PRINCIPLES OF MANAGEMENT
BMGT 1303
Spring 2004

INSTRUCTOR: Mr. Benjamin L. Blanco MBA, MIS
OFFICE: VB 151
CLASS TIME: TT 9:30-10:50am
CLASSROOM: VB 338
EMAIL: bblanco@delmar.edu
PHONE: 698-1189

COURSE DESCRIPTION:
Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. Offered as a telecourse in some semesters. Assessment Levels: R1, E1, M1.

INCOMING COMPETENCY OF STUDENT EXPECTED BY INSTRUCTOR:
The students are required to effectively communicate their responses to questions in written form and to participate articulately in class discussions.

COMPETENCIES:
The student will be able to:
A. Define management and describe the functions of a manager.
   C15-2
   F10-1
B. Relate the environmental forces that affect organizations.
   C12-2
   F8-2
C. Appraise ethical issues and social responsibilities confronting an organization.
   C11-2, C17-2
   F12-1
D. Define organizational planning and demonstrate its relationship to management and decision-making.
   C7-2
   F2-1, F13-2
(See Attached Page)

IDEA STUDENT EVALUATION ESSENTIAL AND IMPORTANT OBJECTIVES
1. Learning fundamental principles, generalizations, or theories
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
3. Acquiring skills in working with others as a member of a team
TEXTS USED
Management: Meeting and Exceeding Customer Expectation, 7th ed.
by Plunkett and Attner, ISBN: 0-324-02725-7
South-Western College Publishing

MATERIALS NEEDED
Scantron - Form 882E

COURSE REQUIREMENTS
Grading:                      Exam (3)          300
                                Articles/Homework 100
                                Class Assignments/ Case
                                Group Presentation 125
                                Peer Evaluation
                                Quizzes            75

TOTAL                      600

LETTER GRADES
A  =  90-100
B  =  80-89
C  =  70-79
D  =  60-69
F  =  0 - 59

ATTENDANCE
Attendance at all classes is expected and required. In-class assignments and attendance will be considered in your semester grade. More than three missed classes will count against your semester grade. If you are absent more than four (4) consecutive class meetings, I will assume you are dropping this course unless you notify me otherwise. You are responsible for dropping this course. If you simply discontinue attending, it will result in an F for your semester grade.

***** STUDENTS REQUESTING DISABILITY ACCOMMODATIONS OR INFORMATION ARE ENCOURAGED TO CONTACT THE OFFICE OF SPECIAL SERVICES, 188 HARVIN CENTER, 698-1298.
## Tentative Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>01-20-04</td>
<td>MLK Holiday</td>
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<tr>
<td>2</td>
<td>01-27-04</td>
<td>Introduction / Syllabus</td>
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<tr>
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<td>Chapter 1 – Overview</td>
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<tr>
<td>3</td>
<td>02-03-04</td>
<td>Chapter 4 – Manager’s Environment</td>
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<td>02-10-04</td>
<td>Chapter 6 – Strategic Planning &amp; Management</td>
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<td>Chapter 8 – Organizing Principles</td>
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<td>02-24-04</td>
<td>Exam #1 / Presentation</td>
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<td>7</td>
<td>03-02-04</td>
<td>Chapter 10 – Culture &amp; Changes</td>
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<td>8</td>
<td>03-09-04</td>
<td>Chapter 13 – Human Motivation</td>
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<td>9</td>
<td>03-16-04</td>
<td>Spring Break</td>
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<td>10</td>
<td>03-23-04</td>
<td>Chapter 14 - Leadership</td>
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<td>Exam #2</td>
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<td>04-06-04</td>
<td>Chapter 15 – Team Management &amp; Conflict</td>
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<td>Chapter 20 – International Management</td>
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<td>04-20-04</td>
<td>Chapter 21 – Succeeding in your Business</td>
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<td>15</td>
<td>04-27-04</td>
<td>Chapter 22 – Ethics &amp; Social Responsibilities</td>
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<td>16</td>
<td>05-04-04</td>
<td>Final (Exam #3)</td>
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<td>17</td>
<td>05-11-04</td>
<td>Presentations</td>
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<td></td>
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<td>Tuesday May 11, 9:45 – 12:15 pm</td>
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Please Note: This syllabus is not a contract and may be changed at the instructor’s discretion if necessary

Students are expected to maintain the integrity of the College by avoiding dishonesty in their own behavior and by expecting honest behavior from their fellow students. Meeting this requirement means avoiding plagiarism, collusion, and cheating, and protects the student from disciplinary action. Please refer to the Del Mar College Manual of Policies and Procedures (Policy on Scholastic Dishonesty, B7.13.6) for possible consequences related to disciplinary action. Students should demonstrate high ethical standards, principles of behavior, and personal integrity.
SCANS (Secretary's Commission on Achieving Necessary Skills) competencies are integrated into this course competency-based outcomes to improve your education by helping you better define and use workplace skills needed for employment. Each competency will integrate several scans competencies to assist you in developing and reinforcing employable skills. Competencies are criterion referenced (i.e., they are measured against predetermined levels of proficiency in skills for effective job performance).

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These are:

WORKPLACE COMPETENCIES -- Effective workers can productively use:

**Resources** - They know how to (C1) allocate time, (C2) money, (C3) materials, and (C4) staff

**Information** - They can (C5) acquire and evaluate data, (C6) organize, and maintain files, (C7) interpret and communicate, and (C8) use computers to process information.

**Interpersonal Skills** - They can work on (C9) teams, (C10) teach others, (C11) serve customers, (C12) lead, (C13) negotiate, and (C14) work well with people from culturally diverse backgrounds.

**Systems** - They (C15) understand social, organizational, and technological systems; (C16) they can monitor and correct performance; and (C17) they can design or improve systems.

**Technology** - They can (C18) select equipment and tools, (C19) apply technology to specific tasks, and (C20) maintain and troubleshoot equipment.

FOUNDATION SKILLS -- Competent workers in the high-performance workplace need:

**Basic Skills** - (F1) reading, (F2) writing, (F3) arithmetic and (F4) mathematics, (F5) listening and (F6) speaking.

**Thinking Skills** - (F7) to think creatively, (F8) to make decisions, (F9) to solve problems, (F10) to visualize, (F11) the ability to learn, and (F12) to reason.

**Personal Qualities** - (F13) individual responsibility, (F14) self-esteem, (F15) sociability, (F16) self-management, and (F17) integrity.
### COMPETENCY-BASED OUTCOMES WITH WORKPLACE PROFICIENCY LEVELS for BMGT 1303:

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<thead>
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<th>Resources</th>
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### COMPETENCY-BASED OUTCOMES WITH FOUNDATION SKILLS LEVELS:

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<th>Thinking Skills</th>
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### PROFICIENCY LEVELS FOR SCANS COMPETENCIES:

1. rarely performs task
2. routinely performs task
3. routinely performs task w/moderate supervision
4. routinely performs task w/minimal supervision
5. routinely performs task over/beyond designated task
Article Review

The purpose of article reviews is to bring the current application of compensation management principles to the course. There is much literature from which to select your articles; however all articles must come from recognized publications, or the Internet. You may also use the Wall Street Journal, and other publications such as Business Week, Inc., Fortune, Forbes, and Entrepreneur. The Corpus Christi Caller Times will usually not be an acceptable source.

The summary is to have two distinct parts, and should follow the following format:

****************************************************************************************************
Name(s)  
BMGT 1303  
Date  
Name of Author, "Title of Article," Periodical, Date of Publication, pp. #’s.

Article Summary

Briefly summarize the article focusing on the main topics. This section highlights main ideas in the article; opinions are not given here.

Relevance to the Material

State how the article relates to the materials covered that week. State the specific concept(s) and the specific chapter to which your article relates. You may state your opinions here, but it is not necessary.

****************************************************************************************************

Each of the two parts has a point value of 5 points, for a total of 10 points.

Articles are to be no older than 6 months (except with prior approval).

Please use single space for the copy and double space between paragraphs.

Limit your summary to one typewritten page!!! No coversheet, please.

Attach a copy of the article to the summary.

Important note: You are expected to know the rules regarding plagiarism and to abide by them in every written assignment.