Subject: Principles of Management

E-Mail Contact Information:
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Catalog Course Description:
This course is designed for the student who is seeking a career in management or for the student who needs to expand his/her knowledge of management techniques and organizational methods. In this course, students will learn the theory and application of managerial functions as it applies to planning, organizing, leading, and controlling organizations. Additional topics to be covered will include the history of management, and practical management techniques, practices, and problem solving methodologies. The topics of employee empowerment, characteristics and qualities of successful managers, and contemporary trends in management will also be explored in this course.

Student Learning Outcomes:
Successful course completer's will be able to explain and differentiate the four functional areas of management (planning, organizing, leading, and controlling) and demonstrate how each integrate to help managers get work done through others.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is NOT a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to Rio Hondo College Online Bookstore

This course will include regular instructor student contact. Methods of regular instructor student contact include:

Be sure and use the internal Black Board mail. You should receive a response within 48 hours of your email. I don't usually check email during the weekend. If there is an issue with the Canvas email you can use my Rio Hondo email: rshield@riohondo.edu

Course Calendar:
Dates reflect the opening week of the assignment

Week 1- Ch. 1-The Exceptional Manager: What You Do, How You Do It - Chapter 1-Test
Week 2- Ch. 2-Management Theory: Essential Background for the Successful Manager Chapter 2-Test
Week 3- Ch. 3-The Manager's Changing Work Environment & Ethical Responsibilities Chapter 3-Test
Week 4- Ch. 4-Global Management: Managing across Borders Chapter 4-Test--Discussion #1 Opens
The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: [http://www.riohondo.edu/canvas-orientation/](http://www.riohondo.edu/canvas-orientation/)

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the Disabled Students & Programs office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.