INSTRUCTOR INFORMATION

Instructor: Veraina Boudreaux-Eskridge

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.

**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 8* South-Western: Cengage Learning ISBN/ISSN: 978-1-285-86750-5

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

Required Textbook: Chuck Williams MGMT 8. South-Western : Cengage Learning

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.

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**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

  1. (20 points total discussion). Procedure:

   • You should respond **three times** to the discussion (topic or thread). First, give your comment on the question (10pts); second, respond to **two classmate’s comments** (5pts each).

   • 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. When responding to your classmate, you must address them by their name which makes the discussion more interactive.

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)
- F = 347 and below; 69 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 November 9, 2017. 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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SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Eastfield College Disability Services Office - C-237

Phone: (972) 860-8348

EASTFIELD INSTITUTIONAL POLICIES


ATTENDANCE VERIFICATION FOR FINANCIAL AID

Attendance is based on your participation in this class. Failure to participate may result in your financial aid award being reduced or eliminated. You are responsible for confirming the accuracy of your attendance record.

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.