

# Course Syllabus

Course Title: BMGT 1327.501 Principles of Management Monday, 6:00-8:50 PM

Semester/Year: Spring 2018 Location: Plainview Center—Room 128

Instructor: Whit Hunt Phone: 293-3233 (answering machine – leave message)

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

Course Goals: The student will explain the various theories and processes of management including functions to: identify roles of leadership in business; and recognize elements of 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, leading and controlling. Particular emphasis is placed on the role of the entrepreneur, middle manager and the skills to perform at these levels.

Learning Outcomes: Define management and explain its basic functions  
  
Identify 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 business and management



I. **Text:**  
Exploring Management by Schermerhorn and Bachrach, 5<sup>th</sup> Edition; Wiley Publishing Co.

II. **Attendance policy:**

Attendance is critical to success. Classroom instruction, discussion and participation is extremely important. Since the class meets only once per week missing one class is the equivalent of missing an entire week of regular classes. You have invested money to acquire your education and should not waste your investment. Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absence from class, even when unavoidable. Two absences in succession is ground for removal from the class UNLESS extenuating circumstance exist and you can convince me that you are keeping up with the work and can be successful. Whenever absences become excessive (more than two) and in the instructor's opinion, minimum course objective can not be met due to the absences, the student may be withdrawn from the course.

III. Exams

There will be only one exam which is the final. Three other tests may be given. As noted the emphasis in this course is on participation and completion of regularly assigned work. I am more concerned that you grasp concepts rather than recite rote memory work. Your ability to think through a situation and present a reasonable outcome is critical.

IV. Chapter Presentation = 20%  
Final Exam = 40%  
Attendance = 20%\*  
Participation = 20%\*  
Quizzes/Tests = 20%

Grading Scale

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

- Attendance = To earn the full 20% for attendance you must attend all class sessions. 1-2 absences = 10; 3-4 absences = 0. Over four absences without Instructor approval will result in a drop.
- Participation includes positive contributions to class discussion, positive attitude, preparedness, and respect for others.

V. CLASS SCHEDULE:

Jan 22	Intro to class and Chapter 1
29	Chapter 2
Feb 5	Chapter 3
12	Chapter 4
19	Chapter 5
26	Quiz Chapters 1-5
Mar 5	Chapter 7
12-18	Spring Break
19	Chapter 8
26	Chapter 9 & Quiz Chapters 7-9
Apr 2	Easter Monday Holiday
9	Chapter 10
16	Chapter 11
23	Chapter 12 & Quiz 10-12
30	Chapter 17
May 7	Final

The course schedule may be altered to accommodate class discussion and other activities.

VI. Guidelines for student conduct:

- Please do not bring cell phones to class unless they are turned off prior to entering the classroom
- Be respectful of others
- Contribute to classroom discussion without monopolizing. Give everyone a chance to participate
- Appropriate language is practiced in the classroom; successful managers are successful communicators
- Please become familiar with South Plains College's Student Guide and Code of Conduct and comply with them.
- No smoking except in designated smoking areas.
- No food or drinks in the classroom per SPC policy

VII. The course outline is substantially the same as the one contained in your text.

I anticipate covering one chapter each week. Time may be allotted for reading and note taking in class but will be dependent upon time constraints.

VIII. Questions about the syllabus and or expectations should be addressed individually and resolved amicably. The best possible outcome of any differences of opinion is a "win-win" for the student and the instructor.

## SCANS COMPETENCIES

**Scans Competencies** covered in this course: C1-C10, C12, C14, C19

**Foundation Skills** covered in this course: F1-F9, F11, F13-F17

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.

**INFORMATION-Acquires and Uses Information**

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.

**INTERPERSONAL-Works With Others**

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.

**SYSTEMS-Understands Complex Interrelationships**

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.

**TECHNOLOGY-Works with a variety of technologies**

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-supervision, 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-Supervision-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) 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.

(\*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College).

## **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.