

BMT 1100—Introduction to Management
Three Semester Hours

RM
08/14

PREREQUISITES:

None

COURSE OVERVIEW:

Provides introduction to effective management philosophies and concepts, including fundamental management concepts and skills, internal and external factors managers must confront in today's work ecosystem, functions of management, historical and current managerial theories, and social responsibility and managerial ethics.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Daft, Richard L., and Dorothy Marcic. *Understanding Management*. 9th ed. Cengage Learning, 2014. [ISBN: 9781285421230]

NUMBER OF LESSONS:

The course has ten lessons, including a midcourse project and a final examination. The lessons include:

- Lesson 1: Introduction to Management
- Lesson 2: The Environment of Management
- Lesson 3: Planning
- Lesson 4: Case Analyses Assignment
- Lesson 5: Midcourse Project: The SWOT Analysis
- Lesson 6: Organizing
- Lesson 7: Leading
- Lesson 8: Controlling
- Lesson 9: Problem-Solving/Decision-Making Process
- Lesson 10: Final Examination Information

TYPES OF WRITING ASSIGNMENTS:

At the end of each lesson, there are writing assignments. The purpose of these assignments is to enable you to demonstrate your comprehension of the material in the chapter as well as your ability to use the concepts in actual business-world situations. The assignments consist of two parts:

1. Multiple-choice and true/false questions covering the core concepts in the chapter.
2. An Applied Learning Assignment, which requires you to respond to three questions related to the required reading for the particular lesson.

When you have completed all parts of a lesson, you will submit all the writing assignment activities to your instructor for evaluation and grading.

GRADING CRITERIA:

Your final grade for the course will be determined using the following breakdown:

Lesson Quizzes and Applied Learning Assignments	40%
Case Analysis	10%
Midcourse Project	20%
Final Examination	30%

You should understand that I do not give you a grade, but merely act as scorekeeper. You give yourself your own grade based on your performance throughout the course on the above factors.