

PRINCIPLES of MANAGEMENT BMG K-202

COURSE SYLLABUS (TR Spring 2015)

This syllabus is subject to change; notice of any changes will ONLY be provided in class

Instructor: Professor G. Kent Harding
Class Room: D-104
Class Time: 11:00am – 12:15pm
E-mail: kharding@trcc.commnet.edu

Office Hours: T 1:00-2:00pm; R 9:00-10:00am & 4:00 – 5:00pm
Office: Room C-148
Phone: (860) 215-9435

Course Prerequisites

- Qualification to take or placement in ENG K-101 or equivalent;

Course Description

Please see the TRCC course catalog for official description; the instructor’s description follows.

Principles of Management, BMG K-202, is a study of the fundamentals of management theory and practice with an emphasis on their application in the global marketplace. This course uses case analysis as the primary means of introducing the student to the terminology, language, practice and **application of the material presented** in the text.

Learning Outcomes

Principles of Management is designed to introduce the student to the characteristics and practices of general managers presented in a format structured around the topics of **planning, organizing, staffing, leading** and **controlling**. Actual cases provide the basis for the clarification and application of chapter content presented in the text. Upon successfully completing the course, students should be able to:

- identify and apply the appropriate text language, terms and concepts to the case;
- identify factual content in the case;
- infer relevant content from the case’s description of the situation, personalities and issues;
- identify additional data and information applicable to addressing case issues; and
- define an appropriate course of action to address the issues(s) raised by the case.

Required Texts and other Materials/Supplies

Essentials of Management, 9ed. By Andrew J. DuBrin; Published by South-Western, CENGAGE LEARNING

Grading

Students will be randomly assigned to teams of no more than four and no less than 2 students and will be graded on a team basis where noted below and as will be explained in class. Students will be evaluated using the following with related points applied to computing the final grade:

Course Grading					
Activity	Number	Adjustments *	Team Points	Individual Points	Student Total Points / %
Exams	4	Lowest dropped	0	300	300 / 45%
Team Participation	30	Point allocation determined by team leaders	60	Team Member Determined	60 / 15%
Team Paper	9		900		300 / 25%
Team Leader Paper	3	None	0	300	300 / 10%
Attendance	45	3 absences allowed	0	42	42 / 5%

*** See the details below**

THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS

NO ASSIGNMENT WILL BE ACCEPTED AFTER THE CLASS FOLLOWING THE SCHEDULED DUE DATE.

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Grading (con.t)

- **Exams** –
 - All students are required to take the first three of four exams. Any student who has accumulated a grade of 93 (93%) which is an “A” may not take last exam. All other students must take the last exam and the lowest of the first three exams will be discarded in computing their exam points.
 - TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET **OR AS MAY BE ANNOUNCED IN CLASS.**
 - All exam answer forms will be collected at the beginning of the class on the due date.
 - Exam forms submitted after the class on the scheduled due date are late and will be penalized 5 points.
 - Exam forms that are not machine readable or are not correctly completed will be penalized 5 points.
- **Team Assignments - General**
 - 40 % of the final grade is determined by aggregate performance of the two to four member teams described previously.
 - The course will comprise 12 cases that are assigned for written analysis plus discussion and up to three cases that are assigned for discussion only.
 - Each team member will be designated as team leader for three of the 12 cases designated for written analysis.
 - The team leader is expected to coordinate the entire team’s preparation of the case analysis and not to prepare that analysis on their own.
 - Each written case analysis will be graded on a 100 point scale using the criteria distributed in class.
 - The case analysis grade will be recorded for both the team and for the team leader resulting in a maximum of 1,200 points for the team and a maximum of 400 points for the team leader.
 - Computation of the written analysis portion (25%) of the final grade will be adjusted for cases that are not submitted because a team leader for that case is not attending or has withdrawn.
- **Team Assignments – Written Case Analysis**
 - The team grade will be computed by dividing the total of the points the team earns by the sum of 100 times the number cases submitted.
 - Each team member will confidentially grade the performance of their team mates as will be described in class.
 - A team member may receive a team based grade that is greater than, equal to or less than the team grade.
- **Team Assignments – Participation**
 - Each team is expected to be prepared to discuss the issues of the assigned case and to defend the recommendations that are made to address the case issue(s) and answer questions posed by the instructor on the same.
 - Comments will be evaluated on a scale of zero to four points.
 - Total team points are the sum of the points earned by the team leader and any team members.
 - Each team is expected to average five points per case but may earn more or less on any given case.
- **Attendance** –
 - 5% of the final grade is earned by attending each class.
 - Three absences are permitted.
 - An attendance sign in sheet will be distributed approximately 5 minutes after the scheduled start of class.
 - Any student not signing the sheet will be considered as being absent.
 - This sheet will be the only evidence of attendance in this course and will be used to document your attendance for financial aid or other externally required purposes. It may also be used to substantiate the reason for a poor or failing grade performance.

The final course letter grade will be determined from the accumulated points as given in the following table -

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LETTER	BASE	-	+
A	93+ -100	90 - 93	NONE
B	83+ - 86	80 – 83	87 - 89
C	73+ - 76	70 – 73	77 - 79
D	63+ - 66	60 - 63	67 - 69
F	BELOW 60 POINTS		

Due Dates

Due dates are as shown in the attached assignment sheet(s) and are subject to change. **Changes will only be announced in class.** The student is responsible for maintaining currency on all assignment due dates. If a class is cancelled for some reason, expect to do the work and turn in any assignments associated with the cancelled class in the following session. The student may obtain an assigned test by postal mail (e-mail corrupts some content and may therefore not be available) and may return an assigned test by postal mail if and only if arrangements, including the student's mailing address, have been made with the instructor sufficiently far in advance (at least one week). Students may submit their written case analysis by e-mail. The date of the e-mail will constitute the submission date. Only students having previously submitted a disability release will be granted any accommodation (generally extended time or relocation) for in-class assignments. No accommodation will be given for take home assignments.

Academic Honesty

All students are expected to adhere to the institutional policies pertaining to student conduct as describe in college catalog. Each graded assignment will include the following statement: "I have neither given nor received any assistance from or to any source or person not authorized by my instructor." Signed (and your signature). Violation of this agreement will result in the immediate removal from this course and a grade of F.

College Policies

THIS SYLLABUS IS A SUPPLEMENT OF AND IS SUBORDINATE TO THREE RIVERS COMMUNITY COLLEGE'S (TRCC) POLICY AND PROCEDURES DOCUMENTS – THE STUDENT HANDBOOK, THE COLLEGE CATALOG AND ALL OTHERS – EITHER PRINTED OR AVAILABLE ON THE COLLEGE'S WEB SITE. TRCC POLICIES AND PROCEDURES SHALL BE THE FINAL BASIS FOR RESOLVING ALL ISSUES PERTAINING TO THE STUDENT'S PARTICIPATION IN THIS COURSE AND SHALL OVERRIDE ANY CONFLICTING COMPONENTS OF THIS SYLLABUS, INCLUDING ANY ATTACHED DOCUMENTS.

Digication Statement

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a "place" where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. The computer link is - http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/PDF/Digication_Access.pdf. Have fun in learning.

Accommodations

Accommodations for disabilities, religious practices or other reasons will be granted in accordance with TRCC policies and procedures. The student is responsible for following those procedures and providing the instructor with the appropriate documentation necessary to provide the requested accommodation. Please note that accommodations cannot be provided until you provide written authorization from a **Disabilities Service Provider**.

ATTACHMENTS: Course assignment sheet