**Course:**
MG 224 Management Principles

**Assistant Professor:**
Al Souza, MBA, MPA

Office Hours:
MWF 10:00-10:50
MW 12:00-12:50
TTH 12:35-1:30, and by appointment

Phone: 859-1315
Email: souzaa@thomas.edu

**Course Description and Objectives:**
In this course, we will study management with an emphasis on contemporary issues including, but not limited to, leadership, globalization, ethics, and the impact of modern technology. We will focus on what constitutes effective management and what modern managers must be prepared to face.

At the conclusion of this course, a student should be:

- Able to discuss the history of management thought
- Recognize and understand the key functions of planning, organizing, leading and controlling
- Able to understand the need for adaptability and situational decision-making
- Able to understand the importance of building a competitive advantage.

**The Role of the Thomas College Core Competencies:**
There are four “Competencies” that students at Thomas College will excel in by the time they graduate: Communication, Leadership and Service, Analytical Reasoning and Community & Interpersonal Relations. While MG224 touches on all of these competencies, much of the course content requires development of analytical reasoning skills.

**Incorporation of E-Portfolio (From College Policy):**
E-portfolios allow students an opportunity to store work they feel demonstrates their proficiency in the four Thomas College Core Competencies of Communication, Leadership and Service, Analytical Reasoning and Community & Interpersonal Relations.
Materials for your E-Portfolio can come from class projects, extra-curricular and work experiences. Because it's an electronic format a variety of file types can be stored in the portfolios. For this course, the term paper needs to be placed in the E-Portfolio.

The E-Portfolios are set up on Google Sites on the Thomas College system. Please begin at http://www.thomas.edu/career/eportfolio.asp

**Textbook:**


**Prerequisites:** None

**Course Requirements:**

1. Be prompt and attend all classes.
2. Take notes in class.
3. Read all assigned material prior to the class hour and complete all written work by the date due.
4. Take examinations when they are scheduled. Makeup exams will be given only under unusual circumstances.

**Attendance, Homework and Classroom Involvement:**

Reading assignments must be completed before each class. Each student should maintain a notebook outlining the reading assignments and matters discussed in class. (Note taking is an essential skill to develop, so please get in the habit of taking notes!) A quiz may be given at any time on any assigned reading. Since these quizzes are usually given at the very beginning of class it is important that you be prompt to class. Tardiness to class may mean you will miss the opportunity to take a quiz. Typically, no makeup quizzes will be given. If you have a handicap or disability, please see me so that accommodations can be made.

Absences and tardiness from scheduled classes will have an adverse effect on grades as part of the learning process takes place in the classroom. Tardiness reflects badly not only on the student but is disruptive to the class, so promptness to class is expected. Should you be late, please make sure that you check with me at the end of the class as attendance was taken and you may have been marked absent. Please contact me if there is there is a legitimate reason for an absence as soon as you can. Individual assignments are due the date assigned, if assignments are not completed on time the student’s assignment grade will be lowered by one letter grade.

Students are encouraged to use their laptop for notes while in class. However, students found using their laptops for other purposes will be asked to leave the classroom and may be dropped from the course for second violations. Needless to say, other electronic devices such as cell phones, gaming devices, and MP3 players, are expected to be shut-off during class sessions.
Grading System: The following formula will be used to arrive at your Final course grade:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three exams</td>
<td>45%</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance, participation, daily work</td>
<td>15%</td>
</tr>
<tr>
<td><strong>PPT presentation</strong></td>
<td>10%</td>
</tr>
</tbody>
</table>

**PPT presentation should be put into your e-portfolio.**

*Subject to change at the instructor’s discretion.

Plagiarism and Cheating:
The following policy mirrors the student and faculty handbooks: Any form of cheating will not be tolerated. If a student is caught cheating or plagiarizing, an appropriate punishment will be administered. An appropriate punishment ranges from a failing grade on the specific project to failure of the course. The student will be informed by the faculty member, both orally and in writing after the faculty member has made the decision.

See the Thomas College Student Handbook or the Thomas College catalog for information on the college's Academic Honesty Policy.

Disabilities: Students with disabilities, whether they have medical, physical, psychological or learning challenges, who require reasonable accommodations should contact the Student Affairs office, Lisa Desautels-Poliquin, Vice-President for more information.

This syllabus is meant as a proposed plan for the semester and may need to be adjusted for cancellations due to weather, other unexpected events or for the pace of the class.

The attached course schedule of class assignments and scheduled test dates is subject to change by the instructor. It is the responsibility of each student to be aware of such changes.

Course Outline (MG 224):

<table>
<thead>
<tr>
<th>Week #</th>
<th>Topic(s) Discussed</th>
<th>Reading Assignment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro to the course; What is Management?</td>
<td>Chs. 1 &amp; 2</td>
</tr>
<tr>
<td>2</td>
<td>History of Management;</td>
<td>Chs. 2 &amp; 3</td>
</tr>
<tr>
<td>3</td>
<td>Communication Skills</td>
<td>Chs. 3 &amp; 4</td>
</tr>
<tr>
<td>4</td>
<td>Decision-Making Skills</td>
<td>Ch. 4</td>
</tr>
</tbody>
</table>
5. **Exam #1 (Chs 1-4 plus class notes)**
   (Tentative exam date: September 28th)

6. Planning and Strategic Management
   Chs. 5 & 6

7. Leadership and culture
   Chs. 6 & 7

8. Organizing Work
   Chs. 7 & 8

9. Organizing Structure
   Ch. 8

10. **Exam #2 (Chs 5-8 plus class notes)**
    (Tentative exam date: November 2nd)

11. Organizing People
    Chs. 9 & 10

12. Motivating People
    Chs. 10 & 11

13. Management Control
    Chs. 11 & 13

14. The Future of Management
    Ch. 13

15. **Comprehensive Final Exam** (Given during Scheduled Final Exam Week)

*Subject to change at the instructor’s discretion.*