

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

BUS3305.E1 Management Fundamentals
Fall 2026

PROFESSOR INFORMATION:

Professor: Dr. Angela Palmer
Amberton Extension: 972-279-6511 ext. 274
Email Address: **APalmer** @Amberton.edu

COURSE INFORMATION:

BUS3305.E1 Management Fundamentals
Level: Undergraduate
Beginning Date of Session: Saturday, September 12, 2026
Ending Date of Session: Thursday, November 19, 2026
Student access available to the Student Portal: Saturday, September 12, 2026 .

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Fundamentals of Management
Author: Ricky W. Griffin
Publisher: Cengage
Year Published: 2026
Edition: 11th
ISBN: 10: or 13: 9788214042671
Price: Available at <http://amberton.ecampus.com>

Title: Business Essentials Simulation: Coffee Shop Inc.
Author: Tim Rogmans
Publisher: Harvard Business Publishing
Year Published: 2022
Edition: N/A
ISBN: : Product # FO 0004-HTM-ENG
Price: **\$16.25** Available at <https://hbsp.harvard.edu/import/1423477>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping.

APA REQUIREMENT:

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The Fundamentals of Management course provides an understanding of the functions of management and the importance of information systems in an organizational setting. This course covers such topics as the structure of organizations, peer collaboration, and communication systems in the organization. Studies are also performed regarding the development of information systems and managing system changes.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Defining and discussing the functions of management.
2. Understanding the various schools of management thought and the key contributions made by important management theorists.
3. Discussing the internal and external forces that affect business, including how those forces affect the decisions and performance of a company.
4. Describing ethical influences on decision making and the practical steps that managers can take to improve ethical decision making.
5. Discussing the benefits and pitfalls of planning, steps and limitations of rational decision making, and group decision techniques.
6. Understanding the strategy-making process and how managers use strategies to obtain a sustainable competitive advantage.
7. Discussing the issues associated with organizational innovation and organizational change.
8. Understanding the management implications of global trade and globalization.
9. Discussing organizational structure and organizational design.
10. Discussing the advantages and disadvantages of work teams and practical steps for managing teams within organizations.
11. Discussing key aspects of human resource systems, determining human resource needs, and effectively managing the human resource lifecycle.
12. Discussing concepts and management implications of human motivation, leadership, and communication in contemporary organizations.
13. Discussing the role of the internet and personal information systems, work-group information systems, and enterprise information systems utilized by organizations.
14. Discussing how organizations integrate, process, and protect information, knowledge, and expertise using management information systems.
15. Understanding the importance of diversity and how to implement inclusion through proper management.
16. Understanding the importance of peer collaboration in efforts to understand and resolve issues surrounding information systems.
17. Discussing the role of artificial intelligence (AI) for managers to more effectively streamline decision-making processes.

ACQUIRED SKILLS

1. Peer Collaboration (Team Building)
2. Communication Skills (Verbal & Written)
3. Strategic Decision-Making

COURSE POLICIES:

Discussion Forum: I consider the Discussion Forum a great catalyst for student learning. You will be required to develop and post a substantive response to the Discussion Question 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 on at least two different days of the current learning week.

Discussion Forums are only active for each current learning week, so it is not possible to contribute to the forum once the learning week has come to an end. All Discussion Forum posts are due on or before the date posted. I would suggest posting EARLY in the learning week to allow sufficient time for substantial dialogue and discourse. I am recommending your 1st post be submitted and posted to the Forums no later than Tuesday – midnight of each learning week.

Academic Resources: When conducting research for an assignment, the majority of your sources should be obtained from textbooks or scholarly peer-reviewed academic journals often found in the library databases. Non-scholarly sources such as Wikipedia or Ask.com are not permitted in this course.

Quiz and Essay Assignments: Quizzes, Reflection papers, and the Final Research Presentation Project will be accepted up to three (3) days late and penalized 20% off. **The Final Research Presentation Project requires a substantive effort and is required to successfully pass this course.**

There is no opportunity for extra-credit in this class.

STUDENTS' RESPONSIBILITIES:

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

ATTENDANCE POLICY:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

PLAGIARISM POLICY:

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed similarity report that can be customized and viewed by instructors and students.

Turnitin “Draft Coach” is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student’s writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

The course outline below provides information on required reading and written assignments. All written assignments are to be submitted through the Moodle Learning Platform. Supplemental reading material will be provided in the Moodle course room; in addition to all supplemental management videos.

Written Assignments:

Simulation Exercise – A three (3) stage simulation exercise will be introduced. You will be required to manage the strategy and operations of a business, make decisions, maintain profitability goals, etc., and reflect on the experience.

Final Research Presentation Project – Throughout this course you will be learning various management/leadership concepts. The final research presentation project requires you to generate a business plan and to present an executive summary. All sources must be cited using APA (7th Edition) and include a title and reference page. The title and reference pages do not count in the page totals.

Week	Topic	Assignment	Competencies Covered	Due Date
Week 1	Chapter 1 – Understanding the Manager’s Job Chapter 2 – Environments of Organizations & Managers	Post Introductions Review all Announcements Read Chapters 1 & 2 Discussion Forum 1	1,2,3,8	September 20, 2026
Week 2	Chapter 3 – Planning and Strategic Management	Read Chapters 3 – 5 Simulation Exercise Introduction and	1,3,4-7,17	September 27, 2026

	Chapter 4 – Managing Decision-Making Chapter 5 – Entrepreneurship & New Venture Management	Pre-brief Discussion Forum 2 1st Simulation Practice Run Discussion Forum 2		
Week 3	Chapter 6 – Organizational Structure & Design Chapter 7 – Managing Organization Change & Innovation Journal Article: The Impact of AI on Strategic Decision Making in Modern Management	Read Chapters 6 & 7 2nd Simulation Practice Run QUIZ #1	7,9,17	October 04, 2026
Week 4	Chapter 8 – Managing HR in Organizations	Read Chapter 8 Graded Simulation Run and Reflection Due (Stage 1) Discussion Forum 3	1,3,4-7, 9,11,12,15,17	October 11, 2026
Week 5	Chapter 9 – Basic Elements of Individual Behavior in Organizations Chapter 10 – Managing Employee Motivation and Performance	Read Chapters 9 & 10 3rd Simulation Practice Run	10,12,15	October 18, 2026
Week 6	Chapter 11 – Managing Leadership & Influence Processes	Read Chapters 11 & 12 Graded Simulation	10,12,13,14,16	October 25, 2026

	Chapter 12 – Managing Interpersonal Relations & Communication	Run and Reflection Due (Stage 2) Discussion Forum 4		
Week 7	Chapter 13 – Managing Work Groups, Teams & Conflict Chapter 14 – Basic Elements of Control	Read Chapters 13 & 14 Graded Simulation Run and Reflection Due (Stage 3)	10,12,14,16	November 01, 2026
Week 8	Chapter 15 - Managing Operations, Supply Chains, Quality, & Productivity	Read Chapter 15 QUIZ #2	13,14,17	November 08, 2026
Week 9		FINAL RESEARCH PRESENTATION PROJECT DUE	1 – 17	November 15, 2026
Week 10	Course Wrap Up	Personal Reflections	1 - 17	November 19, 2026

GRADING CRITERIA:

(Grading Scale –	3 Stage Simulation Exercise:	25%
	Discussion Posts (4):	20%
	Quizzes (2):	20%
	Final Research Presentation Project:	35%

Undergraduate

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in Professor Information area.

INCOMPLETE GRADES:

An "I" (Incomplete) grade is granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

HOW TO WITHDRAW FROM A COURSE:

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:**SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:**

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorial course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorial and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-

279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.