

McLennan  
Community  
College



WACO, TEXAS

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**PRINCIPLES OF MANAGEMENT**

**BMGT 1327**

**COURSE SYLLABUS**

REVISED: 2009/2010

# PRINCIPLES OF MANAGEMENT

## BMGT 1327

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### Course Description:

Provides an introduction to management through study of the functions of planning, organizing, directing, and controlling. Case studies, lectures, discussions, group work, and projects are used to aid practical application of principles of management and organizations. This course incorporates concepts, terminology, principles, theories, and issues in the field of management.

### Required Text & Material:

Management: MGMT, 2009-2010 Edition, by Chuck Williams, Cengage Learning  
ISBN: 9780324787122

### Course Objectives and/or Competencies:

The general objective of this course is to introduce management theories to the students, and show the student how the different theories are applied in the work place.

Each student should attain a sufficient understanding of the four principal functions of management: planning, organizing, leading, and controlling. Each student should be able to use this information with his/her present business knowledge and work experience.

Each student is encouraged to understand a variety of situations a manager must face. Each student is also encouraged to understand opposing viewpoints and opinions on these situations and to employ critical thinking skills.

Each student will

- Explain and apply the various theories, processes, and functions of management.
- Identify roles of leadership and organizations
- Recognize elements in the communications process
- Resources--They know how to allocate time, money, materials, space, and staff.

Students use time management concepts discussed in class to plan, organize, and prioritize tasks.

**Students differentiate between incremental budgeting and zero based budgeting. They discuss the pros and con of each and how each system is maintained, and how employees and managers use each to their advantage.**

**Students address the issue of shortage of resources and how managers try to compensate.**

**Students discuss the impact of staff on the organization and the impact of the managers on the staff.**

**Students examine the history of management and the impact on the staff.**

**Students examine basic types of plans and how they affect the organization.**

**Students will identify the criteria for an effective plan.**

**Interpersonal skills--They can work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.**

**Students work on teams to discuss chapters, solve cases, and discuss videos.**

**Students discuss the effects of the global economy on themselves and the organization.**

**Students trace the development of international operations, their importance and their changing nature.**

**Students explain the stages of group development.**

**Students explore the advantages and disadvantages of groups.**

**Students explore the variables that determine a group's effectiveness.**

**Students explore the necessities of delegating, how to delegate effectively, and why managers do not delegate.**

**Students discuss the different leadership theories and how to apply these theories in the workplace.**

**Information--They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.**

**Students take ACUMEN, a computerized management personality profile, and evaluate their strengths and weaknesses.**

**Students learn problem-solving methods at the first of the semester and use this method to evaluate data throughout the semester.**

**Students learn the process of successful communication.**

**Students identify the barriers to successful communication.**

**Systems--They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.**

**Students differentiate between the formal and informal organization.**

**Students identify the different functional systems and subsystems of an organization.**

**Students discuss situations in which managers must monitor and correct performance.**

**Students identify different control systems.**

**Students examine the functions of management and how they are utilized by all levels of management in a variety of organizations.**

**Basic Skills--reading, writing, arithmetic and mathematics, speaking, and listening.**

**Students listen to others' viewpoints and understand there are many ways to work at and solve a specific problem.**

**Students discuss problems and situations and various ways to solve them in groups.**

**Students give an oral presentation to the class to report on a current relevant topic, which relates to the subject matter.**

**Students write a summary of a current, relevant article, which relates to the subject matter.**

**Students evaluate their ACUMEN results and write a reaction paper.**

**Students take short answer and essay exams.**

**Thinking Skills--the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.**

**Students discuss and evaluate the problem solving process.**

**Students make decisions on how to handle a particular situation and compare their decisions with other students.**

**Students discuss and evaluate the decision making process.**

**Students explain the need for management to balance the conflicting environments in which an organization must exist.**

**Students explain some of the actions organizations take to help them manage their external environment.**

**Personal Qualities--individual responsibility, self-esteem and self-management, sociability, and integrity.**

**Students are held responsibility for all reading assignments throughout the class. They are made aware of the rules and their responsibilities.**

**Students discuss self-esteem, self-awareness, self-motivation, self-control, and self-confidence in relation to working with their employees and with themselves.**

**Students discuss characteristics of being an effective team player and exhibit those characteristics during group work.**

**Students discuss ethical and legal issues in management.**

**Students discuss different leadership styles.**

**Students discuss the concept of social responsibility, how it has evolved and specific action plans needed to fulfill management responsibility.**

**Students discuss the concepts of motivation and how to apply them in different situations.**

**MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

#### Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

#### ADA Statement:

**In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).**

Course Competencies	Workplace Competencies												Foundation Skills																								
	Resources				Interpersonal				Information				Systems				Technology			Basic Skills					Thinking Skills						Personal Skills						
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	
Time management concepts and plan, organize, prioritize tasks																																					
Differentiate between incremental budgeting and zero based budgeting																																					
Address the issue of shortage of resources and compensation																																					
Impact of staff on an organization, and impact of managers on staff																																					
Examine the history of management and impact on staff																																					
Examine basic types of plans and effect on organization																																					











