BMGT 1327-41 Principles of Management
(Business Administration)

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Tues/Thurs 11:00 AM-12:20 PM, Room 117 NCM2

1) **Catalog Description of the Course:** Principles of Management involves the study of the concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Credit Hours)

2) **Introduction and Rationale for the Course:** Principles of Management prepares students to address opportunities and threats in profit and non-profits organizations by making decisions in the areas of planning, organizing, staffing, leading, and controlling.

3) **Instructional Materials**

   - **Required Materials**


   Students are required to have the textbook on the first day of class. Failure to have the textbook on the first day doesn’t exempt the student from meeting the due dates for exams/assignments.

4. **Student Learning Outcomes:**
• Students will be able to identify and apply basic management concepts and their role in organizational success.

• Students will engage team work to conduct an SWOT analysis and assess the impact of the manager’s environment on decision making. Students will assess changes in their attitudes and values in relation to the role of planning and organizing on organizational success.

• Students will assess changes in their own attitudes and values in relation to how organizational culture influences organizational design and organizational change. Students will assess changes in their own attitudes and values concerning their participation and role in organizational politics.

• Students will analyze organizational decisions in relation to ethics and determine the impact on organizational stakeholder groups.

• Students will be able to identify barriers to organizational communication and differentiate options for improving communication.

• Students will apply leadership/motivational theories, to create a productive and positive work environment.

**Statement of Workplace and Foundation Competencies (SCANS)**

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. This University/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

4) **Method of Instruction**: A variety of instructional methods will be employed in presenting this course including but not limited to the following: Lectures, case studies, internet exercises, and group and individual exercises.

5) **Method of Evaluation**: The following lists a summary of the course requirements;

Exams (5):

Exam #1...........Chapters 1-3
Exam #2...........Chapters 4 –6
Exam #3...........Chapters 7 - 9
Exam #4...........Chapters 10 – 13
Exam #5...........Chapters 14-16 (Final Exam)

Assignments (5)

Team Activity (2)

Written Case Study (1)

**Assignments:**

A. Always explain your answer—**never answer simply yes or no**. Assignment requirements are not short answers questions. Students should thoroughly discuss each answer. Short answers get short grades! **YOU MUST TYPE IN EACH QUESTION FOLLOWED BY THE ANSWER TO THAT QUESTION – FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN AN AUTOMATIC DEDUCTION OF POINTS BEFORE ANY GRADING.**

B. Apply the concepts from the lesson and chapter material.

C. Remember you are not giving your opinion—you are developing an informed answer to a business problem.
D. Pretend that your "boss" has asked you to solve these problems and that you will be in line for a promotion if you prove to be a good problem solver.

GENERAL COURSE POLICIES:

Read textbook and all assigned materials.

Attend all class meetings punctually.

Complete all exams and assignments according to schedule.

Take all major exams during assigned dates.

Advise instructor of extenuating circumstances as needed.

Interact harmoniously and respect other student's viewpoints.

Team Activity

Students will be assigned to teams and participate in a team work assignment. Failure to participate in the team activity for any reason will result in a grade of zero. Any attempt to assign individual work in lieu of the team activity report will result in a grade of zero. Students are required to communicate with their assigned team members. (See Team Activity Assignment Sheet for specific requirements).

6) Grading Criteria:

The final grade in this course will be calculated as follows:

5 Exam @ 100 points each = 500
5 Assignments @100 = 500
2 Team Case Reports @ 100= 200
Written Case Study= 100
Total Possible Points: 1300

A (90% to 100%) 1170-1300 points
B (80% to 89%) 1040-1169 points
C (70% to 79%) 910-1039 points
D (60% to 69%) 780-909 points
F (59% and below) 779 and below
7) **Attendance:**

< Attendance/Drop Policy: You may drop at any time with a W before the semester withdrawal deadline of Friday, April 17, 2015. After that date, the instructor cannot drop you and you will be given the letter grade earned by the end of the semester (A to F)

< Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** After 6 absences, the instructor may drop you from the course for non-participation.

< Failing to post a grade for three exams. One dropped exam grade plus two other missed exams will result in withdrawal from the course.

< Withdrawal from the course due to failure to adhere to class policy is reviewed on a case by case basis by the instructor.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!**

If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

< Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.

< Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.

< If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options. Your instructor requires all students to meet exam, discussion question, and case study deadlines. Allowing one student additional time and not others is not fair or ethical. Exceptions to the deadlines are rare. **If you feel you have an extenuating circumstance requiring instructor review, you must contact the instructor via email prior to the due dates posted in the syllabus for exams, discussion questions and projects at issue.** Your instructor will review your request and contact you via telephone if the circumstance warrants discussion (student telephone number must be in Bb or emailed to the instructor). If the extension is approved the instructor will provide an updated due date list for the student. If denied the instructor will notify the student via email. Due date extensions are rare and will require documentation from the student (example, if you are requesting a medical extension, you will be required to provide documentation demonstrating that you are unable to access the course via Bb for an extended period of time). Students should set due dates in their own personal calendars two days prior to the course due date to prevent missing due dates.

< All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Special notes:**
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) Classroom Policies

• **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period, unless specifically assigned or approved by the instructor.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving an emergency message during classroom instruction or expects to be contacted in class by an outside source regarding such emergency must inform the instructor prior to the beginning of the class period.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be given an automatic grade of “0”, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination.

• **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum.
• Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. ALL BEVERAGES SHOULD BE IN A CONTAINER WITH A TIGHTLY FITTING LID TO PREVENT SPILLING. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

• Disruptive Classroom Behavior Policy: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

**Academic dishonesty:** Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. **Consequences may vary from a zero on a specific assignment to an F in the entire course.** Consult the student handbook for more details.
Online Communication Etiquette: Any form of communication not conducive to appropriate college course etiquette via the Discussion Board, Telephone calls, or Emails to the instructor will not be tolerated.

Late work/makeup exams: The instructor MAY allow late work, depending on circumstances and prior student participation.

10) Additional Course Requirements

E-mail Address: students are responsible to check their Navarro College email address. All email communication in the course will be sent to yourname@nc.navarrocollege.edu. Students are required to check their NC email each day for email from the instructor. The instructor will respond to email messages within twenty four hours, Monday-Friday.

Course Communication: Course communication will be conducted two ways. 1) email to your NC email address (required to check each day), 2) the Announcement page on Blackboard (required to check each day). Each student is responsible for all information communicated through both of these methods. It is imperative you check both methods each day. Always scroll down in Bb to make sure you are viewing all of the posted information.

Students should always seek to communicate with the instructor via email first. This prevents phone tag and increases response time. If the instructor determines email isn’t adequate, the instructor will contact the student (phone numbers in Blackboard and the NC information system should be kept up-to-date). When emailing the instructor always present an intelligent/informed question, for example, stating “I don’t understand anything” doesn’t indicate effort has been expended related to the course material, assignment, etc. There are many help files and videos provided in the course, not understanding anything isn’t acceptable.

Students are required to be able to access the Internet each day. If a student’s computer becomes inoperable (inoperable computer isn’t an exemption from course due dates) the student is required to find a location to access the Internet (when the semester begins have a backup plan for failure of you primary Internet access). If the instructor has two consecutive email messages bounce back from the students NC email inbox due to the inbox being overloaded, the student will be locked out of the course until the inbox is cleared. Course due dates missed during the lock-out will have zeros posted.

Student Contributions:

Each student should spend at least 4 hours per week preparing for class.
1. Read the “Learning Goals” at the beginning of each chapter. (The goals summarize the key points in the course and provide a guide for studying the information for the examination questions.)

2. 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.

3. Complete assignments (these consist of projects, discussion question, and team activity).

4. Take the examinations online.

Students are required to read the syllabus and course outline and be familiar with the policies contained therein.

All students must participate in class discussion and group activities.

10) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or Veteran’s status.

12) Services for Students:

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentaion process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.