BMGT 1327.WB Principles of Management
Fall 2012

Online Syllabus
It is the student's responsibility to check the online syllabus for updates.

Concepts, terminology, principles, theories, and issues in the field of management.

Web Class

Office Hours Course Schedule

Instructor: Sue Jones
E-mail: sjones@odessa.edu
Office: Sedate Hall 209
Phone: 432-335-6454
Odessa College

Instructor's Comments: This course is an overview of the field of study generally called Management. This course will help you make better decisions for your organization, which adds value to you as an employee. Be sure to read and follow the instructions found below and also for each assignment. To be successful in the course you should:

- allow plenty of time to do the assignments. The assignments are not designed to be done quickly. Set aside several hours each week to specifically work on this course.
- pay close attention to the due date for each lesson. There are penalties for late work.
- arrange to attend the Community Leadership Meetings discussed below early in the semester.
- contact me at sjones@odessa.edu any time during the semester with questions, comments, or other issues regarding this course. I look forward to hearing from you.

Course Description: (Catalog Description): BMGT 1327 Principles of Management (52.0201) (3 credit hours) Concepts, terminology, principles, theories, and issues in the field of management. (ICOs 1,2,3,4,5,6) No prerequisite required.

Required Text: Essentials of Contemporary Management, 5th edition with Connect Plus Access Card; Jones/George, McGraw Hill, ISBN: 0078029341. This book may be purchased from the Odessa College Bookstore or from an online book seller. Instructor will provide instructions for registering on the Connect Management Site.

Class Website: **http://www.odessa.edu/dept/management/sjones/1327.htm**

Connect Website: **http://connect.mcgraw-hill.com/class/fall_2012_s_jones**. **Online registration instructions:** Go to the website and click the "register now" button. I will send you the class name in your welcoming email the first week of the semester.

Instructor's Office Hours: **http://www.odessa.edu/dept/management/sjones/officehours.htm**

Course Learning Outcomes: Upon successful completion of this course, student will be prepared to

- explain various theories, processes, and functions of management
- apply theories to a business environment
- identify leadership roles in organizations
- describe elements of the communication process

Course Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as outlined in the most recent Odessa College catalog. Your final grade will be based upon a combination of the following factors:

1. Timeliness of lesson submissions
2. Ability to relate and apply the concepts discussed in the course
3. Scores on exams, projects, and other assignments
4. Attendance of a minimum of 4 community leadership meetings
5. Score on final exam

The instructor's office hours and phone number are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

Business Leadership students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods, and Grading Policy: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by the due date. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.

All lessons (assignments) have due dates. Student should contact instructor regarding late assignments and arrangements made to submit late work. Points will be deducted for each day the assignment is late. Each Lesson will have multiple assignments associated with a particular chapter in the book and your grade will be a compilation of the following categories:

1.	Multiple Choice Questions	25%
2.	Essay/Short Answer Questions	20%
3.	Case Studies/Video Cases	20%
4.	Interactive Activities	20%
5.	Community Leadership Meetings	10%
6.	Final Exam	5%

Lessons will be available beginning the first day of class. Lessons are completed online – all are interactive on the Connect Plus website. You may work on the assignments and save your progress; **however**, the lesson may only be submitted for grading once. If you experience technical difficulties, please contact me. Also, the McGraw-Hill Connect website has user support including a computer diagnostic tool to make sure your computer is updated.

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet weekly along with the graded lesson and any comments or suggestions regarding the work submitted. If work is submitted before the due date, it will be evaluated after the due date.

Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

Business Leadership students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: http://www.odessa.edu/gmail/

Objective of the Business Leadership Department: The primary object of the business leadership program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The business leadership program is not intended to serve as preparatory work toward a baccalaureate degree. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: http://www.odessa.edu/dept/management/

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Student Evaluation of Instruction: The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
    - provided my contact information at the beginning of the syllabus;
    - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,

- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
    - provide clear information about grading policies and assignment requirements in the course syllabus, and
    - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - post grades for discussion postings within one week of the discussion thread closing.
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
    - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
    - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
    - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
    - getting "kicked off" of the system during tests or quizzes;
    - having trouble submitting assignments; and
    - dealing with a traumatic personal event.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
    - seek out help from my instructor and/or from tutors;
    - ask questions if I don't understand; and,
    - access my course several times during the week to keep up with assignments and announcements.

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also

call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

Accrediting: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

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Lesson Due Dates - Fall 2012

Due Date	Lesson/Chapters	Assignments
9-4-2012	Lesson 1 – Chapters 1 & 2 The Management Process Today The Manager as a Person	Chapters 1 & 2 Multiple Choice Questions Chapters 1 & 2 Essay Questions Chapter 2 Case Study Chapter 2 Activity
9/10/2012	Lesson 2 – Chapters 3 & 4 Managing Ethics and Diversity Managing The Global Environment	Chapters 3 & 4 Multiple Choice Chapters 3 & 4 Essay Questions Chapter 3 Case Study Chapter 3 Activity (Drag & Drop) Chapter 4 Video Case
9/17/2012	Lesson 3 – Chapter 5 Decision Making, Learning, Creativity, and Entrepreneurship	Chapter 5 Multiple Choice Chapter 5 Essay Questions Chapter 5 Case Study Chapter 5 Interactive Exercise
9/24/2012	Lesson 4 – Chapter 6 Planning, Strategy and Competitive Advantage	Chapter 6 Multiple Choice Chapter 6 Essay Questions Chapter 6 Case Study Chapter 6 Activity (Drag & Drop)
10/1/2012	Lesson 5 – Chapter 7 Designing Organizational Structure	Chapter 7 Multiple Choice Chapter 7 Essay Questions Chapter 7 Interactive Activity
10/8/2012	Lesson 6 – Chapter 8 Control, Change, and Entrepreneurship	Chapter 8 Multiple Choice Chapter 8 Essay Questions Chapter 8 Interactive Exercise Chapter 8 Case Study

Due Date	Lesson/Chapters	Assignments
10/15/2012	Lesson 7 – Chapter 9 Motivation	Chapter 9 Multiple Choice Chapter 9 Essay Questions Chapter 9 Case Study Chapter 9 Video Case
10/22/2012	Lesson 8 – Chapter 10 Leadership and Leaders	Chapter 10 Multiple Choice Chapter 10 Essay Questions Chapter 10 Case Study Chapter 10 Video Case
10/29/2012	Lesson 9 – Chapter 11 Effective Team Management	Chapter 11 Multiple Choice Chapter 11 Essay Questions Chapter 11 Case Study Chapter 11 Interactive Exercise
11/5/2012	Lesson 10 – Chapter 12 Building and Managing Human Resources	Chapter 12 Multiple Choice Chapter 12 Essay Questions Chapter 12 Case Study
11/12/2012	Lesson 11 – Chapter 13 Communication and Information Technology Management	Chapter 13 Multiple Choice Chapter 13 Essay Questions Chapter 13 Case Chapter 13 Interactive Exercise
11/19/2012	**No Lesson Due - Use this time wisely**	
11/26/2012	Lesson 12 – Chapter 14 Operations Management	Chapter 14 Multiple Choice Chapter 14 Interactive Exercise Chapter 14 Case Study
12/3/2012	Final Exam	Final Exam Essay

Holidays: September 3, 2012 - Labor Day (College Closed)
November 20 (5:30 pm) - 24, 2012 - Thanksgiving Holidays (College Closed)
November 14, 2012 - Last Day to Drop
December 5, 2012 - Last Class Day
December 14, 2012 - Graduation