

# Principles of Management

**Course: BMG\* K202-T2**

**10299 Class**

**Class location: KTRCC D109**

**Wed 6:30 – 9:15 PM**

## Syllabus

**On-ground**

**Spring Semester 2011**

**Jim Toner**

**College Office:** 860-383-5277

**Home Phone:** 860-848-3326

**e-Mail:** [jtoner@trcc.commnet.edu](mailto:jtoner@trcc.commnet.edu)

**Office Hours:** E-mail, phone

**Course Web Site:** <http://vista.ctdlc.org/>

**Required Text:** Essentials of Contemporary Management, 4e by Jones & George, published by McGraw-Hill Irwin (ISBN-13: 978-0-07-813722-8)

### **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.

### **Rational:**

The 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 the basic concepts in management and to apply these concepts to practical situations.

### **Objectives:**

1. 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.
2. To assist students to further understand the:
  - attitudes, skills, and tools of management;
  - vocabulary and concepts used by managers.

### **Grades:**

There will be 5 **exams** during the semester. The exams will cover the text and supplemental material. No make-up exams will be given. You are required to take all 5 exams. The average of the exams will count 50% of your grade.

Two one page **papers** will be required based on topics assigned (see Class Schedule). These assignments will count 15% each for a total of 30% of your grade.

The Patton **Exercise** on leadership will be worth 10% of your grade.

**Discussion Questions** will be worth 10% of your grade.

### **Grading summary:**

<b>5 Exams (10% each)</b>	<b>50%</b>
<b>Two (1 page) Papers (15% each)</b>	<b>30%</b>
<b>The Patton Exercise</b>	<b>Winning Team 5 pts. on next exam</b>
<b>Participation and Attendance</b>	<b>20%</b>

**Academic Integrity:**

Any student who cheats on an exam will receive a grade of ZERO for the exam. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College. With our online students, you will be expected to do your own work without collaboration with others. Online tests will be taken with the utmost integrity following all instructions provided.

**Honor Code:**

During this course all assignments (quizzes, written reports, & exams) 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. Reports 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.

**Procedure for Class Cancellation**

The professor will notify the Academic Dean's office, will post the cancellation on the class Vista web site, will post a voice mail at his college telephone number, and will e-mail all students of the cancellation.

**Withdrawal Policy:**

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students may withdraw from class without the instructor's signature through the tenth week of class. The signature of a faculty member or advisor is required from the beginning of the eleventh week until the end of the thirteenth week. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar. Verbal withdrawals cannot be accepted.

**Disabilities Statement:**

If you have a hidden or visible disability which requires classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to register with the Disabled Student Counselor.