

Angelina College
Business Division
BMGT-1327 Principles of Management
Instructional Syllabus
Spring 2019

I. BASIC COURSE INFORMATION

A. Course Description:

BMGT 1327 Principles of Management - Three hours credit. Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours each week.

B. Intended Audience:

The intended audience for this course is freshman although sophomores may also enroll. It is required for Management Development and General Business majors.

C. Instructor:

Name: Mr. A. Lamar Casparis

Contact: Course related communication is through Blackboard messages

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives Required for this Course

- 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 3. Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making

B. Course Learning Outcomes for all Sections

1. The student will explain the various theories and processes of management including its functions.
2. The student will apply theories to a business environment.
3. The student will identify roles of leadership in organizations.
4. The student will recognize elements of the communication process

III. ASSESSMENT MEASURES

A. Assessments for the Core Objectives:

- 1. Critical Thinking:** Critical thinking will be achieved by reading, analyzing and synthesizing information and reaching final conclusions. Accomplishing this will be demonstrated by applying these skills in the critical analysis of case studies. The results of the analysis will be converted by utilizing the AC Critical Thinking Rubric.
- 2. Teamwork:** Teamwork skills are being utilized in the business world at an ever-increasing rate. Consequently, students preparing for the business world will initiate, embellish and/or refine their skills of working as a team by participating as a member of classroom assigned teams. Upon completion of a case study, their performance will be assessed by utilizing the AC Teamwork Rubric.
- 3. Personal Responsibility:** Students will be asked to read and study the chapter related to business ethics in the course text, and be able to define, describe, and discuss ethics and how it relates to both the individual and the organization. The student's performance of this specific learning activity will be assessed through utilization of imbedded test questions, and "translated" to the AC Personal Responsibility Value Rubric.

B. Assessments for Course Learning Outcomes

1. The student will demonstrate knowledge of various management theories and processes of management including its functions by acquiring a minimum of 80% on an evaluative instrument.
2. The student will demonstrate application of theories to a business environment by acquiring a minimum of 80% accuracy on an evaluative instrument.
3. The student will identify/recognize leadership roles in organizations by completing an evaluative instrument with 80% accuracy.
4. The student will recognize elements of the communication process by completing evaluative instrument with 80% accuracy.

IV. INSTRUCTIONAL PROCEDURES:

This course is offered in an on-line format. Instructional methodologies will consist of on-line discussions and web-based activities. Due dates are listed in the syllabus. The Discussion thread is the place for normal classroom like discussions. Ask your class and material related questions and comments in the Discussion thread so that your classmates may benefit from your questions and comments there.

The Messages thread is reserved for private messages to the instructor.

Do not use email to contact the instructor about class related matters.

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

1. **Textbook** – Understanding Management, 10th Edition, Daft & Marcic (ISBN 978-1-305-50221-5)
2. **Computer requirements** – **Students need access to a computer and reliable Internet. Laptops, Wifi, and Internet Explorer can all present problems in Blackboard. Students are responsible for the effectiveness of their internet connection.**

B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

1. **Educational Accommodations** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal, under the “Student Services” tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (205A); text 936.463.8078; or email access@angelina.edu. To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 104 of the Administration Building. You may also contact Dean Hudman by calling (936) 633-5292 or by emailing shudman@angelina.edu.
2. **Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, (936)-633-5292 or by email shudman@angelina.edu.

- Attendance** – For an on-line class, attendance is “taken” by the student logging in and participating in homework assignments, quizzes, discussions, and exams. Failure to log in for three consecutive or four cumulative, scheduled assignments (as determined by instructor due dates) may be considered a withdrawal from the class and a drop slip generated in the Records Office. Three or more consecutive absences or four or more cumulative absences have been defined by AC as excessive and the student can be dropped by the instructor for excessive absences. Students are encouraged to attend every class, as to do otherwise may adversely impact the student’s grade. The instructor will not take on the responsibility to drop a student from this class for excessive absences. If a student decides not to complete this course, they must initiate the proper drop form from the registration office or they will receive an F in this course. Excused absences will be decided by the instructor and usually include illness, a death in the family, or an official AC activity. In accordance with the Texas Education Code each student is allowed to be absent from a class for the observance of a religious holy day. The form for notification of instructor of absence is in the Office of Admissions and will need to be completed not later than the 15th calendar day after the first day of the semester. For further information regarding attendance please refer to the Student Handbook.

Veterans - You must comply with your specific attendance requirements in addition to the attendance requirements specified in this syllabus.

There’s really no excuse for tardiness as being tardy is inconsiderate to the instructor as well as to the fellow classmates.

- Additional Policies Established by the Individual Instructor - Additional Policies Established by the Individual Instructor - The last day to drop this course with a “W” is April 01, 2019. Incompletes (I) are not given unless approved by the instructor. They are subject to approval by the V.P. of Academic Affairs. Failure to appropriately withdraw/drop to complete a course (except as stated above) may result in a final grade of “F”. It is the student’s responsibility to initiate any drop or withdrawal forms. WP and WF grades are no longer given by A.C.**

Food, drinks, and tobacco products are not permitted in the classroom.

Students may not bring children to class. Bringing your children to class hinders classroom instruction, and the ability of you and your fellow classmates to learn.

All cell phones must be turned off during class unless required by employer, physician, etc., and documentation of necessity must be provided to instructor. If the student has made previous arrangements with the instructor, they may set the phone to vibrate once, leave room, and may not disturb class by talking on phone.

If you feel that you need a tutor, contact the Student Services Office. Also, if you as a student have special learning needs which should be accommodated by Angelina College, please contact the Student Services Office.

VI. COURSE OUTLINE: Assignments – Description of the Course Activities, including due dates, schedules, and deadlines.

<u>Dates</u>	<u>Activities</u>
January	15 Orientation Meeting - A.C. 5:00 pm B-103, Bus. Bldg.
	18 Assignment Due - Memo of Introduction Read and study Chapter 1, Review Ch.1 PPT
	25 Quiz Due - Ch. 1 Read and study Chapter 2, Review Ch.2 PPT
	25 Quiz Due - Ch. 2 Read and study Chapter 3, Review Ch.3 PPT
February	01 Quiz Due - Ch. 3 Read and study Chapter 4, Review Ch.4 PPT
	01 Quiz Due - Ch. 4
	08 EXAM I - Chs. 1,2,3,4
	15 Case Study (Will be assigned) Read and study Chapter 5, Review Ch.5 PPT
	22 Quiz Due - Ch. 5 Read and study Chapter 6, Review Ch.6 PPT
	22 Quiz Due - Ch. 6 Read and study Chapter 7, Review Ch.7 PPT
March	01 Quiz Due - Ch. 7 Read and study Chapter 8- Review Ch.8 PPT
	01 Quiz Due – Ch. 8
	08 Exam 2 - Chs. 5,6,7,8
	22 Case Study (Will be assigned) Read and study Chapter 9, Review Ch.9 PPT
	29 Quiz Due - Ch. 9 Read and study Chapter 10, Review Ch.10 PPT
	29 Quiz Due - Ch. 10

April

Read and study Chapter 11, Review Ch.11 PPT

05 Quiz Due - Ch. 11

Read and study Chapter 12, Review Ch.12 PPT

05 Quiz Due - Ch. 12

12 Exam 3 - Chs. 9,10,11,12

19 Case Study (Will be assigned)

Read and study Chapter 13, Review Ch.13 PPT

19 Quiz Due – Ch.13

Read and study Chapter 14, Review Ch.14 PPT

26 Quiz Due – Ch.14

Read and study Chapter 15, Review Ch.15 PPT

26 Quiz Due – Ch.15

May

04 Exam 4 - Chs. 13,14,15

THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.

VI. EVALUATION AND GRADING:

A. Grading Criteria

3 Case Studies	225 points (75 pts ea)
15 Quizzes	375 points (25 pts ea)
3 Exams	300 points
1 Final Exam	<u>100 points</u>
	1000 points

Make-up exam - If you miss an exam, the make-up must be taken at a special time and day as determined by the instructor, within one week of the missed exam. Only one exam can be made-up. It is not recommended that you do this. A zero (0) will be recorded if an exam is not made-up. There is no make up for missing the final exam.

B. Determination of Grade (*assignment of letter grades*) Angelina College uses a ten-point grading system as follows:

- 900 - 1000 = A
- 800 - 899 = B
- 700 - 799 = C
- 600 - 699 = D
- Below 600 = F

VII. SYLLABUS MODIFICATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.