

GRAYSON COLLEGE
Course Syllabus
BMGT 1327—8-week format

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

BMGT 1327.INT – Principles of Management – Internet – 100% Internet-based course using the textbook, videos, and Canvas.

Professor Contact Information

Instructor name:	Dr. Wade T. Graves	E-mail:	Use Canvas
Office Phone:	903-463-8658	Course URL	grayson.instructure.com
Office Location:	CIS 105, Suite B	Office Hours:	M-R 8-2 by appointment

Dr. Wade T. Graves is classified as a Scholarly Academic (SA) by the AACSB (Association to Advance Collegiate Schools of Business) under its 2016 and 2020 Business Accreditation Standards.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

This is a READING intensive course. You need to be reading at the college level.

Course Description – from college catalog

BMGT 1327 – Principles of Management

Introduction to the concepts, terminology, principles, theories, and issues in the field of management. (R)

Student Learning Outcomes

Upon completion of the course, the student is expected to be able to:

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.

Required Textbooks (ISBN # included) and Materials

1. **Textbook:** Cengage Unlimited subscription (cheaper option) – **OR**—Understanding Management 11e by Daft & Marcic 978-0-357-03382-1 with MindTap code (See Bookstore website for correct bundle ISBN)
2. **Computer with a Webcam:** Windows 7 or later, webcam, and Chrome, Respondus LockDown, and Firefox browsers installed.
3. **High Speed Internet:** You must have a high speed internet connection in order to be successful in this course. Dial up will not be sufficient.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course Schedule

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

	Ch 6: Managerial Decision Making	DO/READ: Read Chapter 6 Chapter 6 test
4	Ch 7: Designing Organization Structure	DO/READ: Read Chapter 7 Chapter 7 test
	Ch 8: Managing Change and Innovation	DO/READ: Read Chapter 8 Chapter 8 test Exam #2 - Ch 5 - 8
5	Ch 9: Managing Human Talent and Diversity	DO/READ: Chapter 9 Chapter 9 test
	Ch 10: Understanding Individual Behavior	DO/READ: Chapter 10 Chapter 10 test
6	Ch 11: Leadership	DO/READ: Chapter 11 Chapter 11 test
	Ch 12: Motivating Employees	DO/READ: Read Chapter 12. Chapter 12 test Exam #3 - (Ch 9 - 12)
7	Ch 13: Managing Communication	DO/READ: Chapter 13 Chapter 13 test
	Ch 14: Leading Teams	DO/READ: Chapter 14 Chapter 14 test
8	Ch 15: Managing Quality and Performance	DO/READ: Chapter 15 Chapter 15 test
	Exam #4 - Ch 13 - 15	Exam #4 - Ch 13 - 15 NOTE: Due Wednesday by 11:55pm

Methods of Evaluation

1. **Online Chapter Tests & Projects**—Each chapter will have a test and some projects that will be due on Wednesday before class on the week it is assigned.
2. **Discussions** – There will be 5 discussions during the semester. Discussion topics and requirements will be posted in Canvas. Each student is expected to post an original response and then respond to at least two postings from other students.
3. **Semester Project**– There will be 1 major semester project assigned. You should be working on this throughout the semester. Specific due dates are listed in the Course Schedule above.
4. **Section Exams** – There are four section exams (exams 1-4) in this course. Students **MUST** watch deadlines since they are different throughout the semester.

Grading

Points will be assigned as follows:

	Total Percentage
MindTap activities	20%
Semester Project and presentation	15%
Chapter Tests & Activities	25%
Unit Exams	30%
Weekly class & online attendance	10%
Total	100%

The following scale will be used to determine the final grade:

Percentage Earned	Letter Grade
89.5%-100%	A
79.5%-89.4%	B
69.5%-79.4%	C
59.5%-69.4%	D
59.4% and below	F

All grades will be entered in Canvas as they are completed.

Methods of Instruction

BMGT1327B01NT is an Internet class. Students will be responsible for attending class, completing the in-class assignments, asking questions, completing the online video assignments, discussions, chapter quizzes, case studies, and final exam during the week assigned in the course Canvas shell according to the class schedule above.

Course & Instructor Policies

Extra Credit—Not available.

Late Work—Due dates are provided for all assignments. All deadlines are absolute and are designed to teach an important workplace competency. Late work will NOT be accepted.

Missed exams/assignments—If you miss an exam or assignment, you will receive a zero for that item. NO MAKE-UP work is available.

Attendance—Students are expected to be in class, on time, with their books and ready to work.

Dropping the Class --- Students are required to meet with me in person before I will sign a drop slip.

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Student Conduct & Discipline

Students are expected to maintain proper classroom decorum. When working with professors, staff, and other class members, students should always exercise respect, kindness, truthfulness, cooperation, and responsibility. If a student does not maintain proper classroom decorum, he/she will be asked to leave the classroom and, in extreme circumstances, the student will be referred to Student Life for further sanctions.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, ● Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original

- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Level of technical competence

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GCC Canvas. Software requirements include Microsoft Internet Explorer 7.x or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows 7 or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GCC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

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>

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 is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

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

SCANS Competencies:

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

SCANS Competencies For BMGT 1327			
RESOURCES 1.1 Manages Time	INTERPERSONAL (None for this course)	INFORMATION 3.1 Acquires and Evaluates Information 3.3 Interprets and Communicates Information	SYSTEMS 4.1 Understands Systems
TECHNOLOGY (None for this course)	BASIC SKILLS 6.1 Reading 6.2 Writing 6.5 Listening 6.6 Speaking	THINKING SKILLS 7.1 Creative Thinking 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning	PERSONAL QUALITIES 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty