UNIVERSITY OF THE PEOPLE

Principles of Business Management

Credits: 3
BUS 1101

Instructor Contact Information:

You can always send your instructor a private message through the Moodle Messaging system. Once logged into your course, click your instructor's Moodle profile page to be provided the ways in which to communicate with your instructor. Your instructor's email will also be listed in their profile.

Course Description

The course will present a survey of the basic methods by which managers have operated businesses, large and small. The course will enable the student to harness the management theories, approaches, and practices with more contemporary and modern innovative processes to develop flexible strategic approaches in implementing and adapting to the dynamic business environment. Embedded within all these key concepts will also be numerous skills that, when mastered, will allow the student to embark on a career in business management.

Learning Objectives

By the end of this course, students will be able to:

1. Explain management theories and practices, and their applications in business settings

2. Identify the four functions of management

3. Describe goal setting using the SMART approach

4. Demonstrate the significance of the motivational approach in enhancing personal and organizational performances

5. Discuss the various organizational structures and their unique features

Co/Prerequisites

UNIV 1001

Course Materials

UoPeople courses use open educational resources (OER) and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. The main required textbook for this course is listed below and can be readily accessed using the provided link. Additional learning

resources will also be provided in the course Learning Guide for each week to supplement your understanding of the material.

Main Textbook:

LibreTexts. (2024). *Principles of management.* Open Education Resource LibreTexts Project. https://biz.libretexts.org/Bookshelves/Management/Principles_of_Management Licensed under CC BY-NC-SA 3.0.

Technology Requirements

To fully engage in this course and make the most of your experience, the course must be taken on a PC. You also must have regular access to the internet (high speed is preferred).

Campus Tech Support Email for English programs: support@uopeople.edu

Regular and Substantive Interaction

Your instructor will interact and engage with each of you on a regular basis throughout the term to support your learning. They will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

Course Expectations and Learning Activities

Discussions

Some units in this course require that you complete a Discussion Assignment. You are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, you must extend the discussion by responding to at least two (2) of your peers' postings in the Discussion Forum. Grading rubrics are provided in the Discussion Forum for each learning week. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end.

Assignment Activities
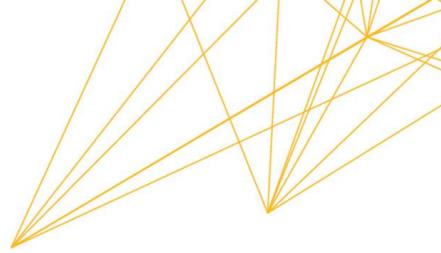
The assignment activities are graded by your instructor. The grading rubric is listed under the assignment instructions. The grading rubric is a document that outlines the criteria that your instructor will use to grade your work.

Class Introduction

This section is your opportunity to introduce yourself to your classmates and create a vibrant learning community. By sharing your background, interests, and goals, you can create meaningful connections and discover commonalities with your peers.

Course Forum

The Course Forum is the place to raise issues and questions relating to the course. It is regularly monitored by the instructors and is a good place to meet fellow students taking the same course. While it is not required to participate in the Course Forum, it is highly recommended.

Quizzes

This course will contain three types of quizzes – the Self-Quiz, Graded Quizzes, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. The results of the Self-Quiz will not count towards your final grade. However, it is highly recommended that you complete the Self-Quiz to ensure that you have adequately understood the course materials. Along with the Reading Assignments, the results of the Self-Quiz should be used as part of an iterative learning process, to thoroughly cover and test your understanding of course material. You should use the results of your Self-Quiz as a guide to go back and review relevant sections of the Reading Assignments. Likewise, the Review Quiz will not count towards your final grade but should also be used to assist you in a comprehensive review and full understanding of all course material, in preparation for your Final Exam. Lastly, the results of the Graded Quizzes will count towards your final grade. Specific instructions on the format and content of the Graded Quizzes will be provided by your instructor.

Final Exam

The Final Exam will take place during the Thursday through Sunday of Learning Week/Unit 9, following the completion of eight units of work. The format of the Final Exam is similar to that of the quizzes and may contain a combination of different question types. You will have one attempt to take the exam, and it will be graded electronically. Specific instructions on how to prepare for and take the Final Exam will be provided during Learning Week 8 (located inside the Unit 9 Learning Guide). Final Exams must be taken without the use of course learning materials (both those inside and outside the course). If particular materials are allowed for use during the exam, these will be noted in the exam's instructions.

Participation Expectations
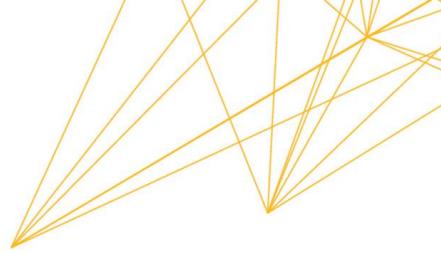
- Be involved and active in your courses.
- Be highly motivated and disciplined.
- Check the course homepage, calendar and assignment page, the course syllabus, your UoPeople email, and the Moodle course discussion forums several times a week.
- Post the required comments and responses to the discussion forum for your course.
- Keep up with your assignments and online quizzes/exams (as applicable) and manage your time well. These quizzes test your knowledge and comprehension of the new content.
- Participate actively in class discussions.
- Be polite and respectful.
- Use proper grammar and correct spelling.
- Be honest and original. Plagiarism will not be tolerated in any online course.

Non-participation is characterized by lack of any assignment submissions, inadequate contributions to the Discussion Forums, and/or lack of peer feedback to Discussion/Written Assignments. Also, please note the following important points about course participation:

- Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.
- Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

Feedback and Suggestions

We value your input and would encourage you to complete the end of course survey to provide us with course feedback and suggestions, and report issues
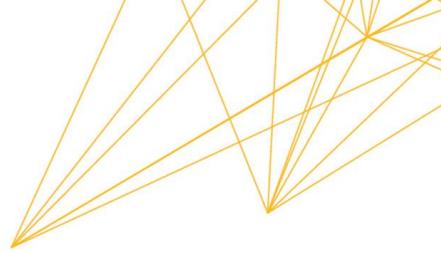
Evaluation and Grading Scale

Grading Weights:

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
Discussions	35%	1. Unit 1 – Discussion Forum 2. Unit 2 – Discussion Forum 3. Unit 3 – Discussion Forum 4. Unit 5 – Discussion Forum 5. Unit 6 – Discussion Forum 6. Unit 7 – Discussion Forum 7. Unit 8 – Discussion Forum	● Unit 1 – CLO2 and CLO4 ● Unit 2 – CLO1 ● Unit 3 – CLO1 and CLO2 ● Unit 5 – CLO1 and CLO4 ● Unit 6 – CLO1, CLO2 and CLO5 ● Unit 7 – CLO5 ● Unit 8 – CLO2 and CLO5
Assignment Activities	45%	1. Unit 2 – Assignment Activity 2. Unit 3 – Assignment Activity 3. Unit 4 – Assignment Activity 4. Unit 5 – Assignment Activity 5. Unit 6 – Assignment Activity 6. Unit 8 – Assignment Activity	● Unit 2 – CLO1 ● Unit 3 – CLO1 and CLO2 ● Unit 4 – CLO1 and CLO4 ● Unit 5 – CLO1 and CLO4 ● Unit 6 – CLO1, CLO2 and CLO5 ● Unit 8 – CLO2 and CLO5
Graded Quizzes	10%	1. Unit 3 – Graded Quiz 2. Unit 6 – Graded Quiz	● Unit 3 – CLO1, CLO2 and CLO4 ● Unit 6 – CLO1, CLO2, CLO3, CLO4 and CLO5
Final	10%	1. Unit 9 – Final Exam	● Unit 9 – CLO1, CLO2, CLO3, CLO4 and CLO5
TOTAL 100%			

Grading Scale:

Letter Grade	% Grade	Grade Points
A+	98%-100%	4.00
A	93-97%	4.00
A-	90%-92%	3.67
B+	88%-89%	3.33
B	83%-87%	3.00
B-	80%-82%	2.67
C+	78%-79%	2.33
C	73%-77%	2.00
C-	70%-72%	1.67
D+	68-69%	1.33
D	63%-67%	1.00

Letter Grade	% Grade	Grade Points
D-	60%-62%	0.67
F	<60	0.00
W	N/A	N/A

Students may also be granted Withdrawal (W), if they withdraw from the course, or an Incomplete (I) should their circumstances permit.
A student who feels they were graded unfairly, or who seeks to dispute a grade, may initiate a grade appeal process.
Refer to University Policies for more information on withdrawals and appeals.

Course Schedule

UNIT 1: Functions, Skills, and Personality of Managers
- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 2: History and Contemporary Practices in Management
- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 3: Mission, Vision, and Strategy
- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.
- ○ Graded Quiz submission due by the 7th day of the Learning Week.
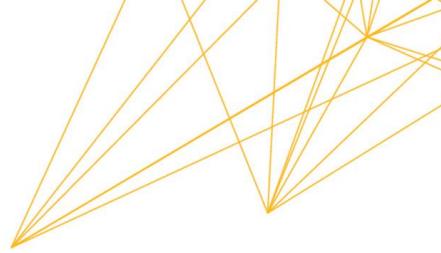
UNIT 4: SMART Goals and Objectives
- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 5: Motivation and Teamwork in Management
- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 6: Communication and Leadership Styles

- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.
- ○ Graded Quiz submission due by the 7th day of the Learning Week.

UNIT 7: Organizational Culture

- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 8: Organizational Structure and Change

- ○ Watch/Read due by the 3rd or 4th day of the Learning Week.
- ○ Discussion first response due by the 4th day of the Learning Week.
- ○ Discussion replies due by the 7th day of the Learning Week.
- ○ Assignment Activity submission due by the 7th day of the Learning Week.
- ○ Self-Quiz submission due by the 7th day of the Learning Week.

UNIT 9: Review Quiz and Final Exam

- ○ Review Quiz submission.
- ○ Final Exam due by the 4th day of the Learning Week.

University Policies & Processes

Late Work/Make-up Policy
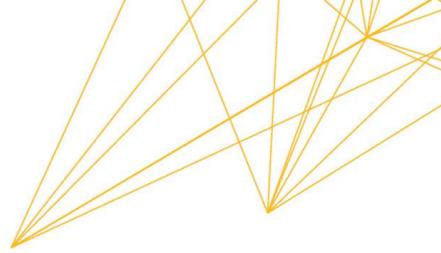
Please review the Late Work policy in the University Catalog.

Code of Conduct

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the General Code of Conduct in the University Catalog.

Procedures for Resolving Academic Grievances/Appeals

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within seven days of the posted final grade. For more information on this topic, please review the Grievance Policy and Grade Appeals Procedure in the University Catalog.

Withdrawal and Drop Date Policy

Please review the Course Drops and Withdrawals policy of the University Catalog.

Academic Integrity and Plagiarism

Please review the Code of Academic Integrity in the University catalog.

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. For more information on this topic, please review the Intellectual Property policy in the University catalog.

Reasonable Accommodations

Contact your Program Advisor to open a request for support.

Student Support Services & Resources

English Programs

Academic Advising: advising@uopeople.edu
Financial Aid: financial.aid@uopeople.edu
Library Resources: library@uopeople.edu
Payment Processing: payments@uopeople.edu
Student Services: student.services@uopeople.edu
Technical Support: support@uopeople.edu