PRINCIPLES OF MANAGEMENT
BMGT 1327
SYLLABUS

Semester Hours Credit: 3

INSTRUCTOR: Mr. James F. Hill, M.S.

OFFICE HOURS: By Appointment Only

CONTACT TELEPHONE: Cell: 785-761-1130

CONTACT EMAIL: School: James.Hill@ctcd.edu

TERM INFORMATION: Spring 1, 2015
Course Days: Monday & Wednesday
Course Times: 5:15 to 7:50 pm
Course Dates: 12 January to 7 March 2015
Course Location: Building 217, Room 209

I. INTRODUCTION

A. BMGT 1327, Principles of Management, provides concepts, terminology, principles, theory and issues that are the substance of the practice of management.

B. BMGT 1327 is a required course in the Business Management degree and certificate programs. This course is occupationally related and serves as preparation for a career in general business management.

C. Prerequisites: None

II. LEARNING OUTCOMES
1. Explain the various theories and processes of management including its outcomes.
2. Identify roles of leadership in business.
3. Recognize elements of the communication process and the guidelines for organizational design.
4. Interpret interpersonal roles related to work groups.
5. Demonstrate knowledge of the basic language of management.
6. Discuss current issues and challenges facing managers such as Total Quality Management (TQM), team building and information systems.
7. Uses the technology systems in management operations.
8. Describe the learning organization and the changes in structure, empowerment, and information sharing managers make to support it.
9. Understand how historical forces influence the practice of management.
10. Identify and explain major developments in the history of management thought.
11. Define the role contingency plays in organizations.
12. Define corporate culture and give organizational examples.
13. Describe the emerging borderless world.
14. Describe market entry strategies that businesses use to develop foreign markets.
15. Describe the characteristics of a multinational corporation.
16. Explain the challenges of managing in a global environment.
17. Define goals and plans and explain the relationship between them.
18. Describe the four essential steps in the MBO process.
19. Describe the strategic planning process and strengths, weaknesses, opportunities and threats (SWOT) analysis.
20. Explain why decision making is an important component of good strategy.
21. Describe the classical, administrative, and political models of decision making and their applications.
22. Describe functional and divisional approaches to structure.
23. Describe the contemporary team and virtual network structures and why they are being adopted by organizations.
26. Explain the importance of addressing sexual harassment in the workplace.

INSTRUCTIONAL MATERIAL


IV. COURSE REQUIREMENTS

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.

B. Class Attendance and Participation/Group Discussions: (Refer to CTC Catalog, Page 56, for detailed policy). You are expected to attend each class period, be on time and stay the full
class period or be counted absent. Students will participate in individual or group
discussions. Developing acceptable solutions to problems requires active participation by all
members in your discussion groups. When class time permits, a group leader will be
appointed and the class divided in discussion groups prior to the discussion of end of chapter
case studies. When you are absent you are responsible for all course material missed. The
instructor does not provide class notes for classes missed.

C. Written and Oral Assignments: Select a management topic, such as strategic planning, the
communication process, globalization, corporate culture or any other topic from the
textbook, research it from outside sources other than from your text, and write a 6-8 page
term paper. The topic of your term paper must be submitted by the third week of class. The
format will be APA style, double-spaced, 1-inch margins, and Times New Roman font style
and 12 font size. You must have at least six references cited in the term paper. Your
textbook will NOT be included in your references cited. The term paper will have a separate
cover page and reference page, which will not be included in the total length of the term
paper. Clip Art pictures, exhibits, diagrams, charts and so on will be referenced
within the body of the term paper but placed at the end of the term paper and will not be counted in the
total length of the term paper. A draft paper submission is optional but highly recommended.
Copies of the APA style manual can be provided, upon request. A timed, previously
rehearsed (5 to 7 minute) presentation will be made in class on your term paper. Both
written and oral presentation assignments must be completed in order to receive a passing
course grade.

D. Student Preparation and Study Requirements: Each student is expected to develop
an effective personal time management and study schedule that will enable him or
her to master the learning outcomes listed previously. The instructor will send each
chapter’s multiple-choice questions from the course test bank to you via your email address.
It is recommended that you take the time to look up the answers to these questions to
reinforce and review the lecture and discussion in the classroom. The midterm and final
exam questions will appear exactly as you saw them on the study guides, however, not all
the study guides questions will be used on the exams, only an average of three or four
questions per chapter will appear on your two written exams. It is expected that each student
bring the completed study guides when review sessions for the midterm and final exams are
scheduled. Essay advance sheets will be sent to the student via email at approximately the
second of week of class for the midterm exam and at the sixth week of class for the final
exam. Students are expected to look up the answers and then use these completed advance
sheets as a study guide in preparation for the essay portion of the exams.

V. EXAMINATIONS

A. Scheduled Examinations:
There will be two major scheduled examinations as follows:

1. Midterm Exam (4th Week)
2. Final Exam (8th Week)

The exam schedule and material covered on each exam will be provided by the
instructor on the first day of class. The type of exam questions will be six essay questions and 35 multiple-choice questions, for a total of 100 points each. They will be no comprehensive final or open book exams. They will be taken during the class period for which they are scheduled. Arrangements can be made to take the exam ahead of time on a case-by-case basis. See readings schedule for specific exam dates.

VI. SEMESTER GRADE COMPUTATIONS

A. Summary of requirements point values:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm and Final Exams (100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Written (Term Paper) assignment</td>
<td>100</td>
</tr>
<tr>
<td>Student Presentations</td>
<td>50</td>
</tr>
<tr>
<td>Attendance/participation/group discussion</td>
<td>50</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>400</td>
</tr>
</tbody>
</table>

B. Letter grades will be assigned based on total points earned as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>400-360</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>359-320</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>319-280</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>279-240</td>
<td>D</td>
</tr>
<tr>
<td>59% &amp; below</td>
<td>below 239</td>
<td>F</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W”, provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College
before they may be considered for withdrawal.

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**: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **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 is required before the grade of “I” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. **Cellular Phones and Beepers**: Cellular phones and beepers will be turned off or be placed on the silent mode while the student is in the classroom.

E. **Americans with Disabilities Act (ADA)**: Students requiring accommodations for disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Honesty and Integrity**: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:
   1. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
   2. Collusion: Using another’s work, as one’s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
   3. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and will be subject to disciplinary action.
VIII. INSTRUCTOR BIOGRAPHY:

Human Resources Administration, Graduate Certificate (CMU), 2000
Masters of Science, Adult Education, (KSU), 1994
Bachelor of Science, American History with Teaching Certificate, 1977
Over 20 years experience as a US Army Human Resource Specialist/NCO
(now 42 series MOS)
Active Duty US Army Training Instructor for 4 years.
First Sergeant for two Adjutant General's (AG) Corps units.
Department of the Army Civilian Training Instructor, Job Series 1712,
Training Instructor/Program Manager for the Environmental Division,
Directorate of Public Works, Fort Riley, KS.
Published several professional articles about Multicultural Education and
Native American biographies
Volunteer editor of two local newsletters
OSHA Out-reach trainer
Volunteer member and Chairperson of the Garrison Employee Satisfaction &
Improvement Team
Volunteer Enlisted Member of the Military Retiree Council.
Member of Society of Human Resource Management (SHRM)
Member of the American Society of Training & Development (ATSD)

IX. CLASSROOM LOCKOUT:

An Educational Services Contractor is responsible for lock-up. The contractor is scheduled to be on
post from 1630-0030, Monday-Thursday, and Friday 1645-1945 during college terms, and 1645-
1945 Monday-Friday when classes are not in session. If you find yourself locked out any reason
please contact the contractor at the following number: 785-210-7018. Should a response not be
received from the contractor please contact Ms. Adel Morales, Contractor Installation Technical
Representative at 785-776-4074
IX. COURSE READINGS

WEEK 1: January 12 & 14  Monday: Introductions/Syllabus/Course Requirements/Contact Sheet/Chapter 1 & Wednesday: Chapter 2

WEEK 2: January 21  NO CLASS: JAN 19th & Wednesday: Chapters 3 & 4

WEEK 3: January 26 & 28  Monday: Chapter 5 & Wednesday: Chapter 6, Term Paper Topic Submission/Instructor Approval (Sign Up sheet)

WEEK 4: February 2 & 4  Monday: Chapters 7, 8 & Wednesday: Midterm Exam Review

WEEK 5: February 9 & 11  Monday: Midterm Exam & Wednesday: Chapters 9 & 10

WEEK 6: February 18  NO CLASS: FEB 16th & Wednesday: Chapters 11, 12

WEEK 7: February 23 & 25  Monday: Chapter 13, & Wednesday: Chapter 14; Begin Student Presentations

WEEK 8: March 2 & 4  Monday: Chapters 15; Finish Student Presentations, Final Exam Review & Wednesday: Final Exam, (Term Paper Due)

Final Note: Final grades will sent via email using student’s last 4 NLT March 7th 2015

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.