Professor: Ben Boutaugh
Office Location: Wheaton Hall, Room 313
Office Hours: MW 12:15 pm-1:45 pm or by appointment with the professor
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The Professor reserves the right to change this syllabus at any time.

Course Description
This Organizational Behavior course is an introduction to the complex subject of organizational behavior in organizations and their application to the business organizations. Emphasis is placed upon on an overview of human behavior in organizations, its interdisciplinary origins, and its responses to change.

Learning Outcomes
In today's competitive business environment, employers expect graduates to possess a certain skill set. The goal of the Business Division is to incorporate the following outcomes from each course:

- o Critical thinking, problem solving and analytical skills
- o Current technological skills
- o Interpersonal skills and awareness
- o Teamwork, team-building and project focus
- o Knowledge of ethical and legal business behavior
- o Awareness and respect for other perspectives
- o Global awareness and respect for other perspectives
- o Flexibility and adaptive to change
- o Personal productivity and organizational skills
- o Ability to understand your customer
- o Understand process management

The goal of the Small Business Management course is for each student to develop an understanding of the basic business skills to operate a small business, including, risk taking, finance, marketing, and management. Also, the course provides students with the opportunity to:
- o Analyze principles, techniques and major functions of management and business organizations
- o Work independently and with others of diverse backgrounds
- o Demonstrate proficiencies in reading, writing, listening, presentation and decision making
- o Rationalize and present solutions to problems using business knowledge and knowledge from other academic disciplines
- o Develop a sound ethical, philosophical and moral skill set necessary to succeed in business

Textbook
ORGB 6TH Nelson, Quick, South-Western Cengage Learning 2018

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 follow:
- 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. <u>Failure to produce all work graded/returned will result in the instructor's grade book to be considered accurate.</u>

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:

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