<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Management</td>
<td>Mrs. Jones</td>
</tr>
<tr>
<td>Fall 2015, Part 2</td>
<td>Email: N/A</td>
</tr>
<tr>
<td>BMGT 1327 –</td>
<td>Telephone: N/A</td>
</tr>
<tr>
<td>FCI Tuesday and Thursday: 7:30 – 10:30 am</td>
<td>Office: Room, By Appointment Only</td>
</tr>
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**Course Description**

This course focuses students on management functions, concepts, principles, terminology, theory, and issues.

**Required Materials, Textbook:**


**ISBN-13:** 978-1285867502

*Note: A minimum of 9 hours per week should be devoted to course material outside of class time*

**Course Prerequisites**

Business English (Suggested)

**Disclaimer** – The instructor reserves the right to amend this syllabus as necessary.

**Important Dates**

Start: November 3, 2015  
Certification: November 9, 2015  
Drop: December 10, 2015  
Class End: December 22, 2015

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**Texas Core Objectives for Student Learning**

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
5. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
**Student Learning Outcome**

The student will learn key components of these items:

- Effective Management Principles
- Retail Management Strategies
- Core Competencies and Style for Retail Management plans
- Leading Change
- Negotiation Skills
- Human Relations Skills

**CVC Learning Signature**

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear **expectation** for students through **engagement** and **empowerment** leading to **excellence**.

**CVC Faculty and Staff expect students to:**

- Take responsibility for their own learning
- Commit to achieving high academic performance
- Be meaningfully engaged in the campus community

**CVC Faculty and Staff expect to:**

- Provide students a clear pathway of instruction
- Establish clear learning outcomes
- Serve as role models and mentors for students

**Evaluation Procedures**

At the beginning of the course, the instructor provides a schedule of examinations, quizzes and assignments that contribute to the final grade in the course for each student. The goal is to assess the student’s performance during the interval periods to the duration of the course, to identify student strengths and weaknesses in the particular subject matter and to identify improvement measures where needed.

- Mid-Term: **100** points, **25%** of grade
- Final: **100** points, **25%** of grade
- Pop Quizzes: **25%** of the grade
- Homework Assignments: **15%** of grade
- Class Participation (whole class discussions, project, small group and team activities, and any individual or group assignments): **10%** of grade

**Grading Breakdown**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>100 – 90%</td>
<td>A Excellent</td>
</tr>
<tr>
<td>89 – 80%</td>
<td>B Good</td>
</tr>
<tr>
<td>79 – 70%</td>
<td>C Fair</td>
</tr>
<tr>
<td>69 – 60%</td>
<td>D Poor</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F Fail</td>
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</table>
Stop Before you Drop

For students who are enrolled in college level courses for the first time in the fall of 2007, a Texas law (Texas Education Code 51.907) limits the number of courses a student may drop. If you drop too many classes without having an acceptable reason, your GPA could be affected.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you information on the allowable exceptions.

Remember once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: http://www.dcccd.edu/why/reg/registration/Pages/default.aspx

Withdrawal Policy

If you are unable to complete the course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by December 10, 2015. Failure to do so will result in you receiving a performance grade, usually an “F”. If you drop a class or withdraw from college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped until the seventh unacceptable drop. See institutional policies for additional information on withdrawals.

Attendance Policy

Regular attendance is necessary for success in this course. If a student is absent from class, the instructor will notify the FCI education personnel on duty so that the (un)excused reason for an absence can be determined. Excessive and unexcused absences (3 plus days) shall be reported to supervisory personnel immediately. Attendance Certification Date: November 9, 2015

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby student and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the students’ entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.
Class assignments must be received by the specified due date listed below. BMGT 1327 has 18 Chapters divided into five parts to help the student understand management.

*Pay close attention to the Due Dates*

<table>
<thead>
<tr>
<th>Due Date 2015*</th>
<th>Assignment</th>
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</table>
| Week 1         | *Class Introduction* to BMGT 1327: content, course expectations and class requirements  
                 *PART 1: INTRODUCTION TO MANAGEMENT* (Read the Chapters)  
                 Chapter 1: “Management”  
                 Chapter 2: “The History of Management”  
                 Chapter 3: “Organizational Environments and Cultures”  
                 - Exercise: Questions 1.1, 1-2, 1-3, 1.5; 2.2, 2.3; 3.1, 3.2, & 3.3  
                 - Exercise: Team and Individual Assignments |
| Week 2         | *Chapter 4:* “Ethnics and Social Responsibility”  
                 *PART 2: PLANNING*  
                 Chapter 5: “Planning and Decisions Making”  
                 Chapter 6: “Organizational Strategy”  
                 - Exercise: Questions 4.1, 4.3, 5.1, 5.2, 5.4; 6.2 & 6.5  
                 - Exercise: Team and Individual Assignments |
| Week 3         | *Chapter 7:* “Innovation and Change”  
                 *Chapter 8:* “Global Management”  
                 *PART 3: ORGANIZING*  
                 Chapter 9: “Designing Adaptive Organizations”  
                 - Exercise: Questions 7.2, 7.4; 8.3, 8.4, 8.5; 9.2, 9.3, & 9.4  
                 - Exercise: Team and Individual Assignments |
| Week 4         | *Chapter 10:* “Managing Teams”  
                 Exercise: Questions  
                 - Exercise: Questions 10.1, 10.2, 10.3, 10.4  
                 - Exercise: Team and Individual Assignments  
                 **Mid-Term** |
| Week 5         | *Chapter 11:* “Managing Human Resource Systems”  
                 *Chapter 12:* “Managing Individuals and a Diverse Work Force”  
                 *PART 4: LEADING*  
                 Chapter 13: “Motivation”  
                 - Exercise: Questions  
                 - Exercise: Team and Individual Assignments |
| Week 6         | *Chapter 14:* “Leadership”  
                 *Chapter 15:* “Managing Communication”  
                 *PART 5: CONTROLLING*  
                 Chapter 16: “Control”  
                 - Exercise: Questions  
                 - Exercise: Team and Individual Assignments |
Class assignments must be received by the specified due date listed below. BMGT 1327 has 18 Chapters divided into five parts to help the student understand marketing.

<table>
<thead>
<tr>
<th>Due Date 2015*</th>
<th>Assignment</th>
</tr>
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<tbody>
<tr>
<td>Week 7</td>
<td><strong>Chapter 17</strong>: “Managing Information”</td>
</tr>
<tr>
<td>Tuesday</td>
<td><strong>Chapter 18</strong>: “Managing Service and Manufacturing Operations”</td>
</tr>
<tr>
<td>December 15 &amp;</td>
<td>• Exercise: Critical Thinking Questions</td>
</tr>
<tr>
<td>Thursday</td>
<td>• Exercise: Team and Individual Assignments</td>
</tr>
<tr>
<td>December 17</td>
<td>presentsations and Course Review</td>
</tr>
<tr>
<td>Quiz</td>
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| Week 8        | Final                                          |
| Tuesday       | (Chapters 11 – 18)                            |
| December 22   |                                                |
| Final         |                                                |