

# AUSTIN COMMUNITY COLLEGE

## PRINCIPLES OF MANAGEMENT- BMGT 1327

SPRING SEMESTER 2010

SECTION # 04177

January 19-May 16, 2010

Tuesday Evening Class

Class Time: 6:00 p.m. to 8:40 p.m.

Cypress Creek Campus – Room 2229

### 1. HEADING:

**Instructor:** LaDell Wood ----- I am an Associate Professor, and go by the name of “Dell” or “Mr. Wood”, please.

**Course name and number:** Business Principles, BMGT 1327

**Section Number and Synonym:** Section # 04177 MGT 1327

### 2. HOW TO REACH THE INSTRUCTOR:

**Office Hours: Before** each class session on Tuesday. I will be on Cypress Creek campus and available every **Tuesday from 5:00 p.m. to 6:00 p.m.** This gives you one hour each Tuesday to seek me out and ask questions. I will also be available at the Northridge Campus on **Tuesday** each week from **1:15 p.m. to 2:15 p.m.** **PLEASE do not wait ‘till you are in academic difficulties to ask for help!!** You can find me in the Administrative Office, break room or cafeteria during this time. Simply call me on my cell phone and I will meet you immediately anywhere on campus. Or, call me and I will set up a time to meet with you at a time and location of your choosing. ***You*** let me know if ***you*** need time, and I will make time to meet with ***you***, one-on-one. I will also make a special trip to Austin to meet with you (If this becomes necessary). **Please CALL, do not e-mail me because it could be days before I get your e-mail**

**Office Location and Number:** Campus Administrative Office, Break-room, or Cafeteria. Call my cell phone number of 512-517-7515 any time, 24/7, 365.

**Telephone:** # 1: Cell phone---512-517-7515 (If no answer, leave a voice-mail)  
# 2: Home phone---512-556-6065 (If no answer, leave a message, I'll call back the same day.)

**NOTE:** I do not accept text messages. I do not have "text messaging", nor do I want it!!!!

**E-mail address:** [lwood@austincc.edu](mailto:lwood@austincc.edu) (I only check my e-mail about twice a week, so I recommend you call me on my cell phone. DO NOT e-mail me to tell me you won't be in class, because I will already be in Austin and will not get the e-mail before class. Therefore, you will be marked as ABSENT.) **Call my cell phone!!!!**

**Conferences:** Any time you need a conference with me, just let me know and we will set a time and place convenient to both of us. If you could make it on a Tuesday or Thursday, I would appreciate it. I live 70 miles outside of Austin! But, just call me and we will work out a time to meet.

### **3. COURSE DESCRIPTION**

Management theories and analysis of basic management functions: planning, organizing, staffing, directing, and controlling for establishing and accomplishing business objectives. Case studies are utilized. Skills: R (MGT 1023) Course Type: W

### **4. REQUIRED TEXTS/MATERIALS:**

Title: *Principles of Management*, Author: Ricky W. Griffin, Publisher: Houghton Mifflin Company, 2007. **ISBN #: 13: 978-0-618-73078-0 OR 10: 0-618-73078-8**

### **5. INSTRUCTIONAL METHODOLOGY:**

Two hours and thirty minute lecture/guided discussion each week. You are to read all assigned material prior to class time. You will be graded on attendance, as well as your participation in the discussion in class. There will be three exams (see Course Outline/Calendar section of syllabus), unannounced pop-quizzes, and two projects to be prepared outside of class (see Grading System section of syllabus).

### **6. COURSE RATIONALE:**

This is an introduction level course to familiarize students with the roles and responsibilities of a supervisor/manager. As stated in the title of the course, you will receive the principles of managing, along with an introduction to the methodologies to be used by a supervisor/manager, but will need several other more advanced courses to be fully prepared to gain experience in managing a group of employees. After this course, you will be able to better communicate with, and understand, your supervisor's daily actions.

## **7. COURSE OBJECTIVES/OUTCOMES:**

**(A) Discipline (Department) Objectives/Outcomes:** Please see the Department Master Syllabus (Class Schedule, Department Website, Master Syllabus, Principles of Management) for a full listing of the Department's Course Objectives.

**(B) Instructor Objectives/Outcomes:** These objectives will be divided into two parts. First, there will be a listing of the instructor's objectives which will be achieved in this course, then a listing of the SCANS objectives which will be evaluated during this course. The National Education Secretary's Commission on Achieving Necessary Workplace Skills (SCANS) determined, in conjunction with the Department of Labor that there are certain skills a student must develop while in school to effectively operate in the workplace. SCANS is a consensus of their findings, and lists those skills. For a complete listing of SCANS, please go to the ACC Home Page, and search for SCANS in the search box.

1. Instructor's objectives:
  - A. Explain a brief introduction to management.
  - B. Discuss the planning function of management.
  - C. Explain the organizing function of management.
  - D. Outline the function of leading
  - E. Summarize the function of controlling.
  
2. SCANS to be evaluated during this course are as follows:

### **Competency 1.1 Manage time effectively**

- (1.1.3) Allocate time to activities
- (1.1.4) Identify tasks to be completed

### **Competency 1.4 Manage human resources efficiently**

- (1.4.3) Identify present and future work load

### **Competency 2.1 Participate as a member of a team**

- (2.1.1) Work cooperatively with others
- (2.1.7) Take personal responsibility for accomplishing goals

### **Competency 2.3 Serve clients/customers**

- (2.3.5) Provide services and goods in a timely, positive manner

### **Competency 2.4 Exercise leadership**

(2.4.2) Motivate and/or convince individuals or groups through encouragement or persuasion

(2.4.5) Justify a position logically and appropriately

### **Competency 2.5 Negotiate to arrive at a decision**

(2.5.3) Set realistic, obtainable goals

(2.5.4) Present facts and arguments

(2.5.5) Listen to and reflect upon what has been said

### **Competency 3.1 Acquire and evaluate information**

(3.1.2) Select appropriate information sources

(3.1.4) Evaluate data for relevance and accuracy

### **Competency 3.2 Organize and maintain information**

(3.2.3) Organize information from computer, visual, oral and physical sources in readily accessible formats, such as computerized data bases, spreadsheets, microfiche, video disks, paper files, etc.

### **Competency 3.3 Interpret and communicate information**

(3.3.1) Select information to be communicated

(3.3.2) Identify best methods to present information (e.g., overheads, handouts, etc.)

(3.3.3) Communicate results to others in desired format

(3.3.4) Convey information to others through a variety of means including oral, written, graphic, pictorial or multi-media methods

### **Competency 3.4 Process information using computer**

(3.4.1) Acquire information from the internet and other computer based resources

(3.4.3) Analyze information to identify trends, make projections, etc.

(3.4.5) Choose format for display (e.g., line graphs, bar graphs, tables, pie charts, narrative)

### **Competency 4.1 Apply appropriate techniques to function within social, organizational, and technological systems to attain goals effectively and ethically**

(4.1.2) Recognize acceptable behavior and attitudes within social, organizational and technological systems

**Competency 6.1 Read written information in prose and documents, such as manuals, graphs, and schedules with understanding**

(6.1.1) Determine the main idea or essential message

**Competency 6.2 Communicate thoughts, ideas, information, and messages in writing**

(6.2.1) Record information completely and accurately

(6.2.2) Compose and create documents such as letters, directions, manuals, reports, proposals, graphs and flow charts

(6.2.5) Attend to level of detail

**Competency 6.5 Listen and react appropriately to listeners**

(6.5.1) Receive, attend to, interpret, and respond to verbal messages appropriately

(6.5.2) Receive, attend to, interpret, and respond to other cues such as body language appropriately

(6.5.3) Listen to comprehend, learn, critically evaluate, appreciate, or support the speaker

**Competency 6.6 Deliver oral messages appropriately to listeners**

(6.6.1) Organize ideas and communications orally as appropriate for the situation and listeners

(6.6.2) Participate in conversation, discussion, and group presentations

(6.6.3) Select an appropriate medium for conveying a message

(6.6.4) Use verbal language and other cues, such as body language, in a way appropriate in style, tone, and level of complexity to the audience and the occasion

(6.6.5) Speak clearly and communicate a message

(6.6.6) Respond to listener feedback in a way that indicates understanding

(6.6.7) Ask questions when needed

**Competency 7.2 Make decisions**

(7.2.1) Specify goals and constraints

(7.2.2) Generate alternatives

(7.2.3) Consider risks

(7.2.4) Evaluate and choose best alternatives

**Competency 7.3 Apply problem solving skills appropriate to situation**

- (7.3.1) Recognize a problem exists (i.e., that there is a discrepancy between what is and what should be
- (7.3.2) Identify possible reasons for the problem
- (7.3.3) Devise and implement a plan of action to resolve the problem
- (7.3.6) Communicate in both oral and written language while working with others to identify/resolve problems
- (7.3.8) Select and apply problem solving methods

### **Competency 8.1 Act responsibly**

- (8.1.1) Persevere toward goal attainment with a high level of effort
- (8.1.3) Display a high standard of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks

### **Competency 8.3 Employ appropriate social skills**

- (8.3.3) Relate well to others

### **Competency 8.5 Apply integrity and honesty to all matters**

- (8.5.3) Choose an ethical course of action

NOTE: These competencies will be assessed throughout the course as indicated above and through the student's performance in group activities, in-class activities, writing assignments, computer assignments, homework assignments, class discussions and exams.

## **8. GRADING SYSTEM:**

**Homework:** Read the assigned material, and come to class prepared to discuss the material. You may record or video-record all class periods. Take notes, then review all material before test dates. Your class participation grade will be determined by how much work you do prior to class, as well as what you do during class sessions. Please turn off your cell phone during class.

**Attendance:** This is not a correspondence course, or an on-line course. This class requires your attendance in all class meetings. Each absence beyond three will cost you 10% of your overall course grade. Therefore, if you miss six class meetings, the highest grade you could attain is a "C" if you had 100% on all other exams and class projects. If you have perfect attendance, you will receive a five point bonus on your overall grade. **This five points will not show on Blackboard, but will be added to your course score.**

**In-class projects:** Case analysis projects will be used to allow you to analyze and summarize information, then verbally express your findings. Magazine articles will be brought to class and discussed. Also, you must write and turn in your case analysis, and then orally present a 5 minute summary of your findings during class.

The **first** project is simply to find an article pertaining to any area of business, summarize the article in about a half page, then come to class and discuss it in about two minutes or less. The **second** project will be a case analysis. You may choose any “End of Chapter Case” from your text. You must read the case, determine the problem, create alternative ways to solve the problem, choose an alternative, and explain implementation and follow-up. Cases will be assigned before Exam # 1. A complete outline for case analysis will be distributed in class. We will discuss your case analysis more at that time.

**Course Grades:** All grades will be posted on Blackboard within 48 hours of completion. The following table is a breakdown of your semester grade:

|  |     |
|--|-----|
| Exam # 1..Modules 1-5                        | 25% |
| Exam # 2..Modules 6-10                       | 25% |
| Exam # 3..Modules 11-15                      | 25% |
| Newspaper Article                            | 5%  |
| Case Analysis                                | 15% |
| Class Attendance, Participation, pop quizzes | 5%  |

Grades will be computed using the following scale:

|                    |   |
|--------------------|---|
| 100% THROUGH 90.0% | A |
| 80% THROUGH 89.9%  | B |
| 70% THROUGH 79.9%  | C |
| 60% TO 69.9%       | D |
| 0% TO 59.9%        | F |

**Late Exams:** Time is of essence in business. What would happen if you were late for a job interview? Therefore, your test results will be **lowered by 5% for each day you are late in taking your exam.** Contact the instructor **PRIOR** to the test time if you wish to take the test in the Testing Center, only then will a test be placed in the campus Testing Center for you to take. You must have a justified, and accepted, reason for not testing at the regular scheduled test time in the classroom with everyone else. There are exceptions, but they are few!! You must “pay” for extra study time!!!

**Blackboard:** All grades (including projects) will be posted on Blackboard within 48 hours of your completion. You may review your score(s) and overall percentage completed at any time during the course.

**Assistance:** Students are strongly encouraged to meet with the instructor for assistance whenever needed. Refer to my office hours listed above. If these office hours are not convenient for you, **call** and I will be happy to schedule appointments at other times. Many resources are available to help you succeed in this course - you need only ask for help. PLUS,

- Attend** all classes. Get there on time and do not leave early.
- Read** text materials before you attend class. Reread them after class.
- Study** your notes from class.
- Get in a **study group**. Work homework together. Prepare for exams together.
- Take advantage of the **free help** available at ACC.

**A Plan for Success:** You are responsible for all assigned readings, problems and materials even if we do not cover or review the material in class. Read the assigned chapters before attending class and be prepared for class discussions. **Note that 25% of your final grade is based on your projects, attendance, positive and active participation and preparation.**

## **9. COURSE POLICIES:**

**Attendance:** The ACC Business Division policy states that unexcused absences should not exceed 10% of the total number of class meetings. Attendance at all class meetings is required and necessary in order to do well in this class. The instructor may drop students missing more than 10% of the scheduled classes. Classes will start and end on time. If you are late please come anyway. It would be nice if we all arrived on time, since planning and time management is an important part of business. More than 15 minutes absent will be counted as an absence. You need to attend each class to **HEAR** the information discussed. All tests and quizzes will be given in class, during regular class periods. If you are caught texting during a test, you will receive an F in the course.

**Withdrawals:** If you do not intend to complete the class, please inform me and then complete a withdrawal form at the Admissions Office. It is your responsibility to drop this class should you decide not to complete the course requirements. Be aware that the **last drop date is April 26 2010.** I do not withdraw students.

**Incomplete:** I have given two incomplete "I" grades in 30 years and both reverted to an "F"!! Therefore, you must be authorized to apply for an Incomplete grade IAW the Student's Handbook. Plus, you must convince me that you are not wasting my time. Being in the hospital, in a coma, or in jail would be a justifiable reason for me giving you an Incomplete.



**Scholastic Dishonesty:** Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework". ([Student Handbook](#). Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an F in the course and/or expulsion from this institution. Texting (sending or receiving) during a test is considered cheating, and will be treated as such, I don't care who you are corresponding with!!

**Academic Freedom:** Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions. Disagreeing with the instructor will never affect your course grade, but your method of disagreeing could!

**Student Discipline:** Classroom behavior should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being referred for counseling, or being withdrawn from the class. ACC's policy on student discipline can be found in the [Student Handbook](#).

**Students With Disabilities:** Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to complete this request a minimum of three weeks before the start of the semester" ([Student Handbook](#) You will be given a letter to bring to me. Please bring this letter to me the first class meeting of the semester. I cannot, and will not under any circumstance, refer you to go to the OSD office, this is your responsibility. BUT, I will help you find the OSD office, and will introduce you to the people working there. I will do everything within my power to work diligently with the OSD office and help you in every way I can. This assistance will be confidential and all information will be discussed in private outside of the classroom.

## **10. COURSE OUTLINE/CALENDAR**

These class schedules are provided for your convenience in planning your semester. I will follow the schedule as closely as possible, taking into consideration the possibility of fire drills, classes cancelled due to bad weather, or such things as bomb threats, or natural disasters. Look closely, and don't plan "Skip" days on test days, not that a student would ever plan a Skip day!!

|     |                          |  |
|-----|--------------------------|--|
| 1.  | January 19, 2010         | Introduction / Cover Syllabus & Chapter # 1                                  |
| 2.  | January 26 2010          | Chapter # 2  |
| 3.  | February 2, 2010         | Chapter # 3  |
| 4.  | February 9. 2010         | Chapter # 4  |
| 5.  | <b>February 16, 2010</b> | <b>Chapter # 5 &amp; Newspaper Article Due</b>                               |
| 6.  | <b>February 23, 2010</b> | <b>Review for Exam # 1, &amp; Exam # 1, Chapters 1-5</b>                     |
| 7.  | March 2, 2010            | Chapter # 6  |
| 8.  | March 9, 2010            | Chapters # 7 & 8   |
|     | March 16, 2010           | <b>Spring Break</b>  |
| 9.  | March 23, 2010           | Chapters # 8 & 9   |
| 10. | March 30, 2010           | Chapter # 10   |
| 11. | <b>April, 6, 2010</b>    | <b>Review for Exam # 2, &amp; Exam # 2, Chapters 6-10</b>                    |
| 12. | April 13, 2010           | Chapter # 11   |
| 13. | April 20, 2010           | Chapters # 12 & 13   |
| 14. | April 27, 2010           | Chapters # 13 & 14   |
| 15. | May 4, 2010              | Chapter 15 & <b>Case Presentations</b>                                       |
| 16. | May 11, 2010             | <b>Case Presentations, Review for Exam # 3 &amp; Exam # 3, Modules 11-15</b> |

## **11. TESTING CENTER POLICY:**

It is **my** policy, not the Testing Center's policy that testing in the Testing Center could lower your grade. Please refer to Section # 8 above. Please see your Student Handbook for details concerning the Testing Center Policy. While covering this syllabus during the first day of class I will tell you where the Testing Center is located. Please remember that first, you must call me (NOT Email me) to justify taking a test in the Testing Center, then second, I must place a test in the Testing Center for you. Also, please remember that you must show your student ID **AND** a photo ID (like Texas Driver's License) to test.