

Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT

COURSE: Management 103 Principles of Management - 3 credits

INSTRUCTOR: Mr. James G. Pierne

SEMESTER/YEAR: Spring, 2018

CONTACT INFORMATION:

Email: jgpierne@hagerstowncc.edu

Phone: 240-500-2215

Office: LRC Suite 115, Office 111

Office Hours: Monday/Wednesday 8:15 a.m. to 9:45 a.m. and 11:45 a.m. to 12:45 p.m.

COURSE DESCRIPTION: This course investigates concepts and theories of management, with a focus on the essential skills of planning, organizing, hiring, and evaluating, motivating and leading, and controlling. The course considers such issues as customer service, quality, individual and group behaviors, decision making, team building, change management, delegation, discipline, conflict resolution, global issues impacting managers, and communication skills.

TEXTBOOK: Principles of Management – We are using an Open Source Textbook for this course that can be found on the course site.

STUDENT LEARNING OUTCOMES: Students who successfully complete this course will be able to:

- Define and explain basic business and management terminology
- Explain the role of management and its impact on the economy
- Explain the various types of decisions faced by business managers
- Describe current issues in business and use course concepts to analyze them
- Describe the different skills necessary to be effective in management
- Discuss ethical implications of management policy
- Explain the importance of management on the employee

GENERAL COURSE OUTCOMES:

The student will be able to:

- Critically analyze and evaluate issues derived from the Social Sciences utilizing appropriate methodologies.
- Demonstrate how culture, society and diversity shape the role of the individual within society and human relations across cultures.

TOTAL HOURS OF COURSEWORK: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination

of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

COURSE CONTENT OBJECTIVES: Students will utilize a variety of tools to gain a thorough understanding of the course concepts. In addition to the textbook, students are encouraged to read the daily newspaper and business publications. Students will demonstrate their ability to apply course concepts through their participation in class with both individual and group projects, other assignments, and the completion of required quizzes and tests.

ASSESSMENT PROCEDURES:

Grading:

Quizzes – 11	130 points
Examination #1	40 points
Examination #2	40 points
Examination #3	60 points
Discussions – 10 @ 10 points each	100 points
Projects	125 points
Total Points	495 points

GRADING SCALE:

- 444 points to 495 points – A
- 396 points to 443 points – B
- 346 points to 395 points – C
- 297 points to 345 points – D
- 296 points and below – F

COURSE POLICIES:

The Academic Integrity Policy is in effect for this course. The Policy and Procedures are published in the Student Handbook available in the Student Affairs Office.

ATTENDANCE POLICY:

Students are expected to attend all classes. In the case of an online course, attendance means participating in online activities and completing assignments by the due date. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student’s responsibility to confer with the instructor about the absence and missed course work. Students should call or email their instructor on the day of any absence from class. **Absences in excess of 3 during the semester will impact your final grade in the class (does not apply to online students).** Students absent from an announced (major) test or examination, unless authorized, may be given an equivalent examination at a later date at the discretion of the instructor. Students contemplating withdrawing from a course should read the section of the catalog entitled “Withdrawal and Course Changes.” Further, it is the student’s responsibility to withdraw officially from any class that the student ceases to attend. Failure to do so will result in the recording of an “F” grade. Technical problems are not an acceptable

excuse for late work. The instructor reserves the right to modify course content. Please refer to your Student Handbook for the College's Honor Code policy. The instructor reserves the right to modify the course content and/or the testing procedures as he or she determines necessary during the semester.

ACADEMIC INTEGRITY: The HCC Code of Conduct is published in the College Guide: A Handbook Planner for Students and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstownccedu or at 249-400-2530.

SUBMITTING ASSIGNMENTS: Assignments for this course will consist of online quizzes, online discussions, projects, mid-term examination, and a final examination. All assignments must be submitted through our Moodle course site by 11:55 p.m. on the due date. All exams will be taken at the Academic Testing Center at HCC or an approved proctored testing center other than at HCC (requires prior approval from the instructor to use an alternative site). All due dates for assignments are Sundays. You will have something due every week. **All assignments are posted in advance; therefore, I will not accept late assignments or extend due dates. For this reason, I strongly suggest that you do not wait until Sunday evenings to submit assignments. If you contribute to an assignment after the due date, you will receive a zero for that assignment.**

MAKE-UP EXAMS: All exams for this course will be taken at the Academic Testing Center located in the Learning Resource Center. If you need to miss a scheduled exam during the semester, you must contact me so that we can make arrangements for any make-up exams. Make-up exams are at the discretion of the instructor depending on the reasons given for missing any regularly scheduled exams during the semester. The hours for the Academic Testing Center are: Monday through Thursday from 8 a.m. to 10 p.m., Friday from 8 a.m. to 5 p.m., Saturdays from 9 a.m. to 3 p.m. and Sunday Noon to 5 p.m. You must arrive at least 2 hours prior to the closing time and you must have a picture ID and your course information. If you fail to take one of the regularly scheduled exams and have not contacted me prior to the exam date to make other arrangements then the exam will be recorded as a zero.

FACE-TO-FACE CLASSES

ASSIGNMENT/ASSESSMENT	CLOCK HOURS
In-class instruction, including: 1. Examination #1 2. Examination #2 3. Examination #3	37.5 hours
Power Point Project	10 hours
Assigned reading	50 hours of reading, taking notes, etc.
Discussions	14 hours
Quiz Assignments	13 hours
Projects	15 hours
Studying for Exams	10 hours

TOTAL HOURS: 149.5 HOURS

ONLINE SECTIONS

ASSIGNMENT/ASSESSMENT	CLOCK HOURS
Power Point Project	10 hours
Assigned reading; News Forum Reviews; Notes; Examinations	82 hours
Discussions	14 hours
Quiz Assignments	13 hours
Projects	15 hours
Studying for Exams	10 hours

TOTAL HOURS: 144.0 HOURS