

Departmental Course Syllabus

Business Department * Moody Learning Center 508/510 **Revision:** Fall 2007
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: BMGT 1303 – Principles of Management

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 733-2700 **Fax:** (210) 733-2845

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course is a study and analysis of management concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

II. Pre-requisites, co-requisites and other requirements:

NONE

III. Text and/or Other Requirements:

Management 8th ed., Schermerhorn, Wiley

How to Register your Business – CD-ROM, SAC SIFE, Thomson Learning

Management: Meeting & Exceeding Customer Expectations w/CD-Rom & Info Trac College Edition, 8th ed. – Plunkett, Thomson Learning

The Management Revolution Telecourse Study Guide: Taking the Lead, 4th ed., Intelcom, Thomson Learning

IV: Methods of Instruction:

The methods of instruction that may be used to present course content will consist of lecture, group discussion work and videos.

V: Course Content:

This course will provide a basic understanding of management theory; managerial functions; Management principles; philosophies of management; and approaches to planning, organizing, decision making, controlling, and the application of quantitative and behavioral sciences to the study of management.

VI: Learning Outcomes:

Learning Outcome 1: The student will be able to explain and apply various theories, processes, and functions of management.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Explain the different approaches and theories of management by taking a written examination.
2. Apply by using case studies the various theories of management.
3. Explain the motivation process and related theories by completing in-class exercises.
4. Identify by taking a written examination the functions and roles of a manager.
5. Illustrate the basic managerial functions as they apply to different environments by analyzing cases.

Learning Outcome 2: The student will be able to identify roles of leadership in organizations.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Identify different leadership styles by taking a written examination.
2. Discuss issues in leadership by completing in-class exercises.

Learning Outcome 3: The student will be able to recognize elements of the communication process.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Define the basic elements of the communication process by taking a written examination.
2. Will recognize by using case studies why communication is essential for effective management.

SCANS:

The following SCANS Skills will be taught in this course: acquires and evaluates information (C5), interprets and communicates information (C7) and understands systems (C15). Foundation skills included are reading (F1), listening (F5), speaking (F6), creative thinking (F7), decision making (F8), problem-solving (F9), seeing things in the mind's eye (F10), knowing how to learn (F11), reasoning (F12), self-esteem (F14), sociability (F15), self-management (F16).

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. A student absent without permission from a final examination is graded "F". Postponed examination result in a grade of "I". The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

Grading Scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

VIII: College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. "Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus." College Academic Council – April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347"
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If

you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.

- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the "Student Code of Conduct": in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of "W." Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 -
(For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin. www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.