### Course Information

- **College:** MVC
- **Course title:** Principles of Management
- **Semester/Year:** Winter 2018
- **Course number:** BMGT 1327
- **E-mail address:** adiaz@dccc.edu
- **Telephone:** (214) 860-3609
- **Online office hours:** By Appointment
- **Credit hours:** 3
- **Campus office hours:** By Appointment
- **Instructional format:** Online
- **Section number(s):** 61430
- **Instructional format:** Online

### Instructor Information

- **Instructor:** Dr. Alex Diaz
- **Required Materials:** No textbook required. Reading materials are available on eCampus/Blackboard.

### Course Description

Concepts, terminology, principles, theories, and issues in the field of management. (3 Lec.)

This is a WECM Course Number.

This course is offered in a competency-based format allowing students to demonstrate competency through mastery assessments. Students are encouraged to score at least 80 percent on each unit mastery assessment in order to proceed to the next unit in the course.

### Participation Policy

You must actively participate in this online course by completing the readings, online activities, and mastery assessments for each unit. Try to check emails and access the course daily. You must show participation in this class prior to the certification date, **12/13/2017**, by logging into the course completing the course contract, and beginning Unit 1.

For maximum success in this course, you should spend a minimum of 9 hours per week working on course material.

### Important Dates

- **Start:** 12/11/2017
- **End:** 01/05/2018
- **Census:** 12/13/2017
- **Drop:** 12/22/2017

The course is designed to be completed in 8 weeks. I strongly suggest that you adhere to the weekly schedule in the Due Dates-Class Outline document to maximize learning and avoid a last-minute flurry of activity. While it’s okay to fall a bit behind, **ALL WORK MUST BE COMPLETED NO LATER THAN 01/04/2018**. Work turned in after this day will not be considered in the final grade computation.
Texas Core Objectives for Student Learning

In this class, some of the following competencies **MAY** also be assessed:

- **Critical Thinking Skills:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** To include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork:** To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility:** To include the ability to connect choices, actions and consequences to ethical decision-making.
- **Social Responsibility:** To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Learning Outcomes

Upon successful completion of this course, students will:

- Explain various theories, processes, and functions of management
- Apply theories to a business environment
- Identify leadership roles in organizations
- Describe elements of the communication process

Evaluation Procedures

All grades are based on the mastery assessments and capstone project. To earn the Mastery Certificate for this course, students must earn at least 80 percent on each unit assessment and the capstone project. Unit mastery assessments may be taken a second time if 80 percent is not earned. The instructor will notify the student regarding his or her score and areas for improvement prior to a second attempt.

**IMPORTANT:** The Capstone Project is a COURSE REQUIREMENT and must be turned in for a grade to pass the course. This project is NOT optional.

<table>
<thead>
<tr>
<th>Point Accumulation</th>
<th>Points Per Assessment</th>
<th>Required Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 2 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 3 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 4 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 5 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 6 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Capstone Project</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>700</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Grading Scale

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Letter Grade</th>
<th>Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>630 - 700</td>
<td>A</td>
<td>90-100% Superior (mastery certificate awarded if all assessments and capstone are at 80% or higher)</td>
</tr>
<tr>
<td>560 - 629</td>
<td>B</td>
<td>80-89% Mastery (mastery certificate awarded if all assessments and capstone are at 80% or higher)</td>
</tr>
<tr>
<td>490 - 559</td>
<td>C</td>
<td>70-79% Proficient (course passed, but no mastery certificate is awarded)</td>
</tr>
<tr>
<td>420 - 489</td>
<td>D</td>
<td>60-69% Not proficient</td>
</tr>
<tr>
<td>Below 420</td>
<td>F</td>
<td>Below 60% No progress</td>
</tr>
</tbody>
</table>

## Competency Level Descriptions
- **Superior**: Student demonstrates exemplary comprehension and full achievement of the learning outcomes.
- **Mastery**: Student demonstrates strong comprehension and sufficient progress toward achievement of the learning outcomes.
- **Proficient**: Student demonstrates average understanding and good progress toward achievement of the learning outcomes.
- **Not proficient**: Student demonstrates little understanding and minimal progress toward the achievement of the learning outcomes.
- **No progress**: Student demonstrates no understanding or progress toward achievement of the learning outcomes.

Each mastery assessment is worth 100 points and contains multiple choice and essay questions. Multiple choice questions are worth 2 points and essay questions are worth 6 points each. The following rubric will be used to grade essay questions.

## Essay Rubric

<table>
<thead>
<tr>
<th>Below Standard (Zero Credit)</th>
<th>3-4 Points</th>
<th>5-6 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offers an answer but does not offer analysis or insights. Response is vague and confusing. Poor grammar/spelling. Response plagiarized.</td>
<td>Answer describes and analyzes but needs some additional clarification. Overall significance may be unclear. Few errors in grammar/spelling</td>
<td>Answer offers clear and detailed analysis. Response is complete and addresses all aspect of each question in detail. Error free work.</td>
</tr>
</tbody>
</table>
Mastery assessments will be scored by your professor within 24 hours of receipt.

**If you do not pass the mastery assessment with at least an 80 percent on the first attempt:**
- You will be instructed to review the Learning Resources located in eCampus for that unit and try the mastery assessment again.
- Note: You are presented with new questions when you retake a mastery assessment.

**If you do not pass the mastery assessment with at least an 80 percent on the second attempt:**
- You will be instructed to move to the next unit. You may have a counseling session (by phone) with your professor. After all other units are completed and if there is time at the end of the course, a third attempt may be granted at the professor’s discretion.

**Financial Aid Attendance and Participation Requirements**

Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date.

You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course.

**In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance.** You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

**Disclaimer**

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

**Institutional Policies**

Institutional policies relating to this course can be accessed from the following link.

Mountain View College
[www.mountainviewcollege.edu/syllabipolicies](http://www.mountainviewcollege.edu/syllabipolicies) 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.).