

Three Rivers Community College

Syllabus

Principles of Management – BMG K202

Monday Evenings

6:30 to 9:15

Mohegan Campus – Room 313

Instructor: Armand Giroux, MBA

**Phone (860) 739 – 9227
Until 9 PM**

E MAIL: lisarm8@sbcglobal.net

Academic Calendar Notes:

Monday, September 8	This Class Begins
October 13 (Columbus Day)	College Closed
November 24	Regular Class
November 25 - 30 (Thanksgiving)	No Classes Scheduled
December 22	Last Day of Classes

Course Description:

Fundamental principles of management and business operations are discussed with emphasis placed on management orientation, policy making, practical problem analysis, and philosophy. Attention also centers on the following: planning, organizing, directing and leading, controlling, budget functions, qualitative and quantitative decision-making, and financial analysis.

Instructional Approach: Classroom lectures, text and video cases, internet research, regular assignments and LOTS of interpersonal classroom participation.

Text:

“Contemporary Management” - Jones and George, 5th edition, Copyright 2008, - McGraw-Hill/Irwin Publishers. (This text is required for admission to this course.)

Learning Outcomes and Course Objectives:

Introduce the fundamental and changing roles of the contemporary manager.

Understand and appreciate the complexities of managing in a changing technological environment; develop strategies for success.

Instill and cultivate an interest in the field of Management through application of text materials to case scenarios and real-life organizational situations.

Develop a preliminary, yet effective competency skill set for use in current/future management situations/opportunities.

Understand the importance of diversity, ethics and social responsibility in management decision making including financial reporting.

Learn and apply skills for effective teamwork, task and people management.

Learn the importance of International considerations in Management.

Course Withdrawal Policy:

A student may withdraw with the additional signature of his/her advisor until December 15.

Disabilities Statement:

If you have a hidden or visible disability which may require classroom or test-taking modification(s), please see the instructor as soon as possible. If you have not already done so, be sure to notify the disabled student counselor beforehand.

Attendance Policy:

Attendance recording at TRCC is mandatory. Attendance at and participation in every complete class, including punctual arrival, is expected of all students. While each student is expected to maintain all course requirements, ONE absence is allowed. Thereafter, each absence after the first will result in a course grade point loss. Two late arrivals or early departures (more than 10 minutes) or combination thereof will be treated as an absence. **REMEMBER:** You cannot possibly participate in class if you aren't present.

Grading and Evaluation:

A. Final course grades will be based on weighted scores as follows: (Plus/minus Grades will be utilized)

Exam One.....	15%
Presentation of "Leadership Search Project".....	30% (Details on page 5)
Class Participation.....	10%
Mid-Term Exam.....	20%
Final Exam.....	25%

B. There will be NO MAKE UP for missed exams, except in those cases of serious, unavoidable, personal emergency, and only when approved by the instructor. **All make-up** exams will be assigned a 10 point exam grade reduction.

C. Scoring Value:

<u>Grade</u>	<u>Equivalent</u>	<u>Quality Points</u>			
A	94-100	4.0	C+	77-79	2.3
A-	90-93	3.7	C	73-76	2.0
B+	87-89	3.3	C-	70-72	1.7
B	83-86	3.0	D+	67-69	1.3
B-	80-82	2.7	D	63-66	1.0
			D-	60-63	0.7
			F	59/less	0.0

(Questions concerning this grading summary are to be raised during the first class.)

Course Outline and Schedule:

Week 1 (9/8)	Managers and Managing (plus pages 306-311 SWOT Analysis)	Chapter 1
Week 2 (9/15)	Evolution of Management Thought Values, Attitudes, Emotions and Culture “The Manager As A Person”	Chapters 2 & 3
Week 3 (9/22)	Ethics and Social Responsibility (plus pages 555-558)	Chapter 4
Week 4 (9/29)	Managing Diverse Employees (EXAM ONE)	Chapter 5
Week 5 (10/6)	Managing in the Global Environment	Chapter 6
Week 7 (10/13)	No Class – Columbus Day	
Week 8 (10/20)	Decision-Making/Planning/Strategy (Mid-Term Exam-This week or next)	Chapters 7 & 8
Week 9 (10/27)	Value Chains/Managing Structures & Cultures	Chapters 9 & 10
Week 10 (11/3)	Organizational Control and Change/ HRM	Chapters 11 & 12
Week 11 (11/10)	Motivation/Performance/Leadership	Chapters 13 & 14
Week 12 (11/17)	Managing Groups and Teams/Communications	Chapters 15 & 16
Week 13 (11/24)	Catch Up Week – Managing Conflict/Politics Using Advanced I T	Chapters 17 & 18

Week 14 Course “Catch Up” and Review for Final
(12/1)

Week 15 **Final Exam**
(12/8)

Leadership Search Project: (30 % of your final course grade)

Each student is required to select and to research a commonly known person (historically or contemporarily – examples of this (which you cannot use) are President John Kennedy and Andrea Jung, respectively. Your “Leader” must be/must have been notorious for his/her ability to successfully manage and to motivate individuals, groups and organizations to “willingly” undertake actions set forth by your leader.

Your task is to conduct research about your “Leader” and to summarize your findings in a (minimum) 15 minute presentation in a format of your choice.

The personal history portion of your “Leader” is limited to 2 minutes while the remaining time is to be devoted to specific examples of Leadership which were exhibited by your selection.

(More direction and guidance will be provided by the instructor)

Remember: The best way to digest an elephant is “one bite at the time !!”

The Instructor reserves the right to reassign Chapter sequences and dates, depending upon class progress and interest as a group.

GOOD LUCK IN THE COURSE

