



**MGMT 1100-Principles of Management  
COURSE SYLLABUS  
Online  
Summer Semester 2017**

Semester: 2017 Summer  
Course Title: Principles of Management  
Course Number: MGMT 1100  
Credit Hours/ Minutes: 3 / 2250  
Class Location: GVTC / Blackboard  
Class Meets: Via Internet / 9 weeks  
CRN: 60108

Instructor: Vicki Spivey  
Office Hours: 10:00—11:30 and 2:00—4:00 Monday-Thursday  
Office Location: Office 831 Med-Tech Building in Vidalia  
Email Address: [vspivey@southeasterntech.edu](mailto:vspivey@southeasterntech.edu) (Preferred communication from students)  
Phone: 912-538-3175  
Fax Number: 912-538-3106

**REQUIRED TEXT:** MGMT8 Principles of Management, Williams, South-Western Publishing, 2016

**REQUIRED SUPPLIES & SOFTWARE:** Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc, and 3-subject notebook, Browser should be IE 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.

**COURSE DESCRIPTION:** Develops skills and behaviors necessary for successful supervision of people and 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 Manager's 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 manager's 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):** Provisional Admission

**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:** STC has identified the following general education core competencies that graduates will attain:

- 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.

**STUDENT REQUIREMENTS (Online):** STUDENT REQUIREMENTS: Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday.** Books are required on the **first day** of the semester.

**ONLINE ATTENDANCE:** 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 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.

**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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% 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" 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% 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' being assigned.

After the 65% 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 assessed 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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored exam for this class is July 12, Wednesday, at 8:30 am on the Vidalia Campus in the Medical Technology Building (Gillis Building) in Lab 833 or July 13, Thursday, at 2:30 pm in Building 2, Lab 2113 on the Swainsboro Campus. Please come by my office (831) to sign in on the Vidalia campus and to the lab in Swainsboro to sign in. Chapters 9-10 will be covered on the computerized proctored exam. 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 for any reason.**

**EXIT EXAM:** All students are required to take the Exit Exam during their last semester.

**MAKEUP GUIDELINES: No make-up tests 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. Homework Assignments and Discussion Boards **will not be graded after the due date (Monday at 11:59 pm) for any reason 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 Student

Handbook.

**Procedure for Academic Misconduct**

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

**--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.

**--Second Offense--**

Student is given a grade of "WF" 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.

**--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 second 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:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**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 STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

<p><b>GRADING POLICY</b></p> <p>Homework Assignments 40%  Discussion Board 10%  Tests 30%  Proctored Exam 20%</p>	<p><b>GRADING SCALE</b></p> <p>A: 90-100  B: 80-89  C: 70-79  D: 60-69  F: 0-59</p>	<p><b>TCSG GUARANTEE/WARRANTY STATEMENT:</b>  <i>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.</i></p>
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**DISCUSSION BOARD GRADING RUBRIC**

<b>No. of Posts</b>	<b>No. of Replies</b>	<b>Initial Grade</b>	<b>Errors</b>	<b>Point Reduction</b>
1 or more	1 or more	<b>100</b>	Spelling	-5 each
1 or more	0	<b>50</b>	Grammatical	-5 each
0	1	<b>0</b>	Length (4-5 min over 7 words each)	-20 per sentence
0	0	<b>0</b>	Thoughtful Content	-20 per sentence







	Chapter 12		<b>Performance Appraisal</b> <b>Keeping Qualified Workers</b> <b>Compensation and Employee Separation</b>  <b>Diversity and Why It Matters</b> <b>Diversity Differences That Matter</b> <b>Diversity and Individual Differences</b> <b>Surface-Level Diversity</b> <b>Deep-Level Diversity</b> <b>How Can Diversity Be Managed</b> <b>Managing Diversity</b>		
11					
12			Proctored Exam: 8:30 am (see syllabus for details) or	Chapters 9-10	A, C, 1-6
13			Proctored Exam: 2:30 pm (see syllabus for details)	Chapters 9-10	A, C, 1-6
17	Chapter 13  Chapter 15	Read Only		Chapter 11 Homework Due  Chapter 12 Homework Due	A, C, 1, 2
18					
19	Chapter 17	Read Only			
24	Chapter 18	Read Only			
25					
26			Semester Ends		

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