Syllabus-Summer 2014

Principles of Management

BMGT 1327

Semester with Course Reference Number (CRN)	Summer 2014 – 1st 5 Weeks (CRN: 11663)	
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	48.00	

Hours		
Course Length (number of weeks)	5 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): 4 to 7	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	**Explain and apply the various theories, processes, and functions of management**	

SLO - e.g., 1.1, 1.2, 1.3, etc.)	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.** **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** Quizzes, projects and final **Apply theories to a business environment.** Quizzes, projects and final **Identify roles of leadership in organizations.** Quizzes, projects and final **Describe elements of the communication process.** Quizzes, projects and final
Student Assessment(s)	There will be a quiz over each chapter and a final exam.
Instructor's Requirements	Reading assignments are associated with a quiz for each chapter. It is the student's responsibility to review Assignments on the homepage of Eagle Online insuring the correct chapter is read and studied prior to taking each quiz. All quizzes and assignments are available at the beginning of class on June 2, 2014. All quizzes and assignments are due by July 1 (instruction ends for this semester). You will not be able to submit for grading after this date. There are no exceptions here. 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 take the quizzes at an HCC lab. I will drop the lowest two quiz grades. Therefore, no makeup is allowed for any reason. For example, if you are in the middle of a quiz and your laptop shuts down that quiz will be one that is dropped.	
Program/Discipline Requirements: If applicable		
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		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.*	

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	
Instructor Grading Criteria	The student will be evaluated as follows: Chapters 1-15 Quizzes 20% Projects 50% Final Exam 30% The lowest two grades on weekly quizzes will be dropped. Therefore, as stated above, there will be no makeup for any reason. It is expected that assignments will be completed on time. On time means the work is completed no later than the due date. After July 1 no work will be accepted. No exceptions! 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.	
Instructional Materials (Textbook)	Bateman & Snell, Management 3e, McGraw/Hill Publishing, 2013	
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	