

COURSE SYLLABUS

COURSE TITLE: BMGT 1327-271 PRINCIPLES OF MANAGEMENT (MW: 11:00-12:15pm)

SEMESTER/YEAR: SPRING 2018

INSTRUCTOR: Jim Wilhelm OFFICE: 120-D PHONE: 716- 4636
Email: jwilhelm@southplainscollege.edu

OFFICE HOURS: M,T,W,TH: 8:30-9:30 am; MON, WED: 5-6 pm; FRI: 9:00-11:00am;
also by appointment

COURSE DESCRIPTION: This course is a study of concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

COURSE GOALS: The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. The student will interpret interpersonal roles related to work groups and demonstrate a knowledge of the basic language of management. The functions and problems of management are studied, including planning, organizing, staffing, directing, and controlling. Particular emphasis is placed on the role of the middle manager and the development of skills to perform at this level.

LEARNING OUTCOMES: Define management and explain its four functions

Identify the roles of leadership in business organizations

Recognize the importance of the communication process regarding organizational design

Interpret managerial interpersonal roles related to work groups

Demonstrate the basic language of management

I. TEXT
Schermerhorn, J.R. (2016). EXPLORING MANAGEMENT. (Fifth Edition). Hoboken, NJ: John Wiley & Sons, Inc.

II. ATTENDANCE POLICY
Everything begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is a worthwhile, but expensive investment in yourself, so get your money's worth and show up!

Students are expected to attend all classes in order to be successful in a course. The student will be withdrawn from the course whenever absences become excessive or, in the instructor's opinion, minimum course objectives cannot be met due to absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Equally important, if you accumulate 3 weeks of absences, YOU WILL BE DROPPED (unless extenuating circumstances prevail). Please recognize that you, THE STUDENT, are responsible for communicating with me.

Please refer to "Class Attendance" policy in the SPC General Catalog.

III. EXAM POLICY

There will be four exams, not including the final. If an exam is not taken when scheduled, there will be a letter grade reduction and the exam must be completed before the next class meeting. There will be no make-up exams. The Final Exam is required and cannot be dropped. Exam format will be announced.

IV. GRADING POLICY

Exams (4 @ 10 %) = 40%
 Final project = 15%
 Critiques = 25%
 Attendance = 10%
 Assignments = 5%
 Participation = 5%*

Grading scale:

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 F = 59 or below

*(note that participation includes positive contributions to class discussion, positive attitude, preparedness, and respect for others).

V. OTHER INFORMATION

I reserve the right to change the course schedule to accommodate class discussion, videos, etc.

Guidelines for student conduct:

1. Please turn off your cell phones upon entering the classroom.
2. Be respectful of others.
3. Contribute to classroom discussion without monopolizing. Give everyone a chance to participate.
4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.
5. Please review your Student Guide. Especially sections: Classroom Conduct, Cheating and Plagiarism, and Disruptions.

VI. SMOKING POLICY

SPC prohibits smoking inside the building at all times. Smoking outside is permitted beyond 25 ft. of any South Plains College facility. Thank you.

COURSE OUTLINE/OBJECTIVES
BMGT 1327 – Principles of Management
SCANS Competencies/Foundations Skills

PART I INTRODUCTION AND HISTORICAL OVERVIEW (C5-7, 11-15)

The student will be able to:

- Define management and describe its complexity and pervasiveness.
- Describe and assess the classical, behavioral, and quantitative schools of management theory.
- Identify the essential managerial roles with integrating managerial skills and knowledge.

PART II PLANNING (C1-3, 5-8, 12, 15)

The student will be able to:

- Define goals, note their purpose, and identify the steps in the goal-setting process.
- Discuss effective goal setting, including barriers to such effectiveness and how to overcome those barriers.
- Describe the nature of strategic planning, including the components and levels of strategy and strategy formulation and implementation.
- Describe the different organizational planning techniques used today.
- Define problem solving and decision making and describe the rational and behavioral models

PART III ORGANIZING (C3-19)

The student will be able to:

- Discuss the nature of organizing, describe the organizing process, and identify key components and concepts involved in organizing.
- Discuss the meaning of organization design and the role of organization charts.
- Define and discuss corporate culture, including its determinants, components, and consequences.
- Discuss the nature of change, including the reasons and need for change, planned organization change, and the steps involved in planned change.
- Discuss the nature of staffing, including the staffing process and legal constraints.
- Describe human resource planning and discuss selection of human resources, including recruiting, selection, and orientation.

PART IV LEADING (C1, 3-7, 9-17)

The student will be able to:

- Discuss basic interpersonal processes at work and describe the role of stress in organizations.
- Define leadership and indicate the difference between leadership and management.
- Name and describe several type of power, including their uses, limits, and outcomes.
- Discuss the nature of human motivation and explain the basic motivational process.
- Discuss the psychological character of groups, including why people join groups, the stages of development, and the nature of the informal organization.
- Describe the communication process.
- Discuss barriers to effective communication and how to overcome those barriers.

PART V CONTROLLING (C1-3, 5-19)

The student will be able to:

- Describe the nature of control and why it is necessary.
- Identify and discuss various approaches to control (ie, steering, concurrent, postaction, etc.)
- Describe the nature of quality and productivity.
- Discuss operations control including inventory, quality, scheduling, and cost control.
- Describe the nature of information systems.

SCANS FOUNDATION SKILLS: F1, 2, 5, 8-10, 13-17 (see explanations attached)

SCANS COMPETENCIES

- | | |
|------|--|
| | |
| C-1 | TIME -Selects goal relevant activities, ranks them, allocates time, and prepares and follows schedules. |
| C-2 | MONEY -Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives. |
| C-3 | MATERIALS & FACILITIES -Acquires, stores, allocates, and uses materials or space efficiently. |
| C-4 | HUMAN RESOURCES -Assesses skills and distributes work accordingly, evaluates performances and provides feedback. |
| | <u>INFORMATION-Acquires and Uses Information</u> |
| C-5 | Acquires and evaluates information |
| C-6 | Organizes and maintains information. |
| C-7 | Interprets and communicates information. |
| C-8 | Uses computers to Process information. |
| | <u>INTERPERSONAL-Works With Others</u> |
| C-9 | Participates as members of a team and contributes to group effort. |
| C-10 | Teaches others new skills. |
| C-11 | Serves clients/customers-works to satisfy customer's expectations. |
| C-12 | Exercises leadership-communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies. |
| C-13 | Negotiates-Works toward agreements involving exchanges of resources resolves divergent interest. |
| C-14 | Works with Diversity-Works well with men and women from diverse backgrounds. |
| | <u>SYSTEMS-Understands Complex Interrelationships</u> |
| C-15 | Understands Systems-Knows how social, organizational, and technological systems work and operates effectively with them. |
| C-16 | Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions. |
| C-17 | improves or Designs Systems-Suggest modifications to existing systems and develops new or alternative systems to improve performance. |
| | <u>TECHNOLOGY-Works with a variety of technologies</u> |
| C-18 | Selects Technology-Chooses procedures, tools, or equipment including computers and related technologies. |
| C-19 | Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment. |
| C-20 | Maintains and Troubleshoots Equipment-prevents, identifies, or solves problems with equipment, including computers and other technologies. |

FOUNDATION SKILLS

- BASIC SKILLS-Reads, writes, performs arithmetic and mathematical operations, listens and speaks**
- F-1 Reading-locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic-Performs basic computations, uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics-Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening-Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking-Organizes ideas and communicates orally.
- THINKING SKILLS-Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**
- F-7 Creative Thinking-Generates new ideas.
- F-8 Decision-Making-specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving-Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye-Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn-Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning-Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.
- PERSONAL QUALITIES-Displays responsibility, self-esteem, sociability, self-management, integrity and honesty**
- F-13 Responsibility-Exerts a high level of effort and preservers toward goal attainment.
- F-14 Self-Esteem-Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability-Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management-Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty-Chooses ethical courses of action.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

NON-DISCRIMINATION STATEMENT

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- * Never leave your personal property unsecured or unattended.
- * Look around and be aware of your surroundings when you enter and exit a building.
- * Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- * When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

**In case of emergency, contact the following numbers but DO NOT leave a voice mail message:
894-9611, ext. 2338 - Levelland Campus; 716-4677 - Lubbock Center; 885-3048, ext. 2923 - Reese
Center (mobile 893-5705)**

COURSE SCHEDULE

BMGT 1327 - MW

January	15	Holiday	April	23	Critiques, review
	17	Introduction		25	EXAM IV (13-16)
	22	Chapter 1		30	Workday
	24	Chapter 2	May	2	Project due
	29	Chapter 3		7	FINAL EXAM
	31	Chapter 4			(Mon. 10:15-12:15)
February	5	Critiques due, review			
	7	EXAM I (1-4)			
	12	Chapter 5			
	14	Chapter 6			
	19	Chapter 7			
	21	Chapter 8			
	26	Critiques due, review			
	28	EXAM II (5-8)			
March	5	Chapter 9			
	7	Chapter 10			
	12	SPRING			
	14	BREAK			
	19	Chapter 11			
	21	Chapter 12			
	26	Critiques due, review			
	28	EXAM III (9-12)			
April	2	EASTER HOLIDAY			
	4	Video			
	9	Chapter 13			
	11	Chapter 14			
	16	Chapter 15			

