Principles of Management
BMGT 1327 Winter 2016

Professor: Alex Diaz
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Office Hours: By Appointment
Meeting Days & Time: Online Course
Room Number: N/A

Credit Hours: 3
Division: Career Technology Education
Division Office Hours: 8 am – 5 pm (CST)
Division Office Phone: (214) 860-8848
Division Office Location: W-210

Course Description:
This course is an introduction to the concepts, terminology, principles, theories, and issues in the field of management. (3 Lec.)

Course Pre-requisites:
None

Course Materials/Supplies Needed
Thomas Bateman, M: Management, 4e ISBN 9781259678165

Statement of Workplace and Foundation (SCANS) Competencies:
Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
• Manage Resources: time
• Exhibit Interpersonal Skills: teach others, and negotiate with others
• Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
• Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

Foundation Skills
• Demonstrate Basic Skills: reading, writing, and listening
• Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
• Exhibit Personal Qualities: individual responsibility, and self-management

Student Learning Outcomes:
Upon the successful completion of this course, you should be able to:
1. Explain various theories, processes, and functions of management.
2. Apply theories to a business environment.
3. Identify leadership roles in organizations.
4. Describe elements of the communication process.
Course Outline:
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic. The topics included are as follows.

Part One: Introduction
Chapter 1 Managing Effectively in a Changing World
Chapter 2 The Evolution of Management
Chapter 3 The Organizational Environment and Culture

Part Two: Planning
Chapter 4 Ethics and Corporate Responsibility
Chapter 5 Planning and Decision Making
Chapter 6 Entrepreneurship

Part Three: Organizing
Chapter 7 Organizing for Success
Chapter 8 Managing Human Resources
Chapter 9 Managing Diversity and Inclusion

Part Four: Leading
Chapter 10 Leadership
Chapter 11 Motivating People
Chapter 12 Teamwork
Chapter 13 Communicating

Part Five: Controlling
Chapter 14 Managerial Control
Chapter 15 Innovating and Changing

Evaluation Procedures:
The evaluation system will be based on grades earned through the examinations and all other assignments. The weight of assignments is as follows:

- Exams – 50%
- Homework/Practice – 0%
- Critical Thinking – 40%
- Discussion/Quizzes – 10%

Grading Scale:
The grading scale is:

A (90% +)   B (80-89%)   C (70-79%)   D (60-69%)   F (59% & below)

Certification Procedures:
For state reporting purposes, this lecture course will capture attendance data. The student must log onto eCampus and access the course content to meet certification requirements. During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day. December 23, 2015.

If you find that you are unable to complete the course, it is your responsibility to withdraw. The last day to drop with a grade of “W” is January 5, 2016.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical
participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

**Late Work Policy:**
Late work not accepted. The only exception is a medically documented emergency.

**Makeup Exam Policy:**
Late work not accepted. The only exception is a medically documented emergency.

**College Sponsored Events:**
It is your responsibility to arrange for course responsibilities one week prior to the event. Failure to do so will result in zero credit for any missed assignments.

**Electronic Devices:** (N/A for Online Instruction)
Silent all electronic devices (telephones) during class. You must exit the room to answer any calls. If your calls become an interruption to the class, I reserve the right to dismiss you from the classroom.

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

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. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

**Institution Policies:** Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).