



BMGT-1327.02112
Principles of Management
Spring 2025
2nd 8-Weeks
Online

Instructor Information:

GRISELDA SOLIS, JD, MSCJ
Adjunct Faculty
Gsolis4@com.edu

Student Hours & Location:

TEAMS, D2L chat, or by email appointment

Monday	<u>1:00 pm – 3:00 pm</u>
Tuesday	by appointment only
Wednesday	by appointment only
Thursday	by appointment only
Friday	by appointment only

Required Textbook:

This course is inclusive of the digital textbook, which is made available in Cengage and through the Cengage link inside BrightSpace D2L. No access code is required for this course.

Textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through VitalSource.

MGMT 12

Chuck Williams

Cengage Learning

ISBN: 9780357710616

ISBN: 9780357137727

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.

Course Description:

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

Course Requirements:

There are five modules that comprise this course. For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

Exams

Three (3) exams (in BrightSpace) will be covering chapters in the textbook. **Face-to-face students will be administered these exams in the classroom using BrightSpace D2L.** A list of the chapters covered by each exam is provided in the Schedule of Activities. Each exam has 50 questions. Once you have started the exam it cannot be stopped and restarted no matter what the circumstance. **The exam will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the exam.** Only one attempt will be allowed per exam. No retakes are allowed.

Quizzes

There are **13 Chapter Quizzes (in BrightSpace)**. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz. These quizzes are designed to be a study aid to help you prepare for the tests. There are 10 questions on each quiz.

Discussion

A **Management Case Study Discussion** will be required. You will be given a case study to read and consider. You will prepare your response to the questions posed, post your document, and then respond to others. The paper will be ~2 pages long in APA format. **Be sure to use the rubric attached within the course.**

Aplia

There are **10 Aplia assignments (in Cengage)**. You will have three attempts, with the highest saved. Point values vary. Please refer to the Schedule of Activities.

Cases

There are **2 Leadership/Communication Cases (in Cengage)**. The assessments evaluate your understanding of communication concepts, processes, and perceptions. There is no time limit on the assessments, but you are allowed only one attempt. There are a total of 15 questions.

Leadership Assessment

There is **1 Leadership Assessment (in BrightSpace)**. You will identify which behaviors are that of a manager and which belong to a leader. There are 34 questions on this assessment, and you are allowed one attempt.

Rubrics are associated with the management case study discussion assignment. Please refer to the grading rubric for additional guidance on expectations.

The following list summarizes the topics and chapters covered by each test:

- Introduction to Management (Chapters 1-4)
- Planning (Chapters 5-8)
- Organizing (Chapters 9-12)
- Leading (Chapters 13-15)
- Controlling (Chapters 16-18)

Determination of Course Grade/ Detailed Grading Formula:

3 Exams (30%) (100 points each).....	300 points
10 Aplia Assignments (25.4%) (varied points).....	254 points
Management Case Study Discussion (15%).....	150 points
Leadership Assessment (13.6%).....	136 points
13 Quizzes (13%) (10 points each).....	130 points
Cases (3%) (varied points).....	30 points
Total Possible Points.....	1000 points

The final grade will be based on the following scale:

A = 90+% of the total points	>= 900
B = 80% - 89% of the total points	800-899
C = 70% - 79% of the total points	700-799
D = 60% - 69% of the total points	600-699
F = 59% or less	<= 599

Late Work, Make-Up, and Extra-Credit Policy:

Missed work immediately receives a "0". Students are responsible for contacting the instructor about making it up. Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class. Late work normally receives a 20% penalty.

- **If accepted**, the final day for auto-graded late work will be the day prior to the last day of class.
- **If accepted**, the final day for manually graded late work will be the Sunday prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

40 bonus points (4% of final grade) are available for scheduling (online or face-to-face) and completing a 1-hour meeting with the Tutoring Center on APA format citing. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from the Tutoring Center, confirming that a worthwhile and successful APA format learning session has taken place. Students may schedule more than one learning session, but the bonus points will only be applied once. **APA format is required for the Management Case Study Discussion**. Writing Resources, including appointment scheduling for Tutoring Center, are located at: <https://www.com.edu/tutoring/writing-resources.html> APA format templates are available through the College of the Mainland Office 365 tools (<https://www.com.edu/sso>).

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (discussion boards and projects) will typically be graded and returned within one week from the due date.** Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor's availability allows.

Students should monitor their overall grade within the D2L gradebook for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday.***

General Education Core Objectives:

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

- **Communication Skills** – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Table Mapping SLO’s, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Explain various theories, processes, and functions of management	• Communication Skills	• Management Case Study Discussion
Apply theories to a business environment	• Critical Thinking Skills	• Aplia Chapter 14
Identify leadership roles in organizations	• Critical Thinking Skills	• Leadership Assessment
Describe elements of the communication process	• Communication Skills	• Aplia Chapter 15

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.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation,

copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA)

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg)

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20)


Student Concerns:

If you have any questions or concerns about any aspect of this course, **please contact me** using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

Principles of Management						BMGT 1327 – Spring 2025	
Schedule of Activities (2 nd 8-Week Course)							
Class Dates	Required Reading	Cases (in Cengage)	Aplia Assignments (in Cengage)	Assignment/Discussion Boards	Chapter Quizzes	Exams	Due Date (Midnight)
Week 1 (Mar 10-16)	Chapter 1-2		Part 1		Chapter 1-2		03/16/25
Spring Break							
Week 2 (Mar 24-30)	Chapter 3-4				Chapter 3-4	Test 1 (Ch 1-4)	03/30/25
Week 3 (Mar 31-Apr 6)	Chapter 5-6		Part 2	Management Case Study Discussion <i>(opens Week 1)</i>	Chapter 5-6		04/06/25
Week 4 (Apr 7-13)	Chapter 7-8				Chapter 7-8	Test 2 (Ch 5-8)	04/13/25
Week 5 (Apr 14-20)	Chapter 9-10		Part 3		Chapter 9-10		04/20/25
Week 6 (Apr 21-27)	Chapter 11-12				Chapter 11-12	Test 3 (Ch 9-12)	04/27/25
Week 7 (Apr 28-May 4)	Chapter 13-15	Chapter 14-15	Part 4 AND Chapter 14-15		Chapter 13		05/04/25
Week 8 (May 5-8)	Chapter 16-18		Part 5 AND Chapter 16-18	Leadership Assessment <i>(opens Week 7)</i>			05/06/25
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work, if accepted, normally receives 20% penalty (see syllabus for limitations)			
Cengage Cases	varies	2	30	Leadership/Communication Cases (3%)- 2 assignments in Cengage; 1 attempt only			
Aplia	varies	10	254	Aplia Assignments (25.4%)- 3 attempts allowed; highest attempt saved			
Leadership Assessment	136	1	136	Leadership Assessment (13.6%)- manager vs leader behaviors; 1 attempt only			
Management Case Study	150	1	150	Case Study Discussion (15%)- post assignment; 2 peer responses			

Quizzes	10	13	130	Chapter Quizzes (13%)- 3 attempts allowed; highest attempt saved
Exams	100	3	300	Exams (30%)- 1 attempt only
Total Possible Points			1000	Any bonus points are at the discretion of the instructor (see syllabus)

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://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

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:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

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.

Last date to withdraw from Spring 2025 with a "W":

2nd 8-week session- April 30th

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.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.