Management (MGMT) 1100 Principles of Management

COURSE SYLLABUS
Online
Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Vidalia Campus, Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 9 weeks
Course Reference Number (CRN): 60001
Preferred Method of Contact: email Vicki Spivey vspivey@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicki Spivey
Email Address: Vicki Spivey vspivey@southeasterntech.edu
Campus/Office Location: Vidalia Campus/Office 831, Med-Tech Building
Office Hours: 10-11:30 and 2-4 Monday-Thursday
Phone: 912.538-3175
Fax Number: 912.538.3106

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Management 10, Principles of Management, Williams, Cengage 4 Letter Press, 2017, 978-1-337-11675-6

REQUIRED SUPPLIES & SOFTWARE

Microsoft Word is required.

Black, blue or red ink pens, number 2 lead pencils, erasers, jump drive, Universal Serial Bus, etc. and 3-subject notebook. Browser should be Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MAJOR COURSE COMPETENCIES

Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Understanding The Manager's Job and Work Environment
2. Building an Effective Organizational Culture
3. Leading, Directing and the Application of Authority
4. Planning, Decision-Making and Problem-Solving
5. Human Resource Management
6. Administrative Management, Organizing and Controlling

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday. Books are required on the **first day** of the semester.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

ONLINE ATTENDANCE

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Late assignments will not be graded and tests cannot be made up.

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.
Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Late assignments will not be graded and tests cannot be made up.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65 percent portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65 percent point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

After the 65 percent portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, July 11, 8:30 am in Lab 833. Please come by Office 831 to sign in or July 12, 2:30 pm at the Swainsboro Campus, Building 2, Room 2113. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.

EXIT EXAM

All students are required to take the Exit Exam during their last semester.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC…)

No make-up exams are allowed and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. **Second Offense**
   Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Homework	45%
Discussion Boards	10%
Tests	25%
Proctored Event/Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Management (MGMT) 1100 Principles of Management
Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
May 15-21	**Chapter 1**	**Describe what management is. Explain the four functions of management. Describe different kinds of managers. Explain the major roles and subroles that managers perform in their jobs. Explain what companies look for in managers. Discuss the top mistakes that managers make in their jobs. Describe the transition that employees go through when they are promoted to management. Explain why and how companies can create competitive advantage through people.**	**Type Student Pledge** **Type Student Introduction** **Work on Chapter 1 Homework** **Work on Chapter 1 Discussion Board**	A, C, 1, 3
May 14-May 21	**Chapter 2**	**Explain the origins of management. Explain the history of scientific management. Discuss the history of bureaucratic and administrative management. Explain the history of human relations management. Discuss the history of operations, information, systems, and contingency management.**	**Chapter 1 Homework and Discussion Board Due May 21** **Work on Chapter 2 Homework** **Work on Chapter 2 Discussion Board**	A, C, 1, 2

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
May 21-May 28	**Chapter 3** **Chapter 4**	**Discuss how changing environments affect organizations.** **Describe the four components of the general environment.** **Explain the five components of the specific environment.** **Describe the process that companies use to make sense of their changing environments.** **Explain how organizational cultures are created and how they can help companies be successful.** **Identify common kinds of workplace deviance.** **Describe the U.S. Sentencing Commission Guidelines for Organizations and explain how they both encourage ethical behavior and punish unethical behavior by businesses.**	**Chapters 1-2 Test posted 5/21—05/28** **Chapter 2 Homework and Discussion Board Due May 28** **Work on Chapter 3 Homework** **Work on Chapter 3 Discussion Board** **Work on Chapter 4 Homework** **Work on Chapter 4 Discussion Board**	A, C, 1, 2
May 21-May 28				A, C, 1, 6

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
May 28-June 4	**Chapter 5** **Chapter 6**	**Discuss the benefits and pitfalls of planning.** **Describe how to make a plan that works.** **Discuss how companies can use plans at all management levels, from top to bottom.** **Explain the steps and limits to rationale decision making.** **Explain how group decisions and group decision-making techniques can improve decision making.** **Specify the components of sustainable competitive advantage and explain why it is so important.** **Describe the steps involved in the strategy-making process.** **Explain the different kinds of corporate-level strategies.** **Describe the different kinds of industry-level strategies.** **Explain the components and kinds of firm-level strategies.**	**Chapter 3-4 Test posted 05/28—06/04** **Chapter 3 & Chapter 4 Homework and Discussion Board Due June 4** **Work on Chapter 5 Homework** **Work on Chapter 5 Discussion Board** **Work on Chapter 6 Homework**	A, C, 1, 4

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
June 4-June 11	**Chapter 7**	**Explain why innovation matters to companies.** **Discuss the different methods that managers can use to manage innovation in their organizations effectively.** **Discuss why not changing can lead to organizational decline.** **Discuss the different methods that managers can use to better manage change as it occurs.**	**Chapter 5-6 Test posted 06/04—06/11** **Chapter 5 & 6 Homework and Ch 5 Discussion Board Due June 11** **Work on Chapter 7 Homework**	A, C, 1, 2
	Chapter 8	**Discuss the impact of global business and the trade rules and agreements that govern it.** **Explain why companies choose to standardize or adapt their business procedures.** **Explain the different ways that companies can organize to do business globally.** **Explain how to find a favorable business climate.** **Discuss the importance of identifying and adapting to cultural differences.** **Explain how to successfully prepare workers for international assignments.**	**Work on Chapter 8 Homework**	
				A, C, 1, 4

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
June 11-June 18	**Chapter 9** **Chapter 10**	**Describe the departmentalization approach to organizational structure.** **Explain organizational authority.** **Discuss the different methods for job design.** **Explain the methods that companies are using to redesign internal organizational processes.** **Describe the methods that companies are using to redesign external organizational processes.** **Explain the good and bad of using teams.** **Recognize and understand the different kinds of teams.** **Understand the general characteristics of work teams.** **Explain how to enhance work-team effectiveness.**	**Chapter 7-8 Test posted 06/11—06/18** **Chapter 7 & 8 Homework Due June 18** **Work on Chapter 9 Homework** **Work on Chapter 10 Homework**	A, C, 1, 2
June 12-June 18				A, C, 1, 2
June 18-June 25	**Chapter 11**	**Explain how different employment laws affect human resource practice.** **Explain how companies use recruiting to find qualified job applicants.** **Describe the selection techniques and procedures that companies use when deciding which applicants should receive job offers.** **Describe how to determine training needs and select the appropriate training methods.** **Discuss how to use performance appraisal to give meaningful performance feedback.** **Describe basic compensation strategies and discuss the four kinds of employee separation**	**Chapter 9 & 10 Homework Due June 25** **Work on Chapter 11 Homework**	A, C, 1, 5
July 9	**Ch 11**	**Ch 11**	**Chapter 11 Homework Due July 9**	A, C, 1, 5

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
July 11		**Proctored Exam: 8:30 am Vidalia (see syllabus for details)**	**Chapter 9-10**	A, C, 1-6
July 12		**Proctored Exam: 2:30 pm Swainsboro (see syllabus for details)**	**Chapter 9-10**	A, C, 1-6
July 16-	**Chapter 12**	**Read only**		A, C, 1, 2
July 18	**Chapter 13 and 15**	**Read only**		A, C, 1, 2
July 23	**Chapter 17 and 18**	**Read only**		
July 24		**Semester Ends**		

COMPETENCY AREAS:

1. Understanding The Manager's Job and Work Environment
2. Building an Effective Organizational Culture
3. Leading, Directing and the Application of Authority
4. Planning, Decision-Making and Problem-Solving
5. Human Resource Management
6. Administrative Management, Organizing and Controlling

GENERAL CORE EDUCATIONAL COMPETENCIES:

a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.