

Principles of Management Syllabus-Fall 2015

BMGT 1327

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| **Semester with Course Reference Number (CRN)** | Fall 2015 – Regular Term  (CRN: 73864) |  |
| **Instructor contact information (phone number and email address)** | Steven Woodland  Office Phone: (713) 718-5832  Email: Eagle Online Mail |  |
| **Office Location and Hours** | Spring Branch Campus, Next to Commons, Room 900M -- M – Th 12:00 -3:00 PM |  |
| **Course Location/Time** | Distance |  |
| **Course Semester Credit Hours (SCH) (lecture, lab) If applicable**   |  |  |  | | --- | --- | --- | | Credit Hours: | 3 |  | | Lecture Hours: | 3 |  | |  |  |  | |  |  |  | |  |  |
| **Total Course Contact Hours** | 48.00 |  |
| **Course Length (number of weeks)** | 16 Weeks |  |
| **Type of Instruction** | Lecture |  |
| **Course Description:** | Concepts, terminology, principles, theories and issues in the field of management. |  |
| **Course Prerequisite(s)** | **FREQUENT REQUISITES**     MATH 0306 (Basic Math Pre-Algebra)     GUST 0342 (9th -11th Grade Reading)     ENGL 0300 or 0347 |  |
| **Academic Discipline/CTE Program Learning Outcomes** | 1. Identify essential management skills necessary for career success.  2. Describe the relationships of social responsibility, ethics, and law in business.  3. Construct a business plan.  4. Examine the role of strategic human resource planning in support of organizational mission and objectives. |  |
| **Course Student Learning Outcomes (SLO** | 1. Explain and apply the various theories, processes, and functions of management  2. Apply theories to a business environment.  3. Identify roles of leadership in organizations.  4. Describe elements of the communication process. |  |
| **Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)** | **Explain and apply the various theories, processes, and functions of management**  **Apply theories to a business environment.**  **Identify roles of leadership in organizations.**  **Describe elements of the communication process.**  1. The primary objective is to give the student an understanding of the manager’s job.  This will entail learning the skills of planning, controlling, organizing, staffing, employee development, motivating employees, providing effective leadership and coping with workplace dynamics. |  |
| **SCANS and/or Core Curriculum Competencies: If applicable** | SCANS  **Explain and apply the various theories, processes, and functions of management**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Apply theories to a business environment.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Identify roles of leadership in organizations.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking  **Describe elements of the communication process.**  Foundation Skills - Basic -Reading  Foundation Skills - Basic -Writing  Foundation Skills - Basic -Listening  Foundation Skills - Basic -Speaking |  |
| **Instructional Methods** | Distance |  |
| **Student Assignments** | **Explain and apply the various theories, processes, and functions of management**  Projects and exams  **Apply theories to a business environment.**  Projects and exams  **Identify roles of leadership in organizations.**  Projects and exams  **Describe elements of the communication process.**  Projects and exams |  |
| **Student Assessment(s)** | There will be four team projects, a mid-term and a final exam. |  |
| **Instructor's Requirements** | Reading assignments are associated with the mid-term and final exams. It is the student’s responsibility to review the reading assignments on the homepage of Eagle Online insuring the correct chapters are read and studied prior to taking each test.    All team projects are available at the beginning of class on August 24, 2015. Any late submission will receive a 5-point penalty per day after the due date. Since the projects are available at the beginning of class, there are no exceptions. Therefore, you are encouraged to work ahead in the event you have a situation such as sickness, computer problems, Internet crashes, laptop cuts off & etc., family emergency or work scheduling problems. If you are experiencing problems with your home computer or laptop I suggest you go to an HCC lab.  ***Plagiarism***  *Copying other’s work is against HCC policy. All submissions must be the student’s original work. If something is quoted it needs to be annotated. The instructor will assign a 0 to a project for the first offense of plagiarism and will fail the student for a second offense.* |  |
| **Program/Discipline Requirements: If applicable** | None. |  |
| **HCC Grading Scale:**   |  |  |  |  | | --- | --- | --- | --- | | A = 100- 90 |  | 4 points per semester hour |  | | B = 89 - 80: |  | 3 points per semester hour |  | | C = 79 - 70: |  | 2 points per semester hour |  | | D = 69 - 60: |  | 1 point per semester hour |  | | 59 and below = F |  | 0 points per semester hour |  | | FX (Failure due to non-attendance) |  | 0 points per semester hour |  | | IP (In Progress) |  | 0 points per semester hour |  | | W (Withdrawn) |  | 0 points per semester hour |  | | I (Incomplete) |  | 0 points per semester hour |  | | AUD (Audit) |  | 0 points per semester hour |  | | IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.  FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.  Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.  To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.  *Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.* |  |
| **Instructor Grading Criteria** | The student will be evaluated as follows:   Team Projects             50%  Mid-Term Exam           25%  Final Exam                             25%    It is expected that projects and tests will be completed on time. On time means the work is completed no later than the due date.    There will be make-up opportunities for the mid-term and final exams if the student has a legitimate reason for missing a test. The instructor will determine the legitimacy of the reason for missing an exam. For example, the instructor will require a note from a doctor or hospital. |  |
| **Instructional Materials (Textbook)** | Bateman, Snell & Konopaske, M Management, 4e,  McGraw/Hill Publishing, 2016 |  |
| **HCC Policy Statement:** It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event occurring at final exam time). |  |  |
| **Access Student Services Policies on their Web site:** | <http://hccs.edu/student-rights> |  |
| **EGLS3 -- Evaluation for Greater Learning Student Survey System** | At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. |  |
| **Distance Education and/or Continuing Education Policies** |  |  |
| **Access DE Policies on their Web site:** | <http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf> |  |
| **Access CE Policies on their Web site:** | <http://hccs.edu/CE-student-guidelines> |  |

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| **ADA- Services to Students with Disabilities** | Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester.  Faculty are only authorized to provide only the accommodations requested by the Disability Support Services Office. The ADA counselors:  **Northwest** ADA Counselors:        **Lisa Parkinson** – 713.718.5422  (officed at Spring Branch)  **Dr. LaRonda Ashford** – 713.718.5409  (officed at Katy) |