BMG 202, 3 Credits
Tues/Thurs 11:00 – 12:15 Fall 2019 – B116
Instructor: Nicole Colter
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Office Hours: By Appointment

Prerequisite
ENG* K101 or ENG* K101S placement or completion of ENG* K096 with a "C#" grade or better.

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 also centers on the following: planning, organizing, directing, controlling, budgeting functions, qualitative and quantitative decision-making and financial analyses.

Required Materials
DuBrin, A. J. (2016). *Essentials of Management* (10th ed.).   New York, NY: Wessex Press.
ISBN: 978 0 9967578-7-4

Learning Outcomes
1. Identify and apply the appropriate text language, terms and concepts in case studies, assignments, reflections and feedback; identify factual content, infer relevant content from the situation, personalities and issues and define an appropriate course of action to address the issues(s) raised.
2. Demonstrate ability to contribute effectively to in-person and virtual meetings, use group decision-making, practical problem solving and collaborate within a self-managing team.
3. Prepare job aids and management training activities using chapter contents as part of a team.
4. Evaluate personal and peer skill development by completing self-evaluations and peer appraisals.

Basic Needs
Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the student services office for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any other resources that I may possess.

Teamwork

This course is designed to have students be part of **self-managed teams** that co-create the learning experience. You will have time in class and a group space in Blackboard to work together online. Your team's goal will be to develop products (such as management training activities and job aids) for each of the 3 rounds. The Team Products are the only portion of your final grade (10%) that will be the same for the whole team.

Class Participation is vitally important and worth 35% of your final grade. Participation includes leading and/or contributing to your team's work, physically showing up to class and engaging in the activities and responsibilities of each class, and completing assignments. Participation will also include a virtual team meeting (using www.zoom.us) that will replace class on October 15, 2019.

Your Teamwork grade is also worth 35% of your final grade and will include reflections on your teamwork, providing feedback to peers and responding to peer feedback.

There will be 4 tests that each cover 4 chapters. These will be online in Blackboard and you will have *at least* 5 days to complete each test. If given multiple attempts to complete it, only the highest grade will be counted. Tests will count as 20% of your final grade.

You will get to choose which self-managed team you will be on this semester. The teams and their respective chapter responsibilities are as follows:

Leading Team - Chapters 12, 10 & 11
Planning Team - Chapters 5, 4 & 6
Organizing Team - Chapters 9, 7 & 8
Controlling Team - Chapters 15, 14 & 2

Grading Policy (Grade Weight)

Team Products (Team Grade)	10%
Class Participation	35%
Teamwork	35%
Tests	20%

*Note that the **final grade is weighted**. You must take that into account when attempting to calculate your grade.*

Point/Grade Distribution is as follows:

A 93-100	B- 80-82	D+ 67-69
A- 90-92	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62
B 83-86	C- 70-72	Below 60 is an "F"

Course Technology

Technology is a valuable management tool. This course will make extensive use of Blackboard for assignment due dates and submission, teamwork, class participation and tests. Google Docs, Sheets, Slides and Forms will also be used. If you are concerned that your computer skills will hinder your progress please visit https://www.trcc.commnet.edu/learning-resources/educational-technology/student-resources/ to learn more about Blackboard. Upon request, I will be available before class to provide basic overviews of Google collaborative tools.

Attendance Policy

Excessive absence or lack of significant contribution in classes or in your teamwork will result in lower grades that could affect your ability to pass this class. Arriving late or leaving early from class will count as a partial absence. It is recommended that you **e-mail me if your absence will EXCEED one class meeting.**

Academic Integrity

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

School Email and Contact

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site.
https://www.trcc.commnet.edu/learning-resources/educational-technology/student-resources/

Withdrawal Policy

After the add/drop period and before November 5, 2019 **(this date is about 30 days earlier than it was in the past**), a student may withdraw from a course by obtaining a "Withdrawal Request Card" from the Registrar and requesting the instructor's signature. A grade of W, which does not affect QPA or class standing is recorded on the student's transcript to indicate formal withdrawal. Failure to withdraw officially from a course may result in an "F" grade and/or academic probation. No student will receive an INC (incomplete) grade unless he/she officially requests it in writing before the final examination. This request must also be approved by the Dean of Instruction.

Disabilities Statement

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP. Contact Matt Liscum 860.215.9265 for any assistance.

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:

"Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities."

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact the Diversity Officer and Title IX Coordinator.

Course Outline

LESSON #	CHAPTER TITLE	CHAPTER #
1	Course Overview	
2	The Manager's Job	1
3	Enhancing Personal Productivity and Managing Stress	16
4	Teams, Groups and Teamwork	13
5	International Management and Cultural Diversity	3
6	Review Chapters 1, 16, 13 & 3	

ROUND 1

7	TEAM MEETINGS	
8	Individual and Organizational Communication	12
9	Decision Making, Creativity, and Innovation	5
10	Human Resources and Talent Management	9
11	Managing Substandard Performers	15
12	Round 1 Test Review Chapters 12, 5, 9 & 15/Debrief Part 1	
13	Round 1 Debrief Part 2	

ROUND 2

14	TEAM MEETINGS	
15	VIRTUAL TEAM MEETINGS	
16	Leadership in Organizations	10
17	Essentials of Planning and Strategy	4
18	Job Design and Arranging Work	7
19	Essentials of Controlling	14
20	Round 2 Test Review Chapters 10,4,7 & 14/Debrief	

ROUND 3

21	TEAM MEETINGS	
22	TEAM MEETINGS	
23	Motivation	11
24	Quantitative Techniques for Problem Solving and Decision Making	6
25	Organization Structure, Culture, and Change	8
26	Ethics and Corporate Social Responsibility	2

THANKSGIVING BREAK

WRAP UP

27	Round 3 Test Review Chapters 11, 6, 8 & 2/Overall Debrief	
28	Co-Creative Semester Ending	
29	Co-Creative Semester Ending	
30	Closing Ceremony	

Schedule subject to change especially if weather causes missed classes. Please check Blackboard for the most up-to-date information about adjustments to the schedule. Announcements will be sent out via Blackboard if changes are necessary.

FALL 2019 STANDARD 15 WEEK SESSION

Aug 26	Registration deadline and last day to drop classes for full tuition refund
Aug 27	Classes begin, add and drop periods begin
Sep 2	Labor Day - college closed and last day for students to add a class - online (Aug 30 in person)
Sep 3-6	Welcome Week
Sep 9	**Last day to drop classes and partial tuition refund**
Sep 17	Constitution Day observed (classes in session)
Sep 20	Professional Day (classes in session)
Sep 24	Last day to select audit option
Oct 21	**Mid-term Grades Due**
Oct 22	Reading Day *See Additional Notes
Nov 4	Advising day (classes in session)
	Registration begins for Winter '19 Intersession and registration begins for Spring '20 Semester for Continuing Degree-Seeking Students and New Students with Veteran Status
Nov 5	Advising day (classes in session)
	Last day to withdraw from classes, last day to select pass/fail option, and last day to submit incomplete work from Spring '19 and Summer '19
Nov 8	Registration begins for New Student and Non Degree-Seeking Student Registration for Winter '19 Intersession and Spring '20 Semester, and last day to apply for spring graduation (May '20)
Nov 27	College open - no classes in session
Nov 28-Dec 1	Thanksgiving recess
Dec 15	Last day of 15 Week Session
Dec 17	Final grades due to Registrar's office (by noon)
Dec 20	Grades available on web
Dec 23	Semesters end for CC
Dec 25	Christmas Day - college closed

*Please Note - Reading Days are to be used as study days, and/or optional make-up class time at the discretion of faculty members. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities/classes on a reading day