COURSE SYLLABUS SPRING, 2019
PRINCIPLES OF MANAGEMENT
BMG 202
ONLINE

Professor: Ben Boutaugh
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The Professor reserves the right to change this syllabus at any time.

COURSE DESCRIPTION:
An introduction to the principles of management and their application to business organizations. Emphasis is placed upon the management functions; development of a philosophy of total quality management; interpersonal behavior; and, business problem solving activities. **Prerequisite:** Placement in English 101 or Permission of instructor. This is a **D** course.

SCOPE OF COURSE:
This management course is a comprehensive survey of the functions of management currently being applied to organizations in the United States and around the world. The course introduces students to terminology, theories and principles at the core of business. Content is structured to reinforce (1) the never-ending effort of managers and organizations to not only meet but exceed customers' needs and expectations; (2) the need for organization employees to be guided by effective leadership, and; (3) the ability of the organization to generate profitable sales volume, in an ethical and socially responsible manner.

Every individual is unique and has something of value to offer an organization. Always remember, you already possess a great deal of managerial knowledge, skill, and experience which enable you to adapt to personal, professional and organizational activities. Throughout the semester, refine your skill set and become a better person. Develop your potential by capitalizing on your strengths and minimizing or eliminating your weaknesses. You will be equipped with the essentials necessary to improve your life and become a better manager of your own concerns, as well as those of others.

PROGRAM/DISCIPLINE LEARNING OUTCOMES CONTAINED IN COURSE:
In today's competitive environment, employers expect graduates to possess a certain skill set. The goal of the Business Administration/Marketing Programs is to enable a student to cultivate a personal skill set to achieve individual and organizational effectiveness. The following learning outcomes are incorporated into each course:
- Written and oral communication skills
- Critical thinking skills
- Quantitative and qualitative reasoning skills
- Technological literacy
- Information literacy skills
- Interpersonal skills and awareness
- Understanding of diversity
- Values, ethics and responsible citizenship
- Teamwork, team-building and project focus
- Knowledge of ethical and legal business behavior
- Appreciate the internal, external and global environment
- Flexibility and adaptive to change
- Ability to understand and satisfy customers, stakeholders and society
- Understand process management

IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE:
BBG 202 provides an introduction to the principles of business management and their application to organizations and is required of all business students. Effectiveness in business management is no different from effectiveness in personal management and human relationships. The knowledge, skills, and attitudes needed to effectively manage people are the same as those necessary to live a successful life. This is why, even though a student many not presently manage others, or may never become a manager, he/she should neither dismiss these skills as irrelevant nor wait until he/she becomes a manager to refine them. This course provides each student a firm business foundation and an opportunity to develop his/her own, unique philosophy and style of management.

LEARNING OUTCOMES:
The goal of the Principles of Management course is for each student to develop an understanding of basic management principles and practices in American businesses and the global marketplace. The following learning outcomes are intended to achieve this goal:
- Explore organizations, their internal and external environments;
- Explain management's commitment to total quality, productivity and profitability;
- Study management and manager's decision-making and the impact they have upon the organization;
- Explore the Management Functions including:

Forecasting	Communicating
Decision-Making	Motivating
Planning	Leading
Organizing	Controlling
Staffing	

- Explore the nature of and requisites for managerial careers.

The professor has the academic freedom to determine how he/she will incorporate the learning outcomes into his/her course.

Required Textbook: <u>Management: A Practical Introduction</u>. 8th Edition. Kinicki, Williams, McGraw-Hill Irwin. 2012.

Access to the Internet is required. Middlesex Community College provides computer facilities that include access to the Internet, and access to Microsoft Office application software products. Students who do not have their own computers will find adequate facilities available for their use.

All students must have a Banner ID number to access college computer facilities Instructions will be given in the efficient use of the extensive electronic library holdings.

All students may be required to complete other readings from periodicals, newspapers, and the Internet as a supplement to the required textbook readings.

Several hours per week of computer time are required for students to complete assignments prepare for online discussions.

Preparation and Study Time You must prepare for each class by reading all assigned material and completing all homework activities prior to class. This course requires students to spend a significant amount of time outside of the classroom in individual and/or group study. At least one - two hours should be spent studying outside of the class for every hour spent in the classroom. Students who regularly prepare for class tend to successfully achieve their academic goals.

Use of Computer Resources
All resources and facilities of Data Processing Labs, including computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate

disciplinary action, including but not subject to criminal prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

Online Course Etiquette
Online students shall following the following:
- Never post material that is not your own without properly citing.
- Never post harassing, threatening or embarrassing comments.
- Never post material that is harmful, abusive, sexually explicit, vulgar, offensive or potentially offensive.

Online Participation
Students should be able to do the following:
- Demonstrate reflective and critical thinking skills, which show the ability to ask necessary questions and critique exiting viewpoints, including their own.
- Offer a unique and relevant perspective on class discussion.
- Respond to existing discussions and begin new trends of discussion, advancing and extending the concepts and ideas of the class.
- Respond to opposing viewpoints and opinions.

Each student is expected to contribute meaningfully to online class discussions. The wide range of interests and experiences held by class members will reflect the diversity of today's business organizations. We can all learn more from each other than from the instructor alone. The professor will evaluate each student's participation and contribution to the class. Your grade for class participation will be based on the content and quality of participation (rather than frequency), and initiatives to enrich discussions. See online participation rubric.

Evaluation
Forum Discussions	45%
Written Assignments	35%
Paper	20%
	100%

Final Grades will be determined by applying the percentages listed above to the graded work submitted to meet course requirements. All graded work returned to the student must be retained for the entire semester. In the event a student disagrees with the grade they EARNED and the grade that was RECORDED, the student must produce all graded work to support the contention that a grade was calculated incorrectly. Failure to produce all work graded/returned will result in the instructor's grade book to be considered accurate.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!
For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/. Page

Non-Discrimination Statement:
Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- <u>Primary Title IX Coordinator</u>
  Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA Coordinator
  amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|