Principles of Management (on-line)
BMGT-1327-63400
Spring term 2016
Start: January 20, 2016 – End Date: May 12, 2016

Professor: Charles Fernandez
Email: cfernandez@dccc.edu
Office Phone Number: 214 860-8665: (please note: that if you try to contact me and I am not in m office I prefer that you send me an e-mail instead of leaving a voice message on my phone). I have several classes, so when you e-mail me put “BMGT 1327-63400” in the subject line and I can respond to you quicker
Office Number: W-229
Office Hours:
   Monday and Wednesdays 10:30 to 11:30 a.m.
   Thursdays: 9:00 a.m. to 12:00 p.m.
Meeting Days & Time: This is an on-line course
Credit Hours: Three credit hours

Division: Career and Technology Education
Office Hours: 8:00 am to 5:00 pm
Office Phone: 214 860-8819
Office Location: W 210

Course Description: This is a comprehensive course designed to take you into the world of a manager. The lessons are designed to introduce you to concepts, terminology, principles, theories, and issues that are the substance of the practice of management. The course is developed around the managerial functions of planning, organizing, staffing, leading, and controlling.

Course Pre-requisites: none

Course Materials/Supplies Needed

Student Learning Outcomes
At the end of the term the student should be able to:
   A. Explain various theories, processes, and functions of management.
   B. Apply theories to a business environment.
C. Identify leadership roles in organizations.
D. Describe elements of the Communications process.

Course Outline:
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: Manage time, money and materials
· Exhibit Interpersonal Skills: serve customers
· Work with Information: acquire/evaluate data, organize/maintain information, and interpret/communicate data
· Apply Systems Knowledge: work within organizational systems
· Use Technology: apply technology to specific tasks

Foundation Skills
· Demonstrate Basic Skills: reading, writing, speaking, and listening
· Demonstrate Thinking Skills: creative thinking, decision making, and problem solving
· Exhibit Personal Qualities: individual responsibility, self-esteem, sociability, self-management, and integrity

Evaluation Procedures:
Grading system will be based on all grades earned through the exams and assignments. The final grade is the average of all grades.

Please note: When you complete an on-line homework assignment or an on-line exam, the grades automatically transfer from McGraw- Hill web site to e-campus grade book. However, there have been several instances when a grade did not automatically transfer from McGraw-Hill to e-campus. When a grade does not automatically transfer to e-campus a grade of “0” will be assigned to that assignment. Therefore, it is a good idea for you to check e-campus grade book after you complete an assignment or an exam. If the grade you got does not appear on blackboard let me know via e-mail and I will transfer it for you. All exams have a one hour time limit.

Instructor Attendance Policy:
This is an on-line course and attendance is not applicable.

Grading Scale:
90 to 100 = A
80 to 89 = B
70 to 79 = C
60 to 69 = D
0 to 59 = F
Late Work Policy:
Late work is not accepted.
All assignments and tests/exams are due on or before the due dates listed in this syllabus. You may take each exam or critical thinking assignment twice and the highest score will count. However, both exams/critical thinking assignments must be taken before the due date. If you wait until the last day to complete an assignment or exam and develop computer trouble or other difficulties or time conflicts, you may not have enough time to complete the assignment.

Certification Procedures:
In order to be certified for this class the student must log in to this course on E-Campus and complete “certification quiz 1” before February 2, 2016. Certification quiz is located in the menu box under “certification quiz.” Financial Aid will not be granted to students who have not been certified. For this on-line course, you must log in into E-Campus on or before the certification date and satisfactory complete “certification quiz 1”. 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. Certification Date is: February 2, 2016.

Note: certification quiz made up of questions regarding the syllabus. You should read the syllabus before taking the quiz. You may take the quiz multiple times. A score of 90 is necessary for satisfactory completion.

The withdraw date for this class is: April 14, 2016.
If you are unable to complete this course, you must withdraw from the course. It is a formal procedure you must initiate. I cannot do it for you. You may do this in the Admissions or Counseling Office. If you stop attending class and do not withdraw by April 14, 2016 you will receive a performance grade, usually an “F”. Withdrawal requests are not accepted by telephone. 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.

Academic Dishonesty:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District; such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the internet at Http://www.dcccd.edu.
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](https://www1.dcccd.edu/catalog/ss/code.cfm).*

**Course Calendar**

Certification quiz #1 is due on or before February 2, 2016 (required for certification)

**Reading assignments**

Read each chapter and go over the chapter power points located in the menu box before taking the assignments.
- Assignment 1: read chapter 1
- Assignment 2: read chapter 2
- Assignment 3: read chapters 3 and 4
- Assignment 4: read chapter 5
- Assignment 5: read chapter 6
- Assignment 6: read chapters 7 and 8
- Assignment 7: read chapter 9
- Assignment 8: read chapter 10
- Assignment 9: read chapter 11 and 12
- Assignment 10: read chapter 13 and 14

**Exams and Critical Thinking assignments**

**Critical Thinking (CT) assignments and Exam schedule:** Critical Thinking assignments and Exams can be found in the menu box listed as “Critical Thinking” and “Exams.” All exams and Critical Thinking assignments can be taken at anytime before the due date.

- Exam #1 covering chapter 1 is due February 17, 2016.
- Exam #2 covering chapter 2 is due February 24, 2016.
- CT assignment #1 covering material in chapter 4 is due March 2, 2016.
- Exam #3 covering chapter 3 and chapter 4 is due March 9, 2016.
- Exam #4 covering chapter 5 is due March 23, 2016.
- Exam #5 covering chapter 6 is due March 30, 2016.
- Exam #6 covering chapter 7 and chapter 8 is due April 6, 2016.
- CT assignment #2 covering chapter 9 is due April 13, 2016.
- Exam #7 covering chapter 10 is due April 20, 2016.
- Exam #8 covering chapter 11 and chapter 12 is due April 27, 2016.
Exam #9 covering chapter 13 and chapter 14 is due May 4, 2016.

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.).

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This 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. This class may/may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214 860-8691, room W-145.

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 take a make-up examination or complete an assignment within a reasonable time after the absence.
Severe Weather:
In the event of severe weather conditions, please listen to the local radio or television stations for information concerning official closing – “DCCCD” not “Mountain View College” will be on the TV/radio.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary which may include the right to modify the course requirements, assignments, grading procedures, and other policies as circumstances may dictate.

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/6drop