



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:

Management Theory and Practices

COURSE NUMBER:

MAN 3353

COURSE DESCRIPTION:

This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies.

3 semester hours credit.

PREREQUISITES:

INSTRUCTOR: Melissa J MacGowan, MPA, MHRM, BSW

Email: macgowanm@chipola.edu / melissamacgowan@yahoo.com

Phone 407-435-9761

REQUIRED TEXTBOOKS: *Management*, 1st Edition, 2008, Thomas S. Bateman, Scott A. Snell. McGraw-Hill Irwin. ISBN: 978-0-07-3530390

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.

14 Chapters x 20 points each chapter Quiz	= 280 points
1 paper/ essay	= 300 points
Participation: 16 weeks of online discussion and work 16x 10	= 160 points
Final Exam Comprehensive	= <u>260 points</u>
Total Points possible :	= 1000

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

See Instructor's first-day handout. See end of syllabus

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your First Day Handout for individual instructor or department-specific attendance and withdrawal policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance. Chipola's website is located at www.chipola.edu.

LINKING COURSE-LEVEL OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES AND ASSESSMENT METHODS

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR Man 3353 The student will:	COLLEGE-LEVEL AND DISCIPLINE- SPECIFIC GENERAL EDUCATION COMPETENCIES*	ASSESSMENT METHOD USED BY FACULTY**
1 Compare and contrast management theories	SS5, M1, M5, M2, T5, NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
2 Analyze problems in management by using decision making techniques	SS5, M1, M5, M2, T5,NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
3 Demonstrate teamwork when analyzing management problems and applying management strategies	SS5, M1, M5, M2, T5, NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
4 Demonstrate ability to communicate management competencies	SS5, M1, M5, M2, T5, NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
5 Demonstrate global awareness when making management decisions	SS5, M1, M5, M2, T5, NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
6 Demonstrate ability to communicate a professional (<i>affective</i>) presentation and project paper by integrating concepts (<i>cognitive</i>) from this course	SS5, M1, M5, M2, T5, NS4, SS4,SS2, SSI,SS7, SS9, SS11, T1, T2, T3, T4	(CR) HW,F,Q
** Assessment codes		
CR = Constructed response F = Final Q = Quizzes Online Homework	HW =	

For a list of Chipola's College-Level Competencies, see www.chipola.edu.

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

See Instructor's first-day handout:

Students are expected to turn in all work using MLA format, all assignments and all posted material on D2L. Grammar and punctuation are to be corrected prior to handing/posting in all content for the course as well.

Students are expected to use MLA format for all work handed in. One page is = 250 words. Always cite your work, whether it be a website or the textbook. Never answer questions with just quotes from the textbook, it is acceptable to quote the text from time to time, but not every answer should come word for word from the textbook. All work is due Sunday night at 11:59pm. Mondays is the start of a new week, therefore a new chapter and new homework. Students are expected to respond to at least 3 students each week. Students must respond with 3-5 sentence responses, not one sentence agreement statements. You must reply to others in a professional manner and be polite and respectful of others opinions. I will be grading work on Mondays and Tuesdays and posting work then. You may work ahead at any time you wish. The final exam is comprehensive, covering all the chapters and material we have covered. Power point for each chapter is posted and downloadable. I can be reached by email or phone. I have a blackberry: so my personal email is the best and quickest way to get a response. Participation is graded, meaning you have to respond to 3 others each week, your online responses/discussions are counted. Your homework is counted separately. When answering questions, you should always re type the question and then re-phrase the question within your answer. Please use a different color of ink when typing answers from questions.

Essay Paper Due Last week of Class and power point presentation due along with it. Due week 15.

Comparison of 2 companies within the same market. Analysis of how they are different and similar in management style, practices, policies, product implementation, pay, organizational charts, benefits, and employee expectations and their growth and future.

Example: If you picked fast food as an industry: you may choose McDonalds vs. Burger King. You may research the internet, interview people, read newspapers, look at the stock market, and finally use terminology and ideas from the textbook. You will label each section and the first paragraph will be an introduction to your approach and the companies and your findings. Your cover pages, appendices and works cited page will not count towards the 15 pages you must write. 10 or more resources are necessary. Should be size 12 font, Times Roman, MLA format, as all your work should be in this format.

Man 3353 Management Practice and Theory

Week	Assignments Due
Week 1	DQ Chapter 1 Q and OLHM
Week 2	DQ Chapter 2 Q and OLHM
Week 3	DQ Chapter 3 Q and OLHM
Week 4	DQ Chapter 4 Q and OLHM
Week 5	DQ Chapter 5 Q and OLHM
Week 6	DQ Chapter 6 Q and OLHM
Week 7	DQ Chapter 7 Q and OLHM
Week 8	DQ Chapter 8 Q and OLHM
Week 9	DQ Chapter 9 Q and OLHM
Week 10	DQ Chapter 10 Q and OLHM
Week 11	DQ Chapter 11 Q and OLHM
Week 12	DQ Chapter 12 Q and OLHM
Week 13	DQ Chapter 13 Q and OLHM
Week 14	DQ Chapter 14 Q and OLHM
Week 15	Power Point Presentations of papers and Final paper Due
Week 16	Final Exam : Comprehensive
Final Week	

Key: DQ means Discussion Questions/ Critical Thinking questions at the end of the chapter listed. Re-type each question in a black, type your answers in another color your choice. Due each Sunday of the ending week

Key : Q: is a Quiz for the Chapter that week. Worth 20 points

Key : OLHM; is Online Homework and participation. Will be questions I have posted in Discussion and some online DIY work from the textbooks website.