

# COURSE SYLLABUS, Spring 2021

## BMGT 1327 Principles of Management

### Required Materials:

#### 1. Textbook:

***Understanding Management*** 11th edition

Daft & Marcic

Cengage Learning, inc.

ISBN: 978 - 0 - 357 - 03382 - 1

The 'mindtap' portion of the course is provided by the publisher. It is included for extra projects and/or information for the student. The 'mindtap' portion of the course is NOT used for grade. It is used for extra information only.

### Course Description:

**BMGT 1327 – Principles of Management** Introduction to the concepts, terminology, principles, theories, and issues in the field of management.

### Course Location and Schedule:

#### Internet Based Course

### Student Learning Outcomes (SLO's):

**Learning Outcome 1:** The student will be able to explain and apply various theories, processes, and functions of management. Performance Objectives/Methods of Measurement for this outcome: The student will be able to:

1. Explain the different approaches and theories of management by taking a written examination.
2. Apply by using case studies the various theories of management.
3. Explain the motivation process and related theories by completing in-class exercises.
4. Identify by taking an examination the functions and roles of a manager.
5. Illustrate the basic managerial functions as they apply to different environments by analyzing cases.

**Learning Outcome 2:** The student will be able to identify roles of leadership in organizations. Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Identify different leadership styles by taking a written examination.
2. Discuss issues in leadership by completing in-class exercises.

**Learning Outcome 3:** The student will be able to recognize elements of the communication process.  
Performance Objectives/Methods of Measurement for this outcome: The student will be able to:

1. Define the basic elements of the communication process by taking a written examination.
2. Will recognize by using case studies why communication is essential for effective management.

### SCANS:

This list summarizes the SCANS competencies addressed in this particular course.

#### SCANS Competencies For BMGT 1327

		INFORMATION	
RESOURCES	INTERPERSONAL		SYSTEMS
1.1 Manages Time	(None for this course)	3.1 Acquires and Evaluates Information	4.1 Understands Systems
		3.3 Interprets and Communicates Information	
		THINKING SKILLS	PERSONAL QUALITIES
	BASIC SKILLS	7.1 Creative Thinking	8.1 Responsibility
	6.1 Reading	7.2 Decision Making	8.2 Self-Esteem
TECHNOLOGY	6.2 Writing	7.3 Problem Solving	8.3 Sociability
(None for this course)	6.5 Listening	7.4 Mental Visualization	8.4 Self-Management
	6.6 Speaking	7.5 Knowing How to Learn	8.5 Integrity/Honesty
		7.6 Reasoning	

### Methods of Instruction:

Class is delivered via Internet. Students may access the class content from anywhere at any time with access to an Internet active personal computer. Students will interact with instructor and/or other students through e-mail. Course is self-paced within time parameters for completion of class projects, assignments, and exams.

### Evaluation Methods and Important Information:

#### EXAM STRUCTURE

Exams are administered on-line within prescheduled time frames. Students may access the exams at any time during the posted time period. Exams are multiple choice in nature. The exams are graded immediately upon

completion for student review and feedback. Integrity is accomplished by presenting time limits for each exam with a random selection of questions from a chapter database each time the exam is opened.

## **Respondus**

The college has started using 'RESPONDUS' lockdown for taking tests in all internet classes.

You will set up the 'respondus' lockout by accessing the respondus link at the top of the modules page. It will walk you through a short orientation and setup procedure.

Once respondus is set up, you will be able to take the tests during their scheduled dates.

## **T.S.I. PROFICIENCY**

The Texas Success Initiative (TSI) is required by Texas law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TSI includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of each student. This course has been identified as a ***Reading Intensive*** course for the purposes of TSI.

## **HOW TO SUCCEED IN THIS CLASS**

Motivation and effort on the part of the student determines success in class. Here are some guidelines and suggestions for you to follow if you are a new student and want to succeed. First, come to class every day and be on time. Second, prepare a calendar which lists all test and homework assignment due dates for all classes. Third, spend an hour each day reviewing and summarizing your class notes. During your summarization, be sure to mark items the instructor repeats two or three times . . . this material will probably be on the test. Fourth, prepare and print your assignments at least two days BEFORE they are due. Review your work before it is due to make sure you haven't left out any answers. Fifth, ask questions! If you don't understand something, chances are someone else doesn't either & they're too scared to ask! Finally, turn in all work on time. Remember that what you get out of college is directly proportional to the amount of time and effort you put into college.

## **"LATE PAPER" POLICY:**

***This is college, not high school! There is no such thing as a "late paper" in this class.*** You are responsible for submitting all assignments on time or early. The bottom line here is to be both proactive and forward looking in your study plans.

## **ACADEMIC FRAUD:**

Anyone guilty of cheating or plagiarizing the work of others will be given a grade of "F" for the course. The awarding of the grade of "F" is at the complete discretion of the instructor.

## **THE CASE OF THE "DISAPPEARING STUDENT":**

If you find yourself in over your head, please observe the drop dates on the course calendar. You may drop this course by calling the Registrar's Office at 903-465-6030. Please do not "disappear" for two or three weeks and suddenly "reappear" and ask to be given special permission to make up the required work. If you are

going to be out of town for any length of time during the semester, please let your instructor know via e-mail or in person.

## **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly M. Harris, Title IX Coordinator (903-463-8714)

Ms. Logan Maxwell, Title IX Deputy Coordinator- South Campus (903) 415-2646

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html> (Links to an external site.)

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html> (Links to an external site.)

## **Grading Policy:**

### **1. GRADING SCALE:**

A	369 + total points
B	328 – 368 total pts
C	287 – 327 total pts
D	246 – 286 total pts
F	Less than 246 pts

## 2. GRADING CRITERIA:

Online Chapter Tests (4 @ 100 pts. ea.)	400 points
Participation in at least 4 of 8 weekly discussion topics	10 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Exam 4	100 points
Weekly discussion participation	10 points
Total	410 points

### Attendance Policy:

The Internet style of course delivery obviously does not lend itself to an in-class attendance policy. The Internet delivery places responsibility, discipline, and self-motivation on the integrity of the student. Responsibility for work missed because of illness or school business is placed upon the student. It is the responsibility of the enrolled student to complete all assignments and exams in a timely fashion.

### Student athletes and scholarship recipients are REQUIRED to:

- 1. Report in a legible hand-written note to the instructor all GCC approved absences before the absence is scheduled. All absences will be verified with the coach/sponsor/instructor.
- 2. Make arrangements to turn in all work BEFORE the due date IF the due date falls on an approved absence date.
- 3. Obtain class notes from a classmate before returning to class.

### Other Important Information:

### Other items:

1. You are personally responsible for your conduct and achievement in this course. Please be aware of this statement and philosophy and plan accordingly.
2. Students are expected to maintain personal decorum that includes respect for other students and the instructor
3. Students with special needs should contact the Disability Services Coordinator in the Learning Assistance Center no later than the first week of classes. Once appropriate documentation for the disability is received, the disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors.
- 4.

### Instructor Information:

**Instructor name:** Dennis Sullivan      **E-mail:** [sullivanand@grayson.edu](mailto:sullivanand@grayson.edu) or through 'mail' tab on home page.

**Office Phone: (leave message with program assistant)** 903-415-2520      **Course URL** [www.grayson.edu](http://www.grayson.edu)

**Office Hours:** Access to instructor is ongoing. All e-mail and phone messages will be returned promptly.

**WECM Information for Course:**

**CIP CODE AREA:** 52.0201

**COURSE LEVEL:** Introductory (Freshman Level)

**COURSE NUMBER:** BMGT 1327

**COURSE TITLE:** Principles of Management

**CREDIT HOURS:** 3; Lecture Hours: 3; Lab Hours: 0

**PREREQUISITE:** None

**METHOD OF PRESENTATION:** Internet

## ASSIGNMENTS AND DUE DATES

### BMGT 1327.INT – Fundamentals of Management

<u>Week</u>	<u>Topic/Activity</u>	<u>Assignment</u>
1	Introduction to the Course  <b>Ch 1:</b> Innovative Management  <b>Ch 2:</b> The Environment and Corporate Culture	<b>DO/READ:</b> Review Chapter 1  <b>DO/READ:</b> Read Chapter 2
2	<b>Ch 3:</b> Managing a Global Environment  <b>Ch 4:</b> Managing Ethics and Social Responsibility	<b>DO/READ:</b> Read Chapter 3  <b>DO/READ:</b> Read Chapter 4  <b>Exam #1 – Ch 1-4</b>
3	<b>Ch 5:</b> Planning and Goal Setting	<b>DO/READ:</b> Read Chapter 5

	<b>Ch 6: Managerial Decision Making</b>	<b>DO/READ:</b> Read Chapter 6
4	<b>Ch 7: Designing Organizational Structure</b> <b>Ch 8: Managing Change and Innovation</b>	<b>DO/READ:</b> Read Chapter 7 <b>DO/READ:</b> Read Chapter 8 <b>Exam #2 – Ch 5-8</b>
5	<b>Ch 9: Managing Human Talent and Diversity</b> <b>Ch 10: Understanding Individual Behavior</b>	<b>DO/READ:</b> Read Chapter 9 <b>DO/READ:</b> Read Chapter 10
6	<b>Ch 11: Leadership</b>  <b>Ch 12: Motivating employees</b>	<b>DO/READ:</b> Read Chapter 11 <b>DO/READ:</b> Read Chapter 12 <b>Exam #3 – Ch 9-12</b>
7	<b>Ch 13: Managing Communication</b> <b>Ch 14: Leading Teams</b>	<b>DO/READ:</b> Read Chapter 13 <b>DO/READ:</b> Read Chapter 14
8	<b>Ch 15: Managing Quality and Performance</b>	<b>Do/READ:</b> Read Chapter 15 <b>Exam #4 – Ch 13-15</b>