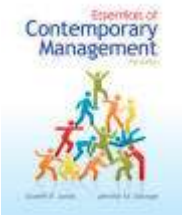
BMGT 1327.WB Principles of Management
Spring 2013

Course Syllabus.

Concepts, terminology, principles, theories, and issues in the field of management.

Web Class

Office Hours Course Schedule



Instructor: Sue Jones
E-mail: sjones@odessa.edu
Office: Sedate Hall 209
Phone: 432-335-6454
Odessa College

Notice: **It is the student's responsibility to check the online syllabus for updates and changes during** the semester.Students will be notified of changes, if any, in timely manner.

Required Text: Essentials of Contemporary Management, 5th edition with Connect Plus Access Card; Jones/George, McGraw Hill, ISBN: 0078029341. This book may be purchased from the Odessa College Bookstore or from an online book seller. Instructor will provide instructions for registering on the Connect Management Site.

Course Description: (Catalog Description): BMGT 1327 Principles of Management (52.0201) (3-0) 3 credit hours. Concepts, terminology, principles, theories, and issues in the field of management. (ICOs 1,2,3,4,5,6) No prerequisite required.

This information applies to each of the lessons for this course.

Instructor's Comments: This course is an overview of the field of study generally called Management. This course will help you make better decisions for your organization, which adds value to you as an employee. Be sure to read and follow the instructions found below and also for each assignment. To be successful in the course you should:

- allow plenty of time to do the assignments. The assignments are not designed to be done quickly. Set aside several hours each week to specifically work on this course.
- pay close attention to the due date for each lesson. There are penalties for late work.
- arrange to attend the Community Leadership Meetings discussed below early in the semester.
- contact me at sjones@odessa.edu any time during the semester with questions, comments, or other issues regarding this course. I look forward to hearing from you.

Each lesson consists of multiple assignments:

1. Online quiz – determining your comprehension of the material in the specific chapter or chapters of the book.
2. Web activity – developing your research skills and discovering resources available to supervisors.
3. Discussion questions/case analysis – measuring your understanding of the specific topics addressed and developing critical thinking skills necessary to be successful in today's workplace.

You will receive a grade for each assignment. See the syllabus for specific details regarding grading for this course.

When answering essay and discussion questions, please use complete sentences and include an example from your own experience or that of a friend whenever possible. Points will be deducted for not providing examples.

Class Website: http://www.odessa.edu/dept/management/sjones/1327.htm

Connect Website: http://connect.mcgraw-hill.com/class/s_jones_sp_2013. Online registration instructions: Go to the website and click the "register now" button. I will send you the class name in your welcoming email the first week of the semester.

Instructor's Office Hours: The instructor's office hours and phone numbers are listed below. Please do not hesitate to utilize this time to discuss any course-related topic.

	Monday	Tuesday	Wednesday	Thursday
AM	8:00 -10:00	10:00-12:00	8:00 - 10:00 11:30 - 1:00	10:00-11:30
PM		6:00 - 7:00		
Friday: By appointment – 432-335-6454 - sjones@odessa.edu				

Course Learning Outcomes: Upon successful completion of this course, student will be prepared to

- 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

Odessa College's Institutional Core Objectives (ICOs):
1) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2) Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3) Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4) Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5) Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

6) Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes	ICO
• explain various theories, processes, and functions of management	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• apply theories to a business environment	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• identify leadership roles in organizations	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
• describe elements of the communication process	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• attend 4 community leadership meetings	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as below under Odessa College Policies. Your final grade will be based upon a combination of the following factors:

1. Timeliness of lesson submissions
2. Ability to relate and apply the concepts discussed in the course
3. Scores on exams, projects, and other assignments
4. Attendance of a minimum of 4 community leadership meetings
5. Score on final exam

Business Leadership students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods, and Grading Policy: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by the due date. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.(http://www.odessa.edu/dept/management/sjones/meetings.htm)

All lessons (assignments) have due dates. Student should contact instructor regarding late assignments and arrangements made to submit late work. Points will be deducted for each day the assignment is

late. Each Lesson will have multiple assignments associated with a particular chapter in the book and your grade will be a compilation of the following categories:

1.	Multiple Choice Questions	25%
2.	Essay/Short Answer Questions	20%
3.	Case Studies/Video Cases	20%
4.	Interactive Activities	20%
5.	Community Leadership Meetings	10%
6.	Final Exam	5%

Lessons will be available beginning the first day of class. Lessons are completed online – all are interactive on the Connect Plus website. You may work on the assignments and save your progress; however, the lesson may only be submitted for grading once. If you experience technical difficulties, please contact me. Also, the McGraw-Hill Connect website has user support including a computer diagnostic tool to make sure your computer is updated.

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet weekly along with the graded lesson and any comments or suggestions regarding the work submitted. If work is submitted before the due date, it will be evaluated after the due date.

Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

Business Leadership students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: Please access your Odessa College Student E-mail, by following the link to either set up orupdate your account: http://www.odessa.edu/gmail/. Correspondence will be submittedusing your Odessa College email as an alternative method to contact you with information regarding this course

Objective of the Business Leadership Department: The primary object of the business leadership program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The business leadership program is not intended to serve as preparatory work toward a baccalaureate degree. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: http://www.odessa.edu/dept/management/

BMGT 1327.WB Principles of Management
Lesson Due Dates –Spring 2013

Holidays: January 21, 2013 – Martin Luther King Day (College Closed)
March 11 – 16, 2013 – Spring Break (College Closed)
March 29, 2013 – Good Friday (College Closed)
Last Day to Drop: April 16, 2013
Last Class Day: May 11, 2013
Graduation: May 17, 2013

Due Date	Lesson/Chapters	Assignments
1-28-13	Lesson 1 – Chapters 1 & 2 The Management Process Today The Manager as a Person	Chapters 1 & 2 Multiple Choice Questions Chapters 1 & 2 Essay Questions Chapter 2 Case Study Chapter 2 Activity
2-4-13	Lesson 2 – Chapters 3 & 4 Managing Ethics and Diversity Managing The Global Environment	Chapters 3 & 4 Multiple Choice Chapters 3 & 4 Essay Questions Chapter 3 Case Study Chapter 3 Activity (Drag & Drop) Chapter 4 Video Case
2-11-13	Lesson 3 – Chapter 5 Decision Making, Learning, Creativity, and Entrepreneurship	Chapter 5 Multiple Choice Chapter 5 Essay Questions Chapter 5 Case Study Chapter 5 Interactive Exercise
2-18-13	Lesson 4 – Chapter 6 Planning, Strategy and Competitive Advantage	Chapter 6 Multiple Choice Chapter 6 Essay Questions Chapter 6 Case Study Chapter 6 Activity (Drag & Drop)
2-25-13	Lesson 5 – Chapter 7 Designing Organizational Structure	Chapter 7 Multiple Choice Chapter 7 Essay Questions Chapter 7 Interactive Activity
3-4-13	Lesson 6 – Chapter 8 Control, Change, and Entrepreneurship	Chapter 8 Multiple Choice Chapter 8 Essay Questions Chapter 8 Interactive Exercise Chapter 8 Case Study
3-11-13	SPRING BREAK	

Due Date	Lesson/Chapters	Assignments
3-25-13	Lesson 7 – Chapter 9 Motivation	Chapter 9 Multiple Choice Chapter 9 Essay Questions Chapter 9 Case Study Chapter 9 Video Case
4-1-13	Lesson 8 – Chapter 10 Leadership and Leaders	Chapter 10 Multiple Choice Chapter 10 Essay Questions Chapter 10 Case Study Chapter 10 Video Case
4-8-13	Lesson 9 – Chapter 11 Effective Team Management	Chapter 11 Multiple Choice Chapter 11 Essay Questions Chapter 11 Case Study Chapter 11 Interactive Exercise
4-15-13	Lesson 10 – Chapter 12 Building and Managing Human Resources	Chapter 12 Multiple Choice Chapter 12 Essay Questions Chapter 12 Case Study
4-22-13	Lesson 11 – Chapter 13 Communication and Information Technology Management	Chapter 13 Multiple Choice Chapter 13 Essay Questions Chapter 13 Case Chapter 13 Interactive Exercise
4-29-13	Lesson 12 – Chapter 14 Operations Management	Chapter 14 Multiple Choice Chapter 14 Interactive Exercise Chapter 14 Case Study
5-6-13	Final Exam	Final Exam Essay

Odessa College Policies

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)." For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities http://www.odessa.edu/dept/studenthandbook/handbook.pdf

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and theAmericans with Disabilities Act of 1990. If you have any special needs or issues pertaining toyour access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College
Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute w**ithdrawal from that class, nor does a student's notification to an** instructor that the student wishes to be dropped. Failure of a student to complete the **drop/withdrawal process will result in a grade of "F."** (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Learning Resource Center (LRC; Library)
The Library, known as the Learning Resources Center, provides research assistance via theLRC's catalog (print books, videos, e-books) and databases (journal and magazine articles).Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " serviceprovide additional help.

Student Success Center (SCC)
Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/(Source:Odessa College Catalog of Courses 2012-2013, page 54)

Technical Support
For Blackboard username and password help and for help accessing your online courseavailability and student email account contact the Student Success Center at 432-335-6878 oronline at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Expectations for Engagement – Face to Face Learning: To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
    - provide my contact information at the beginning of the syllabus;
    - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
    - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
    - provide clear information about grading policies and assignment requirements in the course syllabus, and
    - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - return classroom activities and homework within one week of the due date and
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
    - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
    - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
    - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
    - missing class when a major test is planned or a major assignment is due;
    - having trouble submitting assignments;
    - dealing with a traumatic personal event; and,
    - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
    - seek out help from my instructor and/or from tutors;
    - ask questions if I don't understand; and,
    - attend class regularly to keep up with assignments and announcements.

Student Evaluation of Instruction: The SEI process for face-to-face and online courses is scheduled for April 28-May 4, 2013

Accrediting: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.