
BMGT 1327 Principles of Management Spring 2012

Class Time: Tuesdays
4:00-6:50 pm
City of Odessa Parks
Department



Instructor: Connie Nichols
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[Office Hours](#)

Course Description: (Catalog Description): BMGT 1327 Principles of Management (52.0201) (3---0) 3 Hours Concepts, terminology, principles, theories, and issues in the field of management. End-of-course outcomes: explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and (SCANS 4, 5, 10, 11) Prerequisite: None.

Required Text: Principles of Management 1.1, Mason Carpenter, Talya Bauer and Berrin Erdogan, Flat World Knowledge, Inc.,

Class Website: http://www.odessa.edu/dept/management/cnichols/bmgt_1327.htm

Course Learning Outcomes: Upon successful completion of this course, should 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. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Scores on exams, projects, and other assignments
5. Attendance of a minimum of 4 community leadership meetings
6. Score on final exam
- 7.



Note that preparedness and purposeful participation are the first two elements of the grading criteria. This is **not** strictly a lecture course. Students will be required to actively participate in the discussions, both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. **This is your responsibility.** Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs.

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

Management students are encouraged to make appointments 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 due date. Check the Assignment page for details. Students are required to attend a minimum of 4 community leadership meetings during the each semester. Check the calendar page for a list of organizations, meeting dates and times, and instructions.

Class Participation	30%
Group Projects	25%
Test Scores	25%
Community Leadership Meetings	10%
Final Exam	10%

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 along with the graded assignment 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](#). Be sure to talk to me before making these decisions.

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/>

Management Department Philosophy: Marketing is the core of all business practices - from the mom and pop neighborhood store to Fortune 500 companies. To help students understand this broad based concept, the following acronym has been created by Sue Jones and Connie Nichols, instructors in the Management Department of Odessa College:

- **M - managing**
- **A - all**
- **R - resources,**
- **K - knowledge and**
- **E - efforts**
- **T - toward**
- **I - intentionally**
- **N- navigating**
- **G - gains**

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

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.

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 Principles of Management
Spring 2012 Tentative Schedule**

Date	Topic	Assignment
Week 1 1-17-12	Course Introduction Class Tower Exercise	Read Chapters 1 & 2
Week 2 1-24-12	Unit One - Chapters, 1, 2 and 3 Intro., Behaviors, and Values-Based Leadership	Read Chapter 3
Week 3 1-31-12	Complete Unit One Evaluation	Read Chapter 4 & 5
Week 4 2-07-12	Unit Two - Chapters 4, 5 and 6 Mission, Strategy, and Goals & Objectives	Read Chapter 6
Week 5 2-14-12	Complete Unit Two Evaluation	Read Chapters 7 & 8
Week 6 2-21-12	Unit Three - Chapters 7, 8 and 9 Organizational Structure, Culture and Social Networks	Read Chapter 9
Week 7 2-28-12	Complete Unit Three Evaluation	
Week 8 3-06-12	Mid-term Event	
Week 9 3-13-12	Spring Break - no class	Read Chapter 10
Week 10 3-20-12	Unit Four - Chapters 10 and 11 Leading and Decision Making	Read Chapter 11
Week 11 3-27-12	Complete Unit Four Evaluation	Read Chapter 12
Week 12 4-03-12	Unit Five - Chapters 12 and 13 Communication and Managing Groups & Teams	Read Chapter 13
Week 13 4-10-12	Complete Unit Five Evaluation	Read Chapters 14 & 15
Week 14 4-17-12	Unit Six - Chapters 14, 15 and 16 Motivation, Control and Human Resource Management	Read Chapter 16
Week 15 4-24-12	Complete Unit Six Evaluation	
Week 16 5-01-12	Course Review	
Week 17 5-08-12	Final Exam Due	

Holidays:

January 16, 2012 Martin Luther King, Jr. Holiday - campus closed

March 12-17, 2012 Spring Break - campus closed

April 06, 2012 Good Friday - campus closed

Last Day to Drop: Friday, April 13, 2012

Graduation: May 11, 2012