

Principles of Management

Fall 2015 Semester Online

Adjunct Faculty: Karen Aubin

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Please use Bb Learn message system

Course Web Site: <http://my.commnet.edu>

Course Description:

Fundamental principles of management and business operations are discussed with emphasis placed on management orientation, policy making, practical problem analysis, and philosophy. Attention will also center on the following management functions: planning, organizing, leading, and controlling.

Course Objectives:

A manager's primary responsibility is to achieve the goals of the organization. This requires skills in decision-making and a mastery of the planning, implementation, and control process. Managers must accomplish organizational goals through people. Therefore, managers need knowledge of and skills in motivation, communication, staffing, organizing, and leadership. The intent of this course is to cover basic concepts in management and to apply these concepts to practical situations.

- To acquaint students with:
 - Elements of management that are basic to the successful operation of a variety of organizations;
 - Principles of leadership, communication, decision-making, motivation, planning, problem-solving and organizational structure.
- To assist student to further understand the:
 - Attitudes, skills and tools of management;
 - Vocabulary and concepts used by managers.

Required Text: Management 12e, By Richard L. Daft, Published by Cengage Learning. Print Edition (hardcover and other options) - ISBN: 978-1-285-86198-2; MindTap: MTPN-2RFP-3W6X. You can buy the hardcover and MindTap combination at our TRCC Bookstore or go to <cengagebrain.com> and plug in the above ISBN numbers separately for other options.

Grading:

There will be five exams during the course. No make-up will be given. You are required to take all 5 exams. The exams will cover the text and supplemental materials introduced.

There will be two, one page, written reports on subjects assigned.

There are two questions per chapter asked in our Discussion Board. You are expected to answer these questions as you the chapters. There are no specific deadlines, but by the end of the semester you should have answered all of the questions. You will not be graded for each submission – a good faith effort is expected. Completing the Discussion Board questions will be worth 20% of your grade.

Grading Summary		
Exams: 5 Exams @10% each (no make-ups)	=	50%
Written Reports (2 papers) Each one page written report is worth 10%	=	20%
Discussion Board Questions	=	20%
General Patton Exercise	=	10%

Grading Scale		
A	=	94-100
A-	=	90 - 93
B+	=	87 - 89
B	=	84 - 86
B-	=	80 - 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D+	=	67 - 69
D	=	64 - 66
D-	=	60 - 63
F	=	00 - 59

Honor code:

During the course all assignments (exam and written reports, etc.) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Essays, exercises and exams are not to be collaborative efforts. Students must agree to write their own papers and take the exams according to the rules set forth.

Plagiarism Policy:

Plagiarism is the unacknowledged use of another person's words or ideas in your writing. Conscious plagiarism is an unacceptable academic behavior. **Any instance of conscious plagiarism will result in a "zero" for that assignment. More than one instance will result in an "F" grade for the course.** Plagiarism by omission or "unconscious" plagiarism will be dealt with on a case-by-case basis.

Withdrawal Policy:

Course withdrawals are accepted up until the week before classes end. Specific dates are posted in the academic calendar and withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860-215-9064. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the Financial Aid Office before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is the student's responsibility to confirm that the withdrawal has been received. Refer to the academic calendar for the specific date.

Disabilities Statement:

Students with disabilities- If you have a hidden or visible disability that may require special accommodations and if you have not already done so, please be sure to register with one of Disability Counselors in order to find out what services are available for you.

Online Learning Portfolio (Digication) Requirement:

All students are required to maintain an online learning portfolio using a TRCC designed template. Though this electronic tool students can see their own growth in college wide learning. The student can keep and continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select random works to improve the college experience for all. No names will be attached to the assessment work; it will remain private and anonymous for college improvement purposes only. In class outline student will find recommended assignments which support various college wide learning abilities. The student will have tool which can integrate their learning from the classroom, college, and life and allow for another opportunity of learning at TRCC. Student will be able to make multiple portfolios.