

MGT Syllabus-Spring 2014

Course Syllabus

Principles of Management

BMGT 1327

Semester with Course Reference Number (CRN)	Spring 2014													
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 <table border="1" data-bbox="203 1346 521 1812"> <tr> <td data-bbox="203 1346 407 1482">Credit Hours:</td> <td data-bbox="407 1346 464 1482">3</td> <td data-bbox="464 1346 521 1482"></td> </tr> <tr> <td data-bbox="203 1482 407 1619">Lecture Hours:</td> <td data-bbox="407 1482 464 1619">3</td> <td data-bbox="464 1482 521 1619"></td> </tr> <tr> <td data-bbox="203 1619 407 1713"></td> <td data-bbox="407 1619 464 1713"></td> <td data-bbox="464 1619 521 1713"></td> </tr> <tr> <td data-bbox="203 1713 407 1812"></td> <td data-bbox="407 1713 464 1812"></td> <td data-bbox="464 1713 521 1812"></td> </tr> </table>	Credit Hours:	3		Lecture Hours:	3									
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Total Course Contact Hours	48.00
Course Length (number of weeks)	8 Weeks
Type of Instruction	Lecture
Course Description:	Concepts, terminology, principles, theories and issues in the field of management.
Course Prerequisite(s)	<p>FREQUENT REQUISITES</p> <ul style="list-style-type: none"> □ □MATH 0306 (Basic Math Pre-Algebra) □ □GUST 0342 (9th -11th Grade Reading) □ □ENGL 0300 or 0347
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none"> 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): 4 to 7	<ol style="list-style-type: none"> 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.

<p>Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)</p>	<p>Explain and apply the various theories, processes, and functions of management</p> <p>Apply theories to a business environment.</p> <p>Identify roles of leadership in organizations.</p> <p>Describe elements of the communication process.</p> <p>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.</p>
<p>SCANS and/or Core Curriculum Competencies: If applicable</p>	<p>SCANS</p> <p>Explain and apply the various theories, processes, and functions of management</p> <p>Foundation Skills - Basic -Reading</p> <p>Foundation Skills - Basic -Writing</p> <p>Foundation Skills - Basic -Listening</p> <p>Foundation Skills - Basic -Speaking</p> <p>Apply theories to a business environment.</p> <p>Identify roles of leadership in organizations.</p> <p>Foundation Skills - Basic -Reading</p> <p>Foundation Skills - Basic -Writing</p> <p>Foundation Skills - Basic -Listening</p> <p>Foundation Skills - Basic -Speaking</p> <p>Describe elements of the communication process.</p> <p>Foundation Skills - Basic -Reading</p>

	<p>Foundation Skills - Basic -Writing</p> <p>Foundation Skills - Basic -Listening</p> <p>Foundation Skills - Basic -Speaking</p>
Instructional Methods	Hybrid (50% on campus and 50% online)
Student Assignments	<p>Explain and apply the various theories, processes, and functions of management</p> <p>Quizzes, projects and final</p> <p>Apply theories to a business environment.</p> <p>Quizzes, projects and final</p> <p>Identify roles of leadership in organizations.</p> <p>Quizzes, projects and final</p> <p>Describe elements of the communication process.</p> <p>Quizzes, projects and final</p>
Student Assessment(s)	There will be a quiz over each chapter and a final exam.
Instructor's Requirements	<p>Reading assignments are associated with a quiz for each chapter. It is the student's responsibility to review the homepage on Eagle Online insuring the correct chapter is read and studied prior to each quiz.</p> <p>The calendar shows the dates for weekly reading assignments and the actual due dates for projects and quizzes. Also, you can click on Assignments and Quizzes to view their due dates.</p>

Program/Discipline Requirements: If applicable			
HCC Grading Scale:			<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><i>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.</i></p>
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		

	<p>Final Exam 30%</p> <p>All quizzes are available on January 13 and the lowest two grades will be dropped. Because of this, there will be no makeup after the due date or additional attempts allowed. This policy will apply in case you have an emergency such as sickness, computer crash, computer shut down, family illness, other technology problems, and other such events.</p> <p>It is expected that team projects will be completed on time. On time means the work is completed no later than the due date. There will be an 11-point penalty for late submission of a team project. There will be make-up opportunities for the final exam if the student has a legitimate reason for missing the final. The instructor will determine the legitimacy of the reason for missing an exam.</p> <p>Extra credit may be available by attendance at Business Administration, Junior Achievement and Business Club events.</p>
<p>Instructional Materials</p>	<p>Bateman & Snell, Management 3e, McGraw/Hill Publishing, 2013</p>
<p>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).</p>	

<p>Access Student Services Policies on their Web site:</p>	<p>http://hccs.edu/student-rights</p>
<p>EGLS3 -- Evaluation for Greater Learning Student Survey System</p>	<p>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.</p>
<p>Distance Education and/or Continuing Education Policies</p>	
<p>Access DE Policies on their Web site:</p>	<p>http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf</p>
<p>Access CE Policies on their Web site:</p>	<p>http://hccs.edu/CE-student-guidelines</p>