



BMGT 1327 002IN
Principles of Management
Fall 2021
Internet Course

Instructor Information

Name

Bruce Glover
Adjunct Professor Business and Computer Technologies

Email

Please use the email within the BlackBoard class. My COM bglover@com.edu email is to be used only in an emergency. No assignments will be accepted at this email address.

Phone

Mobile 409-682-4555

Office Hours:

Virtual only.

Wednesday 9:00 am-10:00am

Student hours and location:

Online course

Required Textbook/Materials:

Williams - MindTap Management, 1 Term (6 Months) Printed Access Card for Williams' MGMT
978133791130

If you click on the e-book tab on the left side of your screen, it will take you to the e-text book

Course Description

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

Course Requirements

It is the student's responsibility to be familiar with all the material presented in the textbook. Student Learner Outcomes are included for each chapter of the text. Your study time will be much more productive if you read the Student Learner Outcomes prior to reading each chapter.

- A. Case Study Discussion: There is one case study. The case study presents a question designed to apply your knowledge gained by applying the chapter material to a real-world experience. The Chapter 2 Case Study maps directly to the Critical Thinking Core Objective and gets you to start thinking about what can be achieved via effective management. Student case study analysis is to be submitted in the assignment drop box.
- B. There are four video discussions. You will watch the video and submit your analysis in the assignment drop box. The material covered in the video assignments will typically be outside the material covered in the textbook. Submission of analysis is to be placed in the assignment drop box.
- C. Test Review Sheets: Once you have studied the material in the chapters, you should then open the review file for each test. Make sure that you are familiar with and can accurately describe the concepts and terms covered in the review sheet.
- D. Tests: There will be five tests in this course. The schedule of activities covers the chapters included in each test.
 - a. Test 1 will cover student learner outcome 2 and maps to the Social Responsibility general education core objective.
 - b. Test 4 will cover student learner outcomes 3 and 4 and maps to the Communication Skills general education core objective.
- E. Chapter Quizzes: There are 18 chapter quizzes worth 10 points each. You are allowed three attempts at each quiz and your highest scored attempt will be accepted. There is no time limit or due date on these quizzes. These quizzes should be used as a study guide for each test. Be sure to read the chapter text prior to starting the quizzes. While each quiz is only 10 points, there are 18 of them so they cannot be ignored. Grouped together, they make up a substantial portion of your grade.
- F. Semester Schedule: The "Schedule of Activities" identifies a detailed list of what is expected of the student each week of the semester.

Detailed Grading formula

1. Four video analyses at 50 points each	200 points
2. Five tests at 100 points each (lowest score dropped)	400 points
3. One case study	50 points
4. Eighteen chapter quizzes at 10 points each	<u>180 points</u>
5. Total points possible	830 points

Grading Scale

The final grade will be based on the following scale:

747-830 points	A
664-746 points	B
581-663 points	C
498-580 points	D
<497 points	F

Any extra credit points, should they be assigned, will be added to your total possible points.

Late Work / Extra Credit Work Late work is generally not accepted but the instructor reserves the right to approve late work on a case-by-case basis. Preference is given to situations where the situation is addressed prior to the deadline of the submission.

Any extra credit is totally at the discretion of the instructor

Make-Up Work

Only one attempt will be allowed per examination, case study or video discussion. No retakes are allowed. Make-ups are generally not allowed, but the instructor reserves the right to make individual decisions prior to the opening of the assignment. One exam will be dropped from your final grade calculation, but case studies or video discussions cannot be dropped.

Attendance Policy:

Students are expected to log into the class a minimum of twice per week and should expect to spend at least five hours per week to successfully complete the course. Students are responsible for any information disseminated by the instructor via announcements, email within BlackBoard, and discussion forums.

Communicating with your instructor:

In this course, we will communicate via email within Blackboard, discussion forums, announcements, and telephone. **Email within the Blackboard course is the preferred method of communication.** Students are responsible for any information presented in a discussion forum and monitoring of these forums is required. I will post announcements from time to time, and these are usually time sensitive messages. Any communication of a

personal nature should be delivered either via phone or via email. If you are confused or just stuck on a problem, it is often better to pick up the phone so we can discuss the matter. I will regularly check the Blackboard email during both office hours and virtual office hours. Please send all emails to the email address within this Blackboard course. COM email bglover@com.edu should only be used in an emergency. I make every effort to reply to all emails within 24 hours except for weekends. Exams, discussions, and projects will be graded within three business days of the due date.

General Education Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Social Responsibility- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities
3. Communication Skills- to include effective written, oral, and visual communication


Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain various theories, processes, and functions of management	Social Responsibility	Test 1
2. Apply theories to a business environment.	Critical Thinking Skills	Case Study Chapter 2
3. Describe elements of the communication process	Communication Skills	Test 4
4. Identify leadership roles in organizations	Social Responsibility	Test 4

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have a problem in this class, please discuss the issue with me first. If I cannot resolve the problem with you, your next step would be to contact the acting Department Chair, David Knopp at 409-933-8339. If Mr. Knopp cannot solve the issue with you, your next step would be to contact the Workforce Dean Dr. Carla Boone.

Course Outline

 College of the Mainland.							
BMGT 1327 001 & 002 IN Fall 2021							
Principles of Management							
Schedule of Activities							
	Week of	Reading Assignment	Activity	Point Value	Chapter Quizzes	Point Value	Close date (Midnight)
Module 1: Introduction	08/23/21	Chapter 1	Introductory Assignment	0	Ch 1 & 2 Quizzes	20	09/19/21
	08/30/21	Chapter 2	Chapter 2 Case Study	50	Ch 3 & 4 Quizzes	20	09/19/21
	09/06/21	Chapters 3 & 4	Test 1 Review				09/19/21
	09/13/21		Test 1 (Ch 1-4)	100			09/19/21
Module 2: Planning	09/20/21	Chapters 5 & 6	Planning Video Discussion	50	Ch 5 & 6 Quizzes	20	10/10/21
	09/27/21	Chapters 7 & 8	Test 2 Review		Ch 7 & 8 Quizzes	20	10/10/21
	10/04/21		Test 2 Ch 5,6,7,8	100			10/10/21
Module 3: Organizing	10/11/21	Chapters 9 & 10	Organizing Video Discussion	50	Ch 9 & 10 Quizzes	20	10/31/21
	10/18/21	Chapters 11 & 12	Test 3 Review		Ch 11 & 12 Quizzes	20	10/31/21
	10/25/21		Test 3 Ch 9,10,11,12	100			10/31/21
Module 4: Leading	11/01/21	Chapters 13	Leading Video Discussion	50	Ch 13 & 14 Quizzes	20	11/21/21
	11/08/21	Chapters 14, 15	Test 4 Review		Chapter 15 Quiz	10	11/21/21
	11/15/21		Test 4 Ch 13, 14,15	100			11/21/21
Module 5: Controlling	11/22/21	Chapters 16	Controlling Video Discussion	50	Ch 16 Quiz	20	12/07/21
	11/29/21	Chapter 17	Test 5 Review		Ch 17 & 18 Quizzes	10	12/07/21
	12/06/21	Chapter 18	Test 5 (Ch 16-18)	100			12/07/21
		Lowest test grade dropped		-100			
		Tests		500			
		Case Study		50			
		Video Discussions		200			
		Chapter Quizzes		180			
		Total Possible Points		830			

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or

hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott’s May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.



BMGT 1327 001 & 002 IN Fall 2021
Principles of Management
Schedule of Activities

All assignments, tests, and quizzes are open from the beginning of the semester.

	Week of	Reading Assignment	Activity	Point Value	Chapter Quizzes	Point Value	Close date (Midnight)
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	12/06/21	Chapter 18	Test 5 (Ch 16-18)	100			12/07/21

Lowest test grade dropped	-100
Tests	500
Case Study	50
Video Discussions	200
Chapter Quizzes	<u>180</u>
Total Possible Points	830