13-15</i></b>	<b><i>Review exercise Work on Case Study</i></b>	
	<b><i>Review Discussion</i></b>	<b><i>Test 4</i></b>	
<b>Week 13 / November 20 Module 13</b>	Chapter 16	<i>Homework assignment ch 16 Discussion Quiz</i>	Read CH 16
	Chapter 17	<i>Homework assignment ch 17 Discussion Quiz</i>	Read CH 17
<b>Week 14 / November 27 Module 14</b>	Chapter 18	<i>Homework assignment ch 18 Discussion Quiz</i>	Read CH 18
		<b><i>Work on Case Study</i></b>	

<b>Week 15 / December 4</b> <b>Module 15</b>	<b><i>Review Case Studies</i></b>	<b><i>Work on Case Study</i></b>	
		<b><i>Turn in Case Study</i></b>	
<b>Week 16 / December 11</b> <b>Module 16</b>	<b><i>Final Review</i></b>	<b><i>Final Exam</i></b>	

## STUDENT LEARNING OUTCOMES

### Communication Skills

1. Listening and Speaking - Students will be able to communicate management principles to influence the behavior of others in the workplace. They will also be able to communicate information and directions to superiors, peers and subordinates and involve others in an open communication process.

2. Reading and Writing - Students will learn the topic content and vocabulary associated with the course. They will formulate written communication to influence their work environment.

### Thinking and Reasoning

1. Critical Thinking - Students will be able to recognize and identify workplace and individual problems and differentiate facts from inferences while gathering information.

2. Creative Thinking - Students will learn to make sound management decisions based on different business scenarios.

### Information Management

1. - Students will be able to develop hypotheses, compare and contrast possible problem solutions, analyze possible outcomes, and recommend action plans.

<b>Participation &amp; Attendance</b>	<b><u>Last days to drop:</u></b> – without fees – without a “W” – with a “W”	Participation in discussions and in-class activities are important to understanding the material covered in the text and in the lectures. Each student will be expected to participate.  It is the <b>STUDENT’S RESPONSIBILITY</b> to drop the class. If there has been no drop, and the student has missed more than 25% of the course requirements, an “F” grade will be assigned.
<b>Honesty Policy</b>	A student caught cheating on any exam or assignment will receive no credit for that exam or assignment. Additional disciplinary actions may result as per the policies found in the SAC student handbook.	
<b>Accommodation for disabilities</b>	Any student with verifiable disabilities who wishes to request accommodations is responsible for notifying the instructor and Disabled Students Programs and Services (DSPS) within the first two weeks of class. To arrange for accommodations, contact DSPS by phone 714.564.6260 or 714.564.6384 TDD. Or visit DSPS in U-103.	
<b>Tests &amp; Grading</b>	The course consists of <b>5 tests:</b> 100 points each <b>Participation in discussions:</b> 180 points <b>Homework assignments:</b> 180 points <b>Case Study:</b> 140 points	A = 900 to 1000 B = 800 to 899 C = 700 to 799 D = 600 to 699 F = 599 or lower
<b>Disclaimer</b>	Please note that the syllabus may be updated at any point through the semester at the instructor’s discretion.	

### Santa Ana College Mission Statement

*“The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuits in a dynamic learning environment.”*

### Business Division Mission Statement

The mission of the Business Division is to prepare Santa Ana College students for professional careers in business and to provide a transfer pathway from the Community College to University. The Business Division offers courses and programs of study that emphasize excellence in teaching with content that is rigorous, current, and of greatest benefit to its students and community.