MGT120 – Principles of Management
3 Credits
CRN: 64291 – Hybrid: Class Mondays 2:30 to 3:45pm & Online

INSTRUCTOR: Vanessa Cole
EMAIL: vanessa@hawaii.edu (preferred method of contact) Use your UH email address
OFFICE HOURS: See course web site
In addition to regular hours, appointments are available.
EFFECTIVE DATE: Spring 2012

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

This course is a practical introduction to and study of management principles and practices. The student will learn the elements needed to manage effectively as well as better understand the decision making process in business. (3 hours lecture)

STUDENT LEARNING OUTCOMES

1. Understand and be able to apply the basic functions of management (i.e. planning, organizing, staffing, leading, and controlling).
2. Demonstrate and understand the skills necessary to become a successful manager (i.e. technical, human relations, administrative, communications and problem-solving).
3. Describe and recognize the changing nature of the supervisor’s environment including information availability, workforce demographics and managing diversity.
4. Recognize the ethical dilemmas faced by managers and the social responsibilities of businesses.
5. Understand why people resist change and how to develop strategies to reduce the resistance to change.

COURSE TASKS AND GRADING

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>Percentage of Total</th>
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<tbody>
<tr>
<td>Connect Activities / Quizzes</td>
<td>180</td>
<td>30%</td>
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<tr>
<td>Management Styles Presentation</td>
<td>120</td>
<td>20%</td>
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<tr>
<td>Participation In-class Activities</td>
<td>90</td>
<td>15%</td>
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<tr>
<td>Midterm Exam</td>
<td>90</td>
<td>15%</td>
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<tr>
<td>Final Exam (accumulative)</td>
<td>120</td>
<td>20%</td>
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<td><strong>GRAND TOTAL</strong></td>
<td><strong>600</strong></td>
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Grades for the course will be as follows:
  A  90-100% of possible points
  B  80-89% of possible points
  C  70-79% of possible points
  D  60-69% of possible points
  F  0-59% of possible points

Points are deducted for late assignments (10% per week). Assignments are not accepted more than 3 weeks late. All work must be turned in by the last day of instruction for the semester.

No incompletes or N grades will be given. You must take responsibility to complete the course or withdrawal. Unexpected extenuating circumstances will be reviewed for an exception.
ASSIGNMENT AND STUDENT LEARNING OUTCOMES ALIGNMENT

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Connect</th>
<th>Inclass Activities</th>
<th>Presentation</th>
<th>Exams</th>
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<tbody>
<tr>
<td>Understand and be able to apply the basic functions of management</td>
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<td>✔️</td>
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<td>Demonstrate and understand the skills necessary to become a successful manager</td>
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<td>Describe and recognize the changing nature of the supervisor’s environment including information availability, workforce demographics and managing diversity.</td>
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<td>Recognize the ethical dilemmas faced by managers and the social responsibilities of businesses</td>
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LEARNING RESOURCES


Course Website: [http://vanessa.wcc.hawaii.edu/MGT120](http://vanessa.wcc.hawaii.edu/MGT120)

Laulima: [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal)

ADDITIONAL INFORMATION

Hybrid course: This course uses multiple learning environments including classroom & distance learning. The same amount of time as normal classroom courses is required to complete the work for this course. Each week, schedule yourself enough time to complete the distance learning lessons and assignments.

Exams: Exams will be based on class lessons, class readings, and understanding and comprehension of skills learned in class. The final exam will be comprehensive. The exams are multiple choice, matching, fill-in-the blank. Completing all the lessons, exercises, projects will be an immense help completing the exam with a high score.

Assignments: All assignments, lessons, exercises will be posted online. Students are responsible to check the calendar frequently for class changes, information, and assignments. Assignments should be turned in via Connect or Laulima as specified in the assignment. Each student is individually responsible to see that work is completed on time. All work must be student’s own work.

Assignments are normally graded within one week from the due date. Late assignments will be graded late. If you want quick grading, be on time!

Email: Information regarding the class will be sent to your UH email address, check your email frequently. Email also the preferred method of contacting the teacher. **Use your UH email address to correspond with the instructor.**
Ask Questions: Students are often more successive if they ASK QUESTIONS! If you don't understand a term used - ASK! If you are uncertain of steps to take on a project - ASK! If you need extra help - ASK! The teacher is always more than willing to give help, but does not know if you need help unless you ask.

Individual Responsibility: My philosophy is that students in college are adults and therefore responsible for their own performance in class. Each student must take the responsibility to check the course schedule and be sure that all lessons and assignments are completed. Students who take responsibility for their own actions will be better equipped to deal with later employment. Learn to take control of your own life – take responsibility for completing your work.

Zero Tolerance for Academic Dishonesty: Cheating by file sharing (giving or receiving files between students), more than one student working on the same file, or copying work (in full or in part) from other sources such as the Internet, and any other form of academic dishonesty will not be tolerated. Anyone caught cheating will be assigned MINUS 60 points for that assignment, in addition a report of the incidence will be filed.

DO YOUR OWN WORK and everything will be fine. Please see the college catalog for the school’s policy on academic dishonesty.

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

Course Calendar

See course website