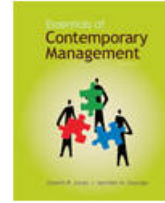


**BMGT 1327.WB Principles of Management
Spring 2011**

Instructor: Sue Jones
E-mail: sjones@odessa.edu
Office: Sedate Hall 209
Web Class
Phone: 433-335-6454



**BMGT 1327.WB
Principles of Management WEB Syllabus
Spring 2011**

Online Syllabus

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

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. (SCANS 4,5,10,11) No prerequisite required.

Required Text: Essentials of Contemporary Management, 4th edition with Connect Plus Access Card; Jones/George, McGraw Hill, ISBN: 978-0-07-813722-8. 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/1327wb.htm>

Connect Website: http://connect.mcgraw-hill.com/class/s_jones_spring_2011. **Online registration instructions:** Go to the website and click the "register now" button. This is unique address for BMGT 1327.WB Spring 2010.

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

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

- explain the various theories and processes of management including its functions
- identify roles of leadership in business
- recognize elements of the communication process and the guidelines for organizational design
- interpret interpersonal roles related to work groups
- demonstrate a knowledge of the basic language of management

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.

Management 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 | 15% |
| 4. Video Cases | 15% |
| 5. Exercises | 10% |
| 6. Community Leadership Meetings | 10% |
| 7. Final Exam | 5% |

Lessons One and Two will be available beginning the first day of class – remaining lessons will be available 2 weeks before the due date. 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.

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.

Information regarding withdrawals, dropping a class or receiving an incomplete can be found in the current [Odessa College Catalog](#).

Management 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 Management Department: The primary object of the management 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 management 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](#).

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.

**BMGT 1327.WB Principles of Management
Lesson Due Dates Spring 2011**

Due Date	Lesson/Chapters	Assignments
1-31-11	Lesson 1 – Chapters 1 & 2 The Management Process Today The Manager as a Person	Chapters 1 & 2 Multiple Choice Questions Chapter 2 Case Study Chapter 2 Video Case Chapter 2 Diagnosing Culture Essay Questions
2-7-11	Lesson 2 – Chapters 3 & 4 Ethics and Diversity The Global Environment	Chapters 3 & 4 Multiple Choice Chapter 3 Case Study Chapter 3 Video Case Chapter 4 Case Study Chapter 4

Due Date	Lesson/Chapters	Assignments
		Video Case
2-14-11	Lesson 3 – Chapter 5 Decision Making	Chapter 5 Multiple Choice Chapter 5 Case Study Chapter 5 Video Case Chapter 5 Interactive Exercise
2-21-11	Lesson 4 – Chapter 6 Planning, Strategy and Competitive Advantage	Chapter 6 Multiple Choice Chapter 6 Case Study Chapter 6 Video Case Chapter 6 Interactive Exercise Chapter 6 Be the Manager Essay Questions
2-28-11	Lesson 5 – Chapter 7 Designing Organizational Structure	Chapter 7 Multiple Choice Chapter 7 Understanding Organizing Essay Chapter 7 Case Study Chapter 7 Video Case Chapter 7 Interactive Exercise
3-7-11	Lesson 6 – Chapter 8 Control, Change, and Entrepreneurship	Chapter 8 Multiple Choice Chapter 8 Interactive Exercise Chapter 8 Case Study Chapter 8 Video Case
3-21-11	Lesson 7 – Chapter 9 Motivation	Chapter 9 Multiple Choice Chapter 9 Case Study Chapter 9 Video Case Chapter 9 Interactive Exercise
3-28-11	Lesson 8 – Chapter 10 Leadership and Leaders	Chapter 10 Multiple Choice Chapter 10 Case Study Chapter 10 Video Case Chapter 10 Analyzing Failures of Leadership Essay Questions
4-4-11	Lesson 9 – Chapter 11 Effective Team Management	Chapter 11 Multiple Choice Chapter 11 Case Study Chapter 11 Video Case Chapter 11 Interactive Exercise

Due Date	Lesson/Chapters	Assignments
4-11-11	Lesson 10 – Chapter 12 Building and Managing Human Resources	Chapter 12 Multiple Choice Chapter 12 Case Study Chapter 12 Video Case Chapter 12 Interactive Exercise
4-18-11	Lesson 11 – Chapter 13 Communication and IT Management	Chapter 13 Multiple Choice Chapter 13 Diagnosing Ineffective Communication Essay Questions Chapter 13 Video Case Chapter 13 Interactive Exercise
4-25-11	Lesson 12 – Chapter 14 Operations Management	Chapter 14 Multiple Choice Chapter 14 Interactive Exercise Chapter 14 Case Study
5-2-11	Final Exam	

Holidays: January 17, 2011 - Martin Luther King Day (College Closed)

March 14-20, 2011 - Spring Break (College Closed)

Last Day to Drop: April 14, 2011

Graduation: May13, 2011