

**Three Rivers Community College**  
**PRINCIPLES of MANAGEMENTMGT K111**  
**Asst. Professor G. KENT HARDING**

**REQUIRED MATERIALS:**

- **TEXT - Essentials of Management, 7e** by Andrew J. DuBrin; Published South-Western, Division of Thomson Learning
- **CALCUALTOR ( occasional )**

**PREREQUISITE:** Placement score indicating ENG K101 or completion of ENG K100 with a “C” grade or better.

**COURSE DESCRIPTION:** A STUDY OF BASIC MANAGEMENT THEORY AND PRACTICE WITH EMPHASIS ON LANGUAGE, TERMINOLOGY, AND APPLICATION IN THE GLOBAL MARKETPLACE. CASE ANALYSIS WITH QUESTIONS IS A SIGNIFICANT LEARNING ELEMENT.

**INSTRUCTIONAL METHODOLOGY:**

- CLASSROOM LECTURE
- CLASSROOM DISCUSSION
  - INDIVIDUAL
  - GROUPS OF VARIOUS SIZES
- GROUP PRESENTATIONS
- CASE ANALYSIS
- HOMEWORK

**EDUCATIONAL OBJECTIVES:** TO INTRODUCE BASIC MANAGEMENT PRINCIPLES & CONCEPTS, AND THEIR APPLICATION TO THE GLOBAL MARKETPLACE.

*IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS, IT IS YOUR REponsIBILITY TO CONTACT THE DISABILITIES COUNSELING SERVICES AT 383-5240. TO AVOID ANY DELAY IN THE RECEIPT OF ACCOMMODATIONS, YOU SHOULD CONTACT THE COUNSELOR AS SOON AS POSSIBLE. PLEASE NOTE THAT I CANNOT PROVIDE ACCOMMODATIONS BASED UPON YOUR DISABILITY UNTIL I HAVE RECEIVED AN ACCOMMODATION LETTER FROM THE DISABILITIES COUNSELOR. YOUR COOPERATION IS APPRECIATED.*

**GRADING & CLASSROOM POLICIES:**

**THERE ARE NO MAKE-UPS**  
**OR**  
**EXTRA-CREDIT OPTIONS**

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- TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE SYLLABUS OR AS MAY BE ANNOUNCED IN CLASS.
- YOU MAY RECEIVE OR RETURN A TEST AFTER THE DESIGNATED DATE BUT NO LATER THAN THE NEXT SCHEDULED CLASS ONLY IF YOU MAKE APPROPRIATE ARRANGEMENTS WITH THE INSTRUCTOR PRIOR TO OR WITHIN 24 HOURS OF THE DESIGNATED DATES.
- NO ASSIGNMENTS WILL BE ACCEPTED AFTER THE CLASS FOLLOWING THE ORIGINALLY SCHEDULED DUE DATES.
- NO ONE WILL BE PERMITTED ADDITIONAL TIME TO COMPLETE AN IN-CLASS ASSIGNMENT ONCE IT HAS BEEN DISTRIBUTED WITHOUT A DISABILITIES RELEASE.

**Attendance:**

THERE IS NO SPECIFIC PENALTY FOR MISSING A CLASS. AN ATTENDANCE SHEET WILL BE DISTRIBUTED AT THE START OF CLASS FOR THE PURPOSE OF FINANCIAL AID DOCUMENTATION. THIS SHEET WILL BE THE ONLY EVIDENCE OF TIMELY ATTENDANCE.

**IF YOU DID NOT SIGN IT YOU WERE NOT IN ATTENDANCE !**

One exam will be dropped to accommodate an unanticipated absence.

- GRADING AS STATED IN THE MANUAL OF POLICY & PROCEDURES ON GRADES & QUALITY POINTS;

<b>Grading summary:</b>		
<b>Exams (4 Exams)</b> The best 3 of 4 exams are worth 20 points each	=	<b>60 pts</b>
<b>Class participation</b> (see basis at beginning of next page)	=	<b>30 pts</b>
<b>Case Discussions (2 each)</b> One page analysis of two selected cases (5 pts ea. )	=	<b>10 pts</b>
<b>Chapter Outlines</b> Total points normalized to 10 points	=	<b>10 pts</b>
<b>TOTAL POINTS</b>	=	<b>110 pts</b>

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<b>INDIVIDUAL PARTICIPATION POINT ASSIGNMENTS</b>	
-1 - absent or not prepared	<b>30 pts</b>
0 - not called upon	
1 - poor;	
2 - satisfactory;	
3 - excellent	

<b>LETTER GRADE SUMMARY *</b>				
A's	B's	C's	D's	F
110 < A > 93	90 > B+ > 86	80 > C+ > 76	70 > D+ > 66	F < 60
	87 > B > 82	77 > C > 72	67 > D > 62	
93 < A- > 89	83 > B- > 79	73 > C- > 69	63 > D- > 59	

- Numeric to Letter Grade Conversion is *BASED ON TOTAL POINTS EARNED*:

***THE DONUT CLAUSE***

**ALL ELECTRONIC PAGERS AND CELL PHONES ARE TO BE TURNED OFF OR SWITCHED TO THE SILENT MODE.**

By staying in this class, YOU AGREE to buy the entire class donuts and deliver same to the next scheduled class if any electronic device rings during class hours for any occurrence after the first. This agreement will not apply to cases in which the instructor is informed in advance of possible calls because of an emergency situation.

All other policies are as stated in the STUDENT HANDBOOK, the COLLEGE CATALOG both printed and on the WEB-SITE, and other college publications.

The Course reading and homework assignments are on the attached page.