Principles of Management is an introductory business course that explores the fundamentals of management. Specifically the course deals with the planning, organizing, directing and controlling of the management process. Students will examine managerial ethics, human resource issues, group dynamics, and ways to improve employee motivation.

There are no pre-requisites for this course.

For a detailed listing of topics to be presented in this course, consult the text: Chuck Williams MGMT 7. South-Western : Cengage Learning ISBN/ISSN: 978-1285419664

This course is being presented in a unique learning environment, that offers students the opportunity to be an active participant in an online environment. Students can participate on-line through the communication and search tools while having the ability to check their progress periodically throughout the course.

Technical Requirements: In order to succeed in an online course, students are required to have the following (minimum) technical skills: the ability to use email with attachments, the ability to save files in commonly used word processing program formats, the ability to copy and paste, the ability to work on two browser windows simultaneously, the ability to use spreadsheet programs, the ability to use presentation and graphics programs.

COURSE FOCUS

Management plays a unique role among the disciplines in which students take courses. It is unique because most students who major in other fields eventually become managers, if they are successful. Management content is all about organizational environments, specially the human environment, in which employees and managers spend a significant part of their lives. Understanding that environment is crucial to functioning effectively in it.

STUDENT LEARNING OUTCOMES

- List and explain management theories and provide examples of each.
- Explain the functions of management.
- Identify roles of leadership in organizations.
- Examine elements of the communication process as it relates to management processes.

COURSE MATERIALS


Note:

There is a link for the textbook companion Web site under the "Textbook Website" tab in the course.

STUDENT CONTRIBUTIONS

Each student will spend at least 8 or more hours per week preparing for class.

- Read the Learning Outcomes at the beginning of each chapter (these are also listed under the course tab "Learning Outcomes"). The outcomes summarize the key points in the chapter and provide a guide for studying the information for the examination questions.

- Read the textbook chapter at least twice. The first time scan the chapter topics reading the major points, and then the second time, concentrate on trying to understand the information, which will require asking yourself questions about what you are reading.

- Utilize the textbook companion website for practice quizzes, flashcards, games and other activities to enhance your learning (none of these activities count for a grade in the course).

- Take the examinations online.

EVALUATION

Students will be held to standards similar to those found in the workplace. I expect you to complete your assignments on time with an open willingness to learn.

To measure the extent to which students attain the objectives of the course the following will be graded:

- **Exams:** There are four exams that will cover the sixteen chapters of the text (Exam #1 - Chapters 1-4; Exam #2 - Chapters 5-8; Exam #3 - Chapters 9-12; Exam #4 - Chapters 13-16). The exams will include either true/false or multiple choice questions. Each exam is worth 100 points, for
a total of 400 maximum points. Exams are graded automatically; so, as soon as you submit your exam you should be able to view your score in the grade book. **You will find the exams under the "Exams" tab.**

- **Discussion Questions**: Participate in discussions. This could include current event discussions, problem solving situations, and/or question analysis. There are 100 possible points total for all of the discussion questions (20 points per discussion - 5 discussion questions total). **Procedure:** You should respond twice to each question (topic or thread). First, give your comments on the question and second, respond to a classmate’s comments. Your response should add value to the classroom discussion by clarifying points, adding your opinion or asking specific questions. Credit will not be given for responses of agreement only. Be sure to use common courtesy in responding to comments made by other students. Specific grading for the Discussion Board posts is listed under the "Course Documents" tab. Your discussion board grade will be posted in the grade book within a few days of the due date (I submit these grades after the due date so you have a chance to submit your post and respond to another post). **The discussion questions can be found under the "Discussion Board" tab.**

**Grading Scale (how your grade is determined):**

There is a total of 500 possible points in the course. See scale below to determine your grade: either use the points scale (for the letter grade) or divide your total points by five (for your course average).

- A = 448 - 500 points; 90-100 (Excellent)
- B = 398 - 447 points; 80-89 (Good)
- C = 348 - 397 points; 70-79 (Fair)
- D = 298 - 347 points; 60-69 (Passing)
- F = below 298 points; 59 or below (Failing)

**Drop Policy:** If you are unable to complete this course, you must withdraw from it. Withdrawal from a course is a formal procedure which you must initiate. See the admissions or Counseling Office to drop the course and to take action no later than April 16, 2015. If you stop attending class and do not withdraw, you will receive a performance grade, usually an "F."

Students often drop courses when help is available that would enable them to continue. I hope that you will discuss your plans with me if you feel the need to withdraw.
STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work.

Eastfield College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

Common Workplace Competencies

**Manage Resources:** Time/Staff

**Exhibit Interpersonal Skills:** Work in teams/Teach others/Serve customers/Lead work teams/Negotiate with others

**Work with Information:** Acquire and evaluate data/Organize and maintain information/Interpret and communicate data

**Apply Systems Knowledge:** Work within social systems/Work within organizational systems/Monitor and correct system performance

Foundation Skills

**Demonstrate Basic Skills:** Reading/Writing/Speaking/Listening

**Demonstrate Thinking Skills:** Creative thinking/Decision making/Problem solving/Thinking logically

**Exhibit Personal Qualities:** Individual responsibility/Sociability/Self-management

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INSTRUCTOR INFORMATION

Instructor: Veraina Boudreaux

Email: vboudreaux@dcccd.edu

Instructor Response time: I usually respond to email within 24 hours Monday-Friday (and 48 hours if an email is sent on the weekend or a holiday).

*Note:* The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate.
SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Eastfield College Disability Services Office - C-237

Phone: (972) 860-8348
Fax: (972) 860-7622

http://www.eastfieldcollege.edu/ssi/DSO/index.asp

Note: This course utilizes the Blackboard Course Management System. Blackboard measures and evaluates accessibility levels using two sets of standards: Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C). Audits of our software releases are conducted by a third party to ensure the accessibility of the products. For more information, please visit: www.blackboard.com

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the 12th class day/financial aid award lock date (see "calendar" tab on the left for the certification date for this course). Participation is shown by e-mailing/contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect. This online system provides you with timely information regarding your college records.

Eastfield College Email Policy

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

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.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct. published in the DCCCD Catalog at

http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efdsso@dcccd.edu.

For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html
Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by April 16, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 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:

https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.
Classroom Etiquette

Enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. Any disruptive behavior in the classroom is not acceptable and will not be tolerated. Laptops or desktop computers should not be used during class time except as needed for instructional purposes. Please silence all cell phones or pagers during class sessions.

If you are late to class, please come in quietly and take your seat. Do not make a habit of arriving late since this can be distracting to other students. If you must leave early, please let the instructor know prior to class. Excessive tardiness or leaving early may affect your final grade since class attendance and participation is important.

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