CENTRAL TEXAS COLLEGE
SYLLABUS FOR BMGT 2370/2371
MANAGEMENT APPLICATIONS I/II

INSTRUCTOR:
OFFICE HOURS:

I. INTRODUCTION

A. A specially designed management seminar in which the student applies management skills that have been learned in the theoretical setting of the classroom.
B. All business management and management-related, degree-seeking students complete two semesters of either internship training at a designated work site (cooperative education) or this career-oriented special subject class. BMGT 2370 should be taken during the last semester of a certificate program or at about the halfway point in a degree plan.
C. BMGT 2370 and BMGT 2371 are listed in the following Associate of Applied Science Degree Plans at Central Texas College: Business Management, and Management and Sales Management.
D. These courses are taught as a management laboratory in which necessary management decision-making skills are emphasized for the modern manager to successfully deal with resource problems in his/her place of business and career field.

II. COURSE OBJECTIVES

Upon successful completion of this course, Management Applications I/II, the student will be able to:

A. Apply learned organization, management, and business principles to real-world problems/issues.
B. Organize and execute business/management-related projects.

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books
IV. COURSE REQUIREMENTS

A. Attendance: (Refer to CTC Catalog for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. Attendance counts 100 points toward the final grade. Points will be calculated based on the percentage of classes attended. You are responsible for all course material missed due to absence.

B. Textbook Reading Responsibility: Because of the structure of the Management Applications class, the student is expected to read and study all assigned reading material on his/her own time. This material is designed to augment the student's progress in the course and may not be covered in class. It should be noted, however, that exams covering this material represent a portion of the student's overall grade.

C. Class Participation and Laboratory Evaluation: Participation, to include a professional attitude with class members, is expected during all seminar discussions. In addition to the one hour in class each week, students are expected to work an average of four hours each week (exclusive of class time) on projects. Each student will maintain a project activity record (time sheet - Appendix A) showing project activity by date and hours. A minimum of 64 project hours, exclusive of class time, is required to receive a passing course grade.

D. Project(s) (1000 points)
   (1) General: Each student will be required to organize and execute one or more projects and submit a written project report on each. Projects may be selected from a list provided by the instructor, or may be student-generated with instructor approval. Teams of 2-3 students may be formed for larger projects; however, each student must plan and execute at least one project as the director to receive a passing grade.

   (2) Project Proposal:
      a. Each student will submit a Project Proposal no later than the second class period.
      b. The Project Proposal is a typed one- or two-paragraph narrative of the nature and purpose of the project(s) to be completed by the end of the semester.

   (3) Project Plan (100 Points): Once project proposals are approved by the instructor, a project plan must be developed for each project, using the format at appendix B as a guide. Must be typed. Include specific goals such as the number of people/students to reach, dollar sales, number of presentations to be given, etc.

   (4) Oral Presentation (100 points): Each student will brief the class weekly on project progress. Final project reports will be presented orally to the class.
Project(s) Final Report (800 points): Each student will prepare a final project report for each project following the general format in Appendix B. The report must be typed, and INCLUDE THE DETAILS of the activities completed and the results. Copies of all correspondence, flyers, photos, etc., associated with the project must be submitted with the final report.

V. EXAMINATIONS

There will be two regularly scheduled exams, each worth 100 points, as follows:
A. BMGT 2370: Management Applications I
   Exam 1: Chapters 1, 2 & 3
   Exam 2: Chapters 4, 5 & 6
B. BMGT 2371: Management Applications II
   Exam 1: Chapters 7, 8 & 9
   Exam 2: Chapters 11 - 14

VI. SEMESTER GRADE COMPUTATION

A. The student's grade for the semester will be computed as follows:
   Exam 1 .................................................... 100 Points
   Exam 2 .................................................... 100 Points
   Project(s) (Includes project plan-100 pts, presentation-100 pts) .......... 1000 Points
   Attendance ................................................ 100 Points
   TOTAL ........................................................................... 1300 Points

B. Letter Grades (NOTE: A minimum of 64 project hours, exclusive of class time, is required to receive a passing course grade.
   A  1170-1300   D  780-909
   B  1040-1169   F  0 -779
   C  910-1039

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Voluntary Withdrawal: If you decide to withdraw from a course after the first scheduled meeting you must file an Application for Withdrawal/Refund at the Records Office. Your transcript will show a “W” grade which does not affect your GPA. If you merely fail to show up for the unit exams or the final exam you will receive an “FN” as outlined above. Check the current College Schedule Bulletin for the latest withdrawal date each semester.

   A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: The instructor may initiate an Administrative Withdrawal and assign a grade of “FN” (“F” for nonattendance) after three
unexcused absences in this course.

C. An Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor and a “Not Later Than” date for completion of the remaining course requirements are required before the grade of “I” is recorded.

A student who merely fails to show for the final examination may be given a zero for the final and an “F” for the course.

In awarding the grade of "I", the instructor will set a deadline for completing the remaining course requirements. In no case will the deadline exceed 90 days after the scheduled end of the class. It is the responsibility of the student to arrange with the instructor for the assignment of work necessary to complete the course and change the "I" grade within the time specified. An "I" grade cannot be removed by the grade of "W". If a student elects to repeat the course, the individual must register, pay full tuition and fees and repeat the entire course. If course requirements are not completed within the 90 day period, the "I" grade automatically converts to "F".

D. Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. PLEASE NOTE THE PENALTY FOR CHEATING IS ADMINISTRATIVE WITHDRAWAL WITH AN “F” FOR SCHOLASTIC DISHONESTY.

F. COMMUNICATION DEVICES SUCH AS CELLULAR PHONES, BEEPERS, PAGERS, ETC ARE NOT PERMITTED TO BE ACTIVATED IN THE CLASSROOM.

G. CHILDREN ARE NOT PERMITTED IN THE CLASSROOM.

APPENDICES
A.- Project Activity Record
B.- Project Plan Format
C.- Project Report Format
BMGT 2370/71/SIFE
PROJECT ACTIVITY RECORD

NAME: _____________________________

SEMESTER: ________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th># HRS</th>
<th>ACTIVITY</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>