

Western Kentucky University
Introduction to Organizations and Management – MGT 210

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Course Description and Objectives

This course includes both the theory and practical application of management. Managing into today's dynamic organizations presents opportunities for success. However, managers will also face the challenge of handling unique problems. Completers of this course can prepare to meet these opportunities and challenges by gaining competency in the management discipline.

The goal of the class is to help individuals prepare for this environment by focusing on and enhancing communication skills, ethical awareness, and global awareness.

MGT 210 Core Course Objectives:

This course will work to develop a student's understanding of business within a framework of social intelligence. More specifically students will:

- 1) Learn key foundational management terms,
- 2) Gain knowledge of teams that leads to effective teamwork and associated skills,
- 3) Develop a basic comprehension of managerial planning and decision-making.
- 4) Develop an understanding of the basics of Organizational Behavior
- 5) Understand the importance of international business and global awareness
- 6) Develop an understanding of social responsibility and ethical processes associated with jobs and organizations.
- 7) The insight, knowledge and skill, which will help you, improve the progression of your own career.

Text and Course Materials

9781260148978 KINICKI
GEN COMBO LOOSELEAF MANAGEMENT; CONNECT ACCESS CARD

You are required to register on the "Connect" website that pairs with the textbook. You can access the materials for purchase going through our Blackboard site to McGraw Hill. This code will also give you e-book access. The textbook is available at the University Bookstore.

Assignments will be given through the "Connect" website – this is an interface offered by McGraw-Hill Irwin. All students must complete THEIR OWN WORK. Sharing work in ANY manner will result in a failing grade and dismissal from the course. Student work may be checked using plagiarism detection software.

You may see course due dates in Connect. These do not apply to On Demand classes.

Grading Elements

Module Exams (4 @ 50 each)	200 points (*May take these online)
Final Exam	100 (*Must be Proctored at testing center)
Connect Assignments (and Quizzes)	500 points
Presentation	150 points
Learning Journal	50 points
Total Points	1,000 points

Grading

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Important Notes for this Course

1. A high-speed Internet connection is required for this course and is especially critical for the on-line exams.
2. You should be proficient in the use of Blackboard. Check Blackboard daily for announcements.
3. Be sure that your e-mail address on TopNet is current and is one that you check daily. This is the e-mail address that I will use to contact you.
4. Be sure to read all documents in Blackboard under Start Here and Syllabus.
5. The on-line exams are timed exams. This means you will have a limited time period to complete the questions. Once you open the exam in Blackboard, the clock starts. Multiple Choice questions will be the format for the exams.
6. The exam questions are randomly chosen from a large test bank for every single exam this means that no two exams will contain the same questions.
7. Assignments will be posted on Blackboard and in Connect.
8. The best way to contact me is through e-mail
Monday through Thursday - I will respond as soon as possible and within 24 hours.
9. When you send e-mail to me – please be sure to include on the subject line “MGT 210 ONDEMAND”. You may also call my office number. 745-5813.
10. If you have a technical problem, you need to contact the HelpDesk at Western Kentucky University: 745-7000.

Students with Disabilities

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

The Learning Center (TLC)

Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing University Center, A330) provides free supplemental education programs for all currently enrolled WKU students. TLC @ DUC offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and offers a thirty-two machine Dell computer lab to complete academic coursework. Additionally, TLC has three satellite locations. Each satellite location is a quiet study center and is equipped with a small computer lab. These satellite locations are located in Douglas Keen Hall, McCormack Hall, and Pearce Ford Tower. Please call TLC @ DUC at (270) 745-6254 for more information or to schedule a tutoring appointment or visit the [TLC webpage](http://www.wku.edu/tlc) (<http://www.wku.edu/tlc>)

The instructor reserves the right to make changes to the course as needed.