Principles of Management
BMGT 1327-63401_93411
Spring 2016-Online
August 31 2015 thru December 17 2015

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Credit Hours:  3

Division:  Business, Computers, Math & Technical Programs

The syllabus is a guideline and can be subject to change at the Instructor’s discretion.

Text
Bateman/Snell Management 4th edition
ISBN 9781259678165

COURSE DESCRIPTION:
This is a comprehensive course designed to take you into the world of a manager. The course is developed around the managerial functions of planning, organizing, staffing, directing, and controlling. In addition to the job of a manager, the course encompasses an analysis of the skills, demands, roles, stresses, and tactics for organizational survival and growth. Concepts are presented through discussion with college professionals, management consultants, and practicing managers.

Note: The instructor reserves the right to amend this syllabus as necessary

COURSE STUDENT LEARNING OUTCOMES (SLO):
Upon the successful completion of this course, you should be able to:

1. Identify the functions of Management.

Certification/Census Date:
For state reporting purposes, the lecture course will capture attendance data, for online at least access the class. Students must attend class at least one time before the certification date which is February 2, 2016.

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

1. You will 6 quizzes covering chapters 1-6 worth 10 points apiece totaling 60 points. The quizzes all have 10 questions worth 10 points and will be timed at 30 minutes. No make-ups, unless an extreme situation.

2. You will have two TED Talk write ups worth five (5) points apiece totaling 10 points. You will need to look at the link provided and answer the questions, these talks about general organizational issues to give you a broad view of things.

3. You will have two Discussion questions worth five points each total of 10 points asking what you think is a good manager and bad manager. You will need to answer the questions listed

4. Will have four discussion questions labeled D7, D8, D9, D10 asking various questions regarding the chapter. Each is worth five points apiece totaling 20 points

**COURSE REQUIREMENTS course calendar will have due dates**
- 6 quizzes worth 10 points each= 60 over Ch1-6
- 4 Discussion Qts worth 5 points = 20 over Ch7-10
- Ted Talk write up worth 5 points
- Ted Talk write up worth 5 points
- What makes a good manager 5 points
- What makes a bad manager 5 points

**GRADING:**
The grading system will be based on grades earned through the examinations and all other assignments.
The weight of assignments is as follows: All assignments add to 100 points.
The grading scale is: A (90% +)  B (80-89%)  C (70-79%)  D (60-69%)  F (59% & below)

**Late Work Policy:**
No Late work will be accepted. In case of extraordinary circumstances, half the points will be accepted.

**Makeup Exam Policy:**
*Makeup exams will be available only under extraordinary and unforeseeable circumstances.*

**Topical 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 in BMGT 1327 are:

Part One: MANAGEMENT CONCEPTS.
4. Management’s Commitments to Quality and Productivity.

Part Two: PLANNING AND DECISION MAKING.
5. The Manager’s Environment.
6. Planning and Strategy.

Part Three: ORGANIZING.
8. Organizing Principles.

Part Four: STAFFING.
10. Staffing the Workforce.
11. Communication: Interpersonal and Organizational.

Part Five: LEADING.
13. Leadership.

Part Six: CONTROLLING.
15. Information Management Systems.

Appendices:
A. Operations Management.
B. International Management.
C. Succeeding In Your Organization.

Attendance Policy

Classroom attendance is important. If you find that you are unable to complete the course, it is your responsibility to withdraw. I am required to take attendance. The last day to drop with a grade of “W” is April 14, 2016. To drop a class or withdraw from the college, students must obtain a drop or withdrawal form from the Registrar’s office and follow the prescribed procedure. It is the student’s responsibility to drop a class; faculty members cannot initiate the process. Should circumstances prevent a student from appearing in person to withdraw, the student may withdraw through correspondence to the Registrar’s Office. Drop and withdrawal requests are not accepted by telephone. If a student simply quits coming to class and does not drop, a performance grade will be awarded (usually an "F"). Please talk to the instructor before you drop the class to see if there is any other option.

Financial Aid:

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.
Six Drop Issue

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

Cell phones, electronic devices and pagers:
Students are expected to silence all cell phones, electronic devices and pagers during class time.

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 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.

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.

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/cat0406/ss/code.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.

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.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Inclement Weather:
In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of the Dallas County Community College District. You can also call the information line at 214-860-8680, or check for updates on the Mountain View College website (http://www.mountainviewcollege.edu/1weather.aspx). Decisions for evening classes will be made by 4:00 pm.