BUSINESS DEPARTMENT
Management and the Organization
BMT 151 (TR 9:00 - 10.30)
Syllabus: Spring 2017

INSTRUCTOR: Ronald G. Dolch
Office: Room WDC 205E
Office Telephone: 410-334-2831
rdolch@worwic.edu or through Blackboard™ course site

OFFICE HOURS:
M 12:30 - 2:30
W 5:20 - 6:20
R 12:30 - 2:30

COURSE DESCRIPTION:
This course focuses on the principles and practices used in management and decision-making in a business enterprise. Students explore management theory and practice through the contributions of past and current experts. Students also study concepts and philosophies of planning, organizing, controlling and leadership and apply them to contemporary issues in management.

MATERIALS:
Text:
Blackboard™ Supplementary Web site: https://blackboard.worwic.edu/. Course materials, some assignments, and email are retrieved from or submitted through this website

Course Objectives:
Upon successful completion of the course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>Define and explain management, management theories and characteristics and the manager’s environment. (GEO’s 1,2,3,5,7,)</td>
<td>A define common managerial terms and identify the functions of management</td>
<td>Case studies Unit test Comprehensive final exam</td>
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<td>B define an organization and explain the reasons it exists</td>
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<td>C explain the different theories of management and the relationship to the practice of managing (historical and contemporary)</td>
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<td>D environment and the constraints it creates for managing including the organization’s culture and the global environment</td>
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<td>E Identify key diversity issues that are part of the contemporary diversity environment in the U.S.</td>
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<td>F Differentiate between the viewpoints of social responsibility and how organizations attempt to integrate social responsibility into their core values</td>
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<td>G Define ethics and how describe how organizations attempt to understand individual ethics and manage ethical behavior</td>
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<tr>
<td>Describe the decision making process and organizational planning (GEO’s 1,2,3,5,7)</td>
<td>A List each step of the decision making process, identify influences and constraints on making decisions, types of decisions and styles of decisions making</td>
<td>Case studies Unit test Comprehensive final exam</td>
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<td>B Define managerial terms/concepts/theories that relate to planning</td>
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<td>C Describe the characteristics of planning related to management level in an organization</td>
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<td>D List and explain what occurs in each step of the strategic management process, and the methods/techniques used strategic planning</td>
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<td>E Identify challenges in managing change</td>
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<td>F Describe the control process and typed of controls</td>
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</table>
3. Describe the creation of organizational design (GEO's 1,2,3,5,8)
   A. define managerial terms/concepts/theories that relate to organizing
   B. describe the 6 considerations for creating an organizational structure.
   C. describe possible organizational designs
   D. outline the human relations process and contemporary HR issues
   E. identify types of teams and describe how teams are managed

4. Define and explain leadership and motivational theories and concepts. (GEO's 1,2,3,5,8)
   A. describe effective communication and identify barriers to communication
   B. describe characteristics and determinants of individual behavior and relationship to individual performance
   C. describe early and contemporary theories of motivation
   D. define basic managerial terms/concepts/theories that relate to leadership

- All assignments must be turned in or completed on assigned date to be eligible for full credit. Late assignments receive half credit.
- Makeup exams will be permitted only with 24-hour advance notice to instructor of intention to miss the exam. Emergencies may also be considered.
- The responsibility for obtaining and completing all missed work rests solely upon the student.
- Electronic devices are to be used for course related work only and may not distract other students. Cell phone texting is not permitted during class.
- It is expected that students arrive on time and stay for the entire class. If late, please minimize disruption to the class. If leaving early, sit near the door. A late or early leave counts as ½ an absence.

**GRADING AND EVALUATION:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Tests (3) equally weighted</td>
<td>35%</td>
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<tr>
<td>Comprehensive Final Exam</td>
<td>20%</td>
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<tr>
<td>Attendance</td>
<td>10%</td>
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<tr>
<td>Cases (4)</td>
<td>20%</td>
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<tr>
<td>Self-Assessment</td>
<td>15%</td>
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Grading Scale

- 90 - 100% = A
- 80 - <90% = B
- 70 - <80% = C
- 60 - <70% = D
- Below 60% = F

**Tests** - are a mix of multiple choice and short essay questions. Test 3 is optional.

**Class Attendance** - Attendance is critical to course success. Students may miss one class period without penalty but will lose 2 percentage points for each additional class a student may miss.

**Cases** (Writing across the curriculum assignment) - 4 cases are due over the course of the semester. For each group of cases, students shall read all the assigned cases and select one to write up and submit. The write-up should answer the questions at the end of the case and incorporate class/text content. Grading of assignments will be based on the thought that goes into the responses and how well it is linked to chapter content. Cases are from the text. Specific details for the cases will be posted on the course website under the assignment link.

All cases are assigned as written homework, due prior to class on the day noted on the class schedule, typed in MS Word and submitted electronically as an assignment attachment in the Blackboard™ course site. These cases will be discussed in class on that day as well. Cases should be written in the manner of a report to your supervisor. That means well prepared and well written.

**Self-Assessment (electronic media assignment)** - Self-assessments are to be done each week as indicated on the syllabus. The self-assessment exercises web link can be found on the course Blackboard site™. You will need the personal access code that comes with your text. The assessments will be discussed in class only to insure that students are able to interpret them correctly. Upon completion of the assessments students will write an analysis of themselves with specific references to assessments and conclude whether management is a career path that makes sense for them or that they may find to be rewarding.
## Tentative Class Schedule and Assignments

<table>
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<tr>
<th>Week Of</th>
<th>Reading Assignments/Tests</th>
<th>Assignments Due</th>
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| January 16| Introduction  
Chapter 1 Managers in the Workplace, including module “Management History” |                 |
| January 23| Chapter 2 Making Decisions  
Chapter 3 Managing the External Environment & Organizational Culture | SA: IE1, IIIB4, IVG1  
SA: IIIB1 |
| January 30| Chapter 4 Managing in a Global Environment  
Chapter 5 Managing Diversity | Case Group 1 February 7 |
| February 6| Chapter 6 Managing Social Responsibility and Ethics & Review  
Test I | SA: IA3, IIIC1, IIIC2 |
| February 13| Chapter 7 Managing Change and Innovation  
Chapter 8 Planning Work Activities |                 |
| February 20| Chapter 9 Managing Strategy | SA: IE2, IE3 |
| February 27| Chapter 10 Designing Organizational Structure  
Chapter 11 Adaptive Organizational Design | Case Group 2 February 28  
SA: IIIA1, IIIA2 |
| March 13| Chapter 12 Managing Human Resources  
Chapter 13 Creating and Managing Teams & Review | SA: IIC5, IVE1 |
| March 20| Test 2  
Chapter 14 Managing Communication | SA: IA1, IA4, IC4  
Case Group 3 March 23 |
| March 27| Chapter 15 Understanding andManaging Individual Behavior  
Chapter 16 Motivating Employees | SA: IC9, IIC1, IC2, IVE5, |
| April 3| Chapter 17 Being an Effective Leader | SA: IIB1, IIA1, IIC2 |
| April 10| Chapter 18 Monitoring and Controlling | Self- Assessment due April 11 |
| April 17| Test 3  
Catch Up Day | Case Group 4 April 18 |
| April 27| Final Exam - Tuesday 4/27 9:00 AM |                 |

Other College Resources - Please refer to the following website link for information on resources available to students: [http://www.worwic.edu/Students/LearningResources/ResourceLabs.aspx](http://www.worwic.edu/Students/LearningResources/ResourceLabs.aspx)
ACADEMIC HONESTY POLICY: (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT:
In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College’s website and email system.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals.

Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic’s Services for Students with Disabilities web page.

SEXUAL VIOLENCE DISCLOSURES
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.
Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: http://www.worwic.edu/Administration/PublicSafety.aspx.