



WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN
PRINCIPLES OF MANAGEMENT
BMGT 1327.81

DR. STACI TAYLOR

NOTE: This is an 8-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

This course introduces management through a study of the functions of management, the principles of management, historical models, business ethics, and the management environment. It employs case studies, lectures, and projects for practical application of management.

Prerequisites and/or Corequisites:

There are no prerequisites for this course.

Course Notes and Instructor Recommendations:

Computer literacy and basic knowledge of Brightspace is required to be successful in this course. Since Brightspace is new to all of us, there will be a learning curve for you and I both! If you are unfamiliar with how to use Brightspace, I recommend you visit the 'Got questions' widget located on the home page of your Brightspace account.

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in the future, as well as on your current job. You will have the opportunity to apply what you have learned on your present and past jobs and in your other courses. You will also be introduced to areas of management that you knew affected you on your job, but you may not have understood why. Even if you are not interested in working as a manager, you will be affected by every aspect of management as an employee! And, we will have lots of fun!

Course Goals

The goals of this course are that you:

1. Learn the objective content of the chapters you read;
2. Apply the content of the chapters to specific situations in class discussion and on exams;
3. Participate in assignments and group work;
4. Practice and improve your skills in thinking, speaking, and writing.

Furthermore—if all goes as planned—you will leave the course with an increased awareness of what is involved in management. Employees of large organizations, small organizations, non-profit organizations, manufacturing and service industries all face similar problems and different problems. We will examine many facets of management and how they fit into different organizations.

Instructor Information:

Instructor Name: Dr. Staci Taylor

MCC Email: staylor@mclennan.edu

Office Phone Number: (254) 299-8363

Office Location: LTC 218B

Office/Teacher Conference Hours: Tuesday/Thursday 11:00 a.m.-Noon or By Appointment

Zoom Meeting ID for Office Hours <https://mclennan.zoom.us/j/2073585483> OR

Go to <https://mclennan.zoom.us/join> and enter meeting ID: 207 358 5483

Alternate Contact: Annette Bigham

Alternate Phone: (254) 299-8690

Alternate Email: abigham@mclennan.edu

Other Instruction Information:

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Required Text & Materials:

Title: MGMT

Author: Williams, Chuck

Edition: 11th

Publisher: Cengage Learning

ISBN: 9781337911306

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

- This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal meetings, I will act more as a facilitator for learning than a traditional instructor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
- We will have weekly written assignments for 5 units, weekly quizzes, 4 unit exams from various chapters (check the schedule to know which chapters are included), and a final that will cover all 5 units; unit 5's exam will be part of the final exam.

Course Objectives and/or Competencies:

The general objective of this course is to introduce management theories to the students, and show the student how the different theories are applied in the work place.

Each student should attain a sufficient understanding of the four principal functions of management: planning, organizing, leading, and controlling. Each student should be able to use this information with his/her present business knowledge and work experience.

Each student is encouraged to understand a variety of situations a manager must face. Each student is also encouraged to understand opposing viewpoints and opinions on these situations and to employ critical thinking skills.

Additionally, each student will explain and apply the various theories, processes and functions of management, identify roles of leadership and organizations, recognize elements in the communications process and learn how to allocate time, money, materials, space, and staff.

Course Outline or Schedule:

The following is a schedule which is subject to change. You will be notified about changes with posts to the Brightspace Announcement page and an email to your student MCC email account.

Week of Class	Chapters	Assignments	Due Date
Week 1	Orientation	Orientation Quiz	January 17th at 11:59pm

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	Student COVID-19 Training Chapter 1	Student COVID-19 Certificate Read Chapter/PowerPoint, Written Assignment, Quiz	
Week 2	Chapter 3 & 4 Exam 1	Read Chapter/PowerPoint, Written Assignment, Quiz Exam 1 (Ch 1, 3, 4)	January 24th at 11:59pm
Week 3	Chapter 5, 7 & 8	Read Chapter/PowerPoint, Written Assignment, Quiz	January 31st at 11:59pm
Week 4	Exam 2 Chapter 9 & 11	Exam 2 (Ch 5, 7, 8) Read Chapter/PowerPoint, Written Assignment, Quiz	February 7th at 11:59pm
Week 5	Chapter 12 Exam 3 Chapter 13	Read Chapter/PowerPoint, Written Assignment, Quiz Exam 3 (Ch 9, 11, 12) Read Chapter/PowerPoint, Written Assignment, Quiz	February 14th at 11:59pm
Week 6	Chapter 14 & 15 Exam 4	Read Chapter/PowerPoint, Written Assignment, Quiz Exam 4 (Ch 13,14, 15)	February 21st at 11:59pm
Week 7	Chapter 16 & 18	Read Chapter/PowerPoint, Written Assignment, Quiz	February 28th at 11:59pm
Week 8	Final Exam	Comprehensive Final Exam	March 1st at 11:59pm

Course Grading Information:

The first assignments are under the “Start Here” folder. Unit 1 will not open until you have successfully completed the Orientation Quiz, which is in the Start Here folder.

Orientation Quiz-5%-Do This ASAP

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You will take an online quiz covering this syllabus, the Course Learning Modules, and the Calendar regarding this class. It is open notes. You are required to make 100 on the quiz and you may take it as many times as necessary to make 100. You must score 100 on the orientation quiz, BEFORE Unit 1 opens for you to start work on. DO NOT WAIT until the deadline to work on this. For additional info, please see the Course Learning Modules under the Syllabus, Calendar, and Documents button in the course.

Chapter Quizzes-20%

There are 14 chapter quizzes that you must take. The lowest 4 quizzes will be dropped at the end of the semester. You can take each quiz twice, and the highest score will count automatically. The quizzes will not be accepted past the date/time assigned; if you take a quiz past the due date/time; it will be deleted. The quizzes are timed. See the Course Learning Modules, under the Syllabus, Calendar, and Documents button in the course, for additional info and for directions on taking the quiz.

Chapter Assignments-35%

For each chapter, you will complete an assignment over the chapter content. Each Assignment has a several questions that must be answered. Make sure and answer each question completely. Do not answer the questions with a sentence or two. Each question should be answered with several paragraphs. Lists are not enough. There are 14 chapter assignments you must complete. The lowest 4 Chapter Assignments scores will be dropped at the end of the semester.

Unit Exams-30%

You will be given four opportunities to “show off your smarts,” to see what you have learned, to see what you need to learn. Please see the Course Learning Modules, under the Syllabus, Calendar, and Documents button in the course, for specific information on your exams.

Comprehensive Final Exam-10%

The comprehensive final exam can only be taken twice, BEFORE March 1st, at midnight

Plagiarism

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing, you will be given one written warning on the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than a 50 on the assignments. If you are found to be plagiarizing a second time, you will automatically be given an ‘F’ in the course, without the option to drop the course for the grade of a ‘W’. For more information on plagiarism, I recommend visiting: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule and within this syllabus. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments and quizzes, there will be a 10 point penalty if it is late. We will be submitting chapter assignments via the testing feature in Brightspace. With this feature Brightspace does allow you to submit assignments after the designated due

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date/time, but marks it as a late submission for my information. Students will **NOT** be allowed to make up exams unless there is a documented reason (family death/medical reason) as to why the exam was missed. If there is something that you believe may hinder the completion of an assignment or exam on time, it is the student's responsibility to contact the instructor to inform her.

During the long semester, students think they have plenty of time to work on their assignments, and you do. But do not put off your work until right before the deadline. This is not a self-paced class where everything is due at the end of the semester. There are due dates each week, but you can get ahead of schedule if you wish.

Computer Problems

All chapter assignments are required to be submitted via the test submission feature that is built into each chapter within Brightspace. If you are unfamiliar with how to submit the chapter assignments using this feature, please contact me immediately. Due to the vast amount of computers we have available on campus as well as the availability of computers in several community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users) adjustments will be made.

Student Behavioral Expectations or Conduct Policy:

Specific offenses and consequences can be found in the Highlander Guide Student Handbook or on the web at: <http://www.mclennan.edu/students/hguide/HighlanderGuide.pdf><http://www.mclennan.edu/students/hguide/HighlanderGuide.pdf>

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*