



# Chipola College

## COURSE SYLLABUS

**COURSE TITLE:**

Management Capstone Project

**COURSE NUMBER:**

MAN 4900

**COURSE DESCRIPTION:**

This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project.

3 semester hours credit.

**PREREQUISITES:****REQUIRED TEXTBOOKS:**

All upper-level textbooks required for the Supervision and Management and General Business majors of the BAS program.

**GRADING POLICIES:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

**See your First Day Handout for individual instructor practices.**

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

**COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:****MAJOR LEARNING OUTCOMES**

Upon completion of the Management Capstone Project course, BAS students should be prepared to:

1. Demonstrate knowledge and application of quality management theories.
2. Assess outcomes to improve structures, systems and processes.
3. Evaluate work flow processes within a business.
4. Conduct a productivity audit within an organization and describe methods to increase productivity.
5. Manage a project from beginning to end, including how to identify needs, and define, assign, and track items
6. Integrate concepts from other BAS courses.

## Contact Information:

Instructor: Tom Kish  
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Phone: 850-272-0588  
Institution: Chipola College  
Department: Business Management

## Participation:

### WILL BE REVISED

One of the most valuable aspects of formal education is the sharing of thoughts, experiences and information. To accomplish this online, there will be scheduled times on the “Schedule” for **CHAT ROOM** participation. You are strongly encouraged to participate. In addition, once a week there will discussion question relating to that weeks lesson posted on the **DISCUSSION** section of D2L. Students will post a response to the question by Tuesday of that week and then post comments to at least two responses from other students by Friday. You are encouraged to read current articles in newspapers and magazines to share with the class.

#### Chat Room and Discussion Room Etiquette

1. Do not attack another person’s character
2. Every opinion is valuable
3. There may not be a right answer, just on that is better than another.

## Assignments / Homework

Please complete the assigned problems and discussion questions shown on the class schedule. Submit you completed assignment to the **DROPBOX** in D2L. Assignments may also be turned in via handwriting or typed at 5:30 the night of class described below. My goal is to grade assignments within four days following the assignment due date. Problems / Discussions missed may become discussion topics in the **DISCUSSION** section.

## Important dates and times

All of the ASSIGNMENTS will be due on the date below by 5:30:00 pm.  
All of the DISCUSSIONS will be due on the date below by 11:00 pm.  
All of the CHATS will take place on the date and TIME below ONLY.

## Grading:

The grading criteria are broken down as follows:  
Case Study Homework – 20 points each – 80%  
Presentation – 25 Points – 10%  
Participation – 3 points each day – 10%

# SCHEDULE

| Week | Class Day | Day                       | Topic / Text/Homework/Quiz/Exam               |
|------|-----------|---------------------------|---|
| 1    | 14-May    | Thursday, May 14, 2009    | Read Case 10                                  |
| 2    | 18-May    | Monday, May 18, 2009      | Review Case 10 Homework                       |
| 3    | 21-May    | Thursday, May 21, 2009    | Case 10 Due, Review Case 10 Homework in class |
| 4    | 28-May    | Thursday, May 28, 2009    | Read Case 8                                   |
| 5    | 1-Jun     | Monday, June 01, 2009     | Review Case 8 Homework                        |
| 6    | 4-Jun     | Thursday, June 04, 2009   | Case 8 Due, Review Case 8 Homework in class   |
| 7    | 8-Jun     | Monday, June 08, 2009     | Read Case 3                                   |
| 8    | 11-Jun    | Thursday, June 11, 2009   | Case 3 Due, Review Case 3 Homework in class   |
| 9    | 15-Jun    | Monday, June 15, 2009     | Read Case 2                                   |
| 10   | 18-Jun    | Thursday, June 18, 2009   | Case 2 Due, Review Case 2 Homework in class   |
| 11   | 22-Jun    | Monday, June 22, 2009     | Read Case 1                                   |
| 12   | 25-Jun    | Thursday, June 25, 2009   | Case 1 Due, Review Case 1 Homework in class   |
| 13   | 29-Jun    | Monday, June 29, 2009     | Read Case 4                                   |
| 14   | 2-Jul     | Thursday, July 02, 2009   | Case 4 Due, Review Case 4 Homework in class   |
| 15   | 9-Jul     | Thursday, July 09, 2009   | Read Case 5                                   |
| 16   | 13-Jul    | Monday, July 13, 2009     | Case 5 Due, Review Case 5 Homework in class   |
| 17   | 16-Jul    | Thursday, July 16, 2009   | Read Case 6                                   |
| 18   | 20-Jul    | Monday, July 20, 2009     | Case 6 Due, Review Case 6 Homework in class   |
| 19   | 23-Jul    | Thursday, July 23, 2009   | Read Case 11                                  |
| 20   | 27-Jul    | Monday, July 27, 2009     | Case 11 Due, Review Case 11 Homework in class |
| 21   | 30-Jul    | Thursday, July 30, 2009   | Read Case 12                                  |
| 22   | 3-Aug     | Monday, August 03, 2009   | Case 12 Due, Review Case 12 Homework in class |
| 23   | 6-Aug     | Thursday, August 06, 2009 | Read Case 7                                   |
| 24   | 10-Aug    | Monday, August 10, 2009   | Case 7 Due, Review Case 7 Homework in class   |

The class Schedule is tentative and subject to change. Any changes will be provided to the class.

## NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT:

Chipola College expects students to treat fellow students, their instructors, other Chipola faculty, and staff as adults and with respect. No form of “hostile environment” or “harassment” will be tolerated by any student or employee.

### **AMERICANS WITH DISABILITY ACT (ADA):**

Students with disabilities are requested to voluntarily contact Ms. Gayle Duncan in the Office of Students with Disabilities, which is located in A106, to complete the intake process and determine their eligibility for reasonable accommodations. Any student whose disabilities fall within ADA guidelines must inform me at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for this course. Students must also provide written proof of their disability to the instructor.

### **HONESTY AND PLAGIARISM:**

The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions, up to and including suspension and expulsion (see Academic Honor Code in the Handbook). Examples of dishonesty include actual or attempted cheating, plagiarism\*, or knowingly furnishing false information to any college/university employee.

\*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else’s intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one’s own. Proper quoting, using strict APA formatting, is required, as described by the instructor.

- Students must properly cite any quoted material. A term paper, business plan, term project, case analysis, or assignment may have **no more than 20% of its content quoted** from another source.
- I intend to utilize **plagiarism-detection software**, through which *all* written student assignments are/may be processed for comparison with material published in traditional sources (books, journals, magazines), on the internet (to include essays for sale), and papers turned in by students in the same *and* other classes in this *and all previous terms*. The penalty for plagiarism may range from zero credit on the assignment, to zero in the course, to expulsion from the university with appropriate notation in the student’s permanent file.

### **LIBRARY SUPPORT:**

The library here at Chipola provides access to materials and services that support the academic programs. You are encouraged to utilize the resources in the library to complete assignments and for study purposes.

### **FACULTY EVALUATION:**

Sometime during the term, students will be required to fill out a course evaluation form. These evaluations are completely anonymous but are used to help improve delivery of the course materials.