

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **PRINCIPLES OF MANAGEMENT**

**BMGT- 1327.87**

**PROFESSOR STEVE GREATHOUSE**

**NOTE: This is a 16-week online course.**

#### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

# PRINCIPLES OF MANAGEMENT

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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:**

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!

## **Instructor Information:**

Instructor: Steve Greathouse

E-mail: [sgreathouse@mclennan.edu](mailto:sgreathouse@mclennan.edu)

Office Phone: (254) 299-8696

Office Location: Business & Technology Building, Room 211

Office Hours: TTH 10:00-11:00 & 12:30-4:30

## **Required Text & Materials:**

Title: Management (e-book)

Author: Kinicki

Edition: 10th

Publisher: McGraw-Hill

ISBN: 9781264385928 \*A digital version of your textbook is included with this course and is accessible via the course page in Brightspace – click on “Management eBook” within the Content tab. You will need to follow a registration process the first time you access it; please watch this video if you would like to see step-by-step instructions for this process <https://video.mhhe.com/watch/dgiVkPnwz63U77eeq6MhqT>. If you have any problems accessing the ebook or completing assignments in Connect, call McGraw-Hill customer service at 800-331-5094.

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

**Methods of Teaching and Learning:**

1. 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 (MCC) everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. 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.
2. This course utilizes e-book reading, online quizzes and assignments, written exercises, online research, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the book is not optional. You will likely need to read the e-book several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

**Course Objectives and/or Competencies:**

The goals of this course are to:

1. Learn the objective content of the chapters you read;
2. Apply the content of the chapters to specific situations in course assignments and on exams;
3. Take part in online discussions, assignments, and group work if necessary;
4. Practice and improve your skills in thinking, speaking, and writing.

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.

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## Course Outline or Schedule:

Week	Due	Assigned Reading	Assignments Due
1	1/22	Syllabus & Ch. 1 The Exceptional Manager	Orientation Videos/Assignments (4) Chapter 1 SmartBook How Strong Is My Motivation to Lead? Assignment Chapter 1 Assessment
2	1/22	Chapter 2 Management Theory	Chapter 2 SmartBook Your Orientation Toward Theory X / Y Chapter 2 Assessment
3	1/29	Chapter 3 The Manager's Changing Work Environment and Ethical Responsibilities	Chapter 3 SmartBook Ethical Approaches Assignment Chapter 3 Assessment <b>Exam 1: Chapters 1-3</b>
4	2/5	Chapter 4 Global Management	Chapter 4 SmartBook Chapter 4 Assessment
5	2/12	Chapter 5 Planning	Chapter 5 SmartBook ABA: Planning For A Pandemic Chapter 5 Assessment
6	2/19	Chapter 6 Strategic Management	Chapter 6 SmartBook Chapter 6 Assessment <b>Oral Manager Interview Presentation</b>
7	2/26	Chapter 7 Individual & Group Decision Making	Chapter 7 SmartBook Chapter 7 Assessment <b>Exam 2: Chapters 4-7</b>
8	3/5	Chapter 8 Organizational Culture and Structure	Chapter 8 SmartBook SA: Your Preferred Type of Org Culture Chapter 8 Assessment
9	3/19	Chapter 10 Organizational Change & Innovation	Chapter 10 SmartBook SA: How Adaptable Are You? Chapter 10 Assessment
10	3/26	Chapter 11 Managing Individual Differences & Behavior	Chapter 11 SmartBook SA: Your Level of Emotional Intelligence Chapter 11 Assessment
11	4/2	Chapter 12 Motivating Employees	Chapter 12 SmartBook SA: Your Needs for Self-Determination Chapter 12 Assessment <b>Exam 3: Chapters 8, 10, 11, &amp; 12</b>
12	4/9	Chapter 13 Groups and Teams	Chapter 13 SmartBook Chapter 13 Assessment

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<b>13</b>	4/16	Chapter 14 Power, Influence, and Leadership	Chapter 14 SmartBook SA: Task/Relationship-Oriented Behavior Chapter 14 Assessment
<b>14</b>	4/23	Chapter 15 Interpersonal and Organizational Communication	Chapter 15 SmartBook Chapter 15 Assessment
<b>15</b>	4/30	Chapter 16 Control Systems & Quality Management	Chapter 16 SmartBook Chapter 16 Assessment Test 4 Chapters 13-16
<b>16</b>	5/1 or 5/2	Final Exam—All Chapters	Comprehensive Final Exam

## Course Grading Information:

Orientation Videos/Assignments	x	5%
Daily Exercises (drop 1)	x	10%
SmartBook Assignments (drop 2)	x	20%
Chapter Quizzes (drop 2)	x	10%
Exams (drop 1)	x	.30
Manager Interview	x	10%
Comprehensive Final Exam	x	<u>10%</u>
<b>Total</b>		<b>100%</b>

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

## Orientation Videos/Assignments - 5%

Each student is required to complete the Orientation Videos/Assignments found in the Week 1 folder accessed by clicking on Content in Brightspace. There are 4 assignments to be completed that will help prepare students for how to get started in the course and how to properly utilize Connect.

**Failure to complete these 4 assignments within the first 2 weeks will result in the student being dropped from the course.**

## Daily Exercises - 10%

Each student will be required to complete daily exercises each week using Connect. These exercises will typically be either Self-Assessments (SA) where the student can learn about themselves by assessing how they would behave under certain situations. The other exercises will be activity-based

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exercises (ABA) where students will have to utilize what they've learned to demonstrate their ability to make decisions based on various situations. These assignments might employ videos and/or simulations. I will drop your 1 lowest daily exercise.

### **SmartBook Assignments - 20%**

For every chapter, students are required to complete the SmartBook assignments. These assignments require students to use their knowledge of key concepts from each chapter to answer questions. The more the student gets correct, the harder the questions become. If a student misses some of the more challenging concepts, then easier ones are given until the student answers all concept questions correctly. I will drop your 2 lowest SmartBook Assignments.

### **Chapter Quizzes - 15%**

For every chapter covered, students are required to complete a short quiz over the material. Each quiz is comprised of approximately 20-30 multiple-choice questions. Students will be given 3 attempts to take each quiz and the highest score will be recorded in the gradebook. Each quiz will have a 30 minute time limit. Stopping and starting is not allowed—if the quiz is interrupted for whatever reason, it will count as an attempt. I will drop your 2 lowest quizzes.

### **Semester Exams - 30%**

There are 4 major exams given during the semester. You will be able to take each of these exams only 1 time. You will have 60 minutes to complete your exams and once you start them, you must complete them in 1 sitting. Do NOT stop the exams and attempt to resume them at a later date or time. I will drop your lowest regular Exam (the final exam cannot be dropped).

### **Management Interview - 10% (found in Week 6)**

Students will be required to interview a business manager and ask questions that will be provided by the instructor. Students will then record their findings and what they've learned from the interview. This will provide students with insight into what it takes to become a manager and what managers identify as their greatest hurdles in managing today's diverse workforce. Questions and an outline of this individual assignment are provided in Brightspace by clicking on the assignment link. Students must identify their managers and the name of their businesses when doing this project. I do not expect this to be you recording yourself reading the question and then simply saying what they said. I expect this to be professionally done. Discuss your findings—DO NOT READ THEM! This assignment CANNOT be submitted late and cannot be dropped.

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## **Comprehensive Final Exam - 15%**

The final exam is comprehensive and is required to be taken by all students. It will be given during final exams week as scheduled, thus you will need to take it during our assigned date and time. You will only have 1 attempt. Additionally, you will have 120 minutes to complete your Final Exam and once you start it, you must complete it in 1 sitting. Do NOT stop the exam and attempt to resume it at a later date or time. This exam CANNOT be submitted late and cannot be dropped.

## **Late Work, Attendance, and Make Up Work Policies:**

Assignment Due Dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned due date and time!** If you miss the assigned due date for assignments, you receive will a zero. Late work will not be accepted beyond the Due date. **Students will NOT be allowed to make up missed coursework unless there is a documented qualifying reason (death of immediate family member / you were hospitalized for 5 entire days that preceded a due date) as to why the work was missed.** I understand mistakes happen, but that's why this course is open to you completely on day one. Work ahead so that if you want or need to miss, you can. I provide you with multiple drops so that if you have one bad week and aren't able to get things done, you have drops for everything EXCEPT the Manager Interview and the Final Exam - these 2 items CANNOT be turned in late and you can't drop them...

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. All due dates (except the final exam) are on Sunday nights at 11:59 PM, as specified in the course schedule, and in Brightspace below each assignment link and in the Brightspace calendar at the bottom of our course page, and in Connect, thus there should be no excuses for not knowing when things are due. Please plan and work ahead. Some of the work in each week may require significant time to complete. For example, the Manager Interview could take several weeks to setup and complete. Plan ahead for this!

## **Drops**

Students who drop the course before the deadline for student initiated withdrawals will receive a "W" (as long as they are eligible to drop... you only get a total of six). If a student is not eligible to drop, they will receive the grade they earn in the course.

### **Attendance**

Although this is an online course, per MCC policy, instructors are still required to track attendance in some way and must drop (or fail) students for failing to “virtually” attend at least 75% of a course. Thus, in accordance with this policy, **the instructor will drop a student on their 4<sup>th</sup> absence - for this course you are considered *absent* when you miss a Quiz.** It is the student’s responsibility to track their attendance in Brightspace - the instructor will NOT provide warnings before dropping a student.

- Note: Students must make a good faith effort to complete a quiz in order to get attendance credit for it. That is, don’t think that you can get attendance credit by merely guessing at a couple of questions - the instructor will use his own discretion in deciding whether or not you have done enough to be counted “present” for any particular quiz. Additionally, just because I drop 2 quizzes for grading purposes, any missed quiz is still considered an absence.
- Note: If a student reaches their 4<sup>th</sup> *absence* but is not eligible to be dropped (you only get six), the student will receive an automatic F in the course regardless of their grades.

### **Student Behavioral Expectations or Conduct Policy:**

#### **Communication with the Instructor**

Just like in the business world with your boss, before you send your instructor an email, try to find the answer yourself. That is, don’t email me a question when the answer you seek is clearly in the syllabus, course schedule, or assignment instructions. If you need clarification on something, and cannot find the answer yourself, then don’t hesitate to call me during office hours or send me an email. I will try to respond within 24 hours but I do not respond after 8pm on weeknights, or on weekends at all.

**Per MCC email policy, students must use their MCC student email for all email communication with their professor. Accordingly, I will not open nor reply to emails from non-MCC email addresses.**

#### **Respect**

Please be respectful of your classmates, yourself, and your instructor. This is a hallmark of professionalism; behaving as if everyone’s comfort and welfare is as important as your own. This means addressing me as Professor Greathouse (just “Professor” is also acceptable). You can expect to be treated in a civil and professional manner by your instructor, and thus students will be expected to do the same. Violations of this policy could result in being dropped from the course.



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Updated 11/04/2022

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## **ACADEMIC RESOURCES/POLICIES**

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
8122  
Room 319, Student Services Center

### **Title IX:**

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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.