

Three Rivers Community College
PRINCIPLES of MANAGEMENT - BMG K202
Monday and Wednesday 9:30am – 10:50am
Fall, 2007, Syllabus distributed by Professor Gregory F Petranek
This syllabus is subject to change; notice of any changes will be provided in class

Revised 09/02/2007 (Revision 1 - Participation points clarified)

REQUIRED MATERIALS:

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

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

COURSE DESCRIPTION: A study of the fundamental principles of management and business operations with an emphasis on management orientation, policy making, practical problem analysis, and philosophy in the global marketplace. This course uses lecture/seminar, group discussion, and case analysis as the primary means of introducing the student to the terminology, language, practice and application of the material presented in the text.

ADDITIONAL COURSE OBJECTIVES and OUTCOMES – upon completion of the course the student should be able to:

- define and apply the appropriate text language, terms and concepts to management problems and solutions;
- infer relevant content from the text and case descriptions of situations, personalities and issues;
- identify data and information applicable to addressing management and case issues; and
- define an appropriate course of action to address issues(s) raised by a case study;

INSTRUCTIONAL METHODOLOGY:

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

DISABILITY STATEMENT: IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS. IT IS YOUR RESPONSIBILITY 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 MAY NOT 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-UP OR EXTRA-CREDIT OPTIONS
One exam will be dropped

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- **TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET OR AS MAY BE ANNOUNCED IN CLASS.**
- **No assignment will be accepted after the class following the originally scheduled due date. Assignments turned in after the class but before the next class will lose one full point before grading.**
- **No one without a DISABILITIES RELEASE will be permitted additional time to complete and in-class assignment once it has been distributed.**

ATTENDANCE: An attendance sheet, after the first class, 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 !**

GRADING: Grading is as stated in the Manual of Policy & Procedures on Grades & Quality points; the following table presents the point basis for the course.

Grading summary:		
<u>Exams</u> - The best 3 of 4 exams (worth 15 points each)	=	45 pts
<u>Class participation</u> (the basis for grading is in the table following this one)	=	30 pts
<u>Written Case Preparations</u> - Analysis of two assigned cases (7.5 points each)	=	15 pts
<u>Chapter Questions</u> - Each set worth 1 point	=	14 pts
TOTAL POINTS	=	104 pts

INDIVIDUAL PARTICIPATION POINT ASSIGNMENTS	
0 - absent or not prepared	<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">30 pts</div> Note: There are 27 classes you can get 1 point for participation. There are 3 unpublished days you can get 1 additional point for participation.
1 - excellent	
2 – (3 non-published days) excellent	

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

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LETTER GRADE SUMMARY (per policy manual)				
A's	B's	C's	D's	F
A 104 - 93 A- 92 - 89	B+ 88 - 86 B 85 - 82 B- 81 - 79	C+ 78 - 76 C 75 - 72 C- 71 - 69	D+ 68 - 66 D 65 - 62 D- 61 - 60	F < 60

ALL ELECTRONIC PAGERS, CELL PHONES AND OTHER ELECTRONIC DEVICES ARE TO BE SWITCHED TO A SILENT MODE.

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

Written Assignments:

Chapter questions – Double spaced 12 font Times New Roman with 1” margins. Name, instructor name, and date on the top right of all pages. Place the question number in bold then the answer limited to 250 words. Use correct grammar, punctuation, and sentence and paragraph structure.

Case Analysis - Double spaced 12 font Times New Roman with 1” margins. Format per the handout. Name, instructor name, and date on the top right of all pages. Maximum word count 1000 for entire paper. Use correct grammar, punctuation, and sentence and paragraph structure.

Exams - Same as Chapter Questions except 500 word maximum for each question.

ATTACHMENTS:

- HOMEWORK ASSIGNMENT SHEET**
- CASE STUDY LEARNING METHOD (WebCT)**

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 MONDAY & WEDNESDAY 9:30am - 10:50am FALL 2007 Inst: Gregory F Petranek
HOMEWORK ASSIGNMENTS

DUE DATE	CHAPTER READING DUE	HOMEWORK DUE	
		Chapter Questions	
08/27/07	NONE		INTRODUCTION
08/29/07	Ch.1 complete	Yes	Odd "Questions" on page 28.
09/03/07	LABOR DAY HOLIDAY - NO CLASS		
09/05/07	2	Yes	Even "Questions" pg 64 + <u>Thinking Question #2</u> Critical
09/10/07	3	Yes	<u>Odd "Questions" pg 94</u>
09/12/07	NONE	NO	<u>Read and prepare to discuss "Case 3-B: "eBay Battles eScam"+ Bullet Questions 1, 3 ,and 4</u>
09/17/07	4	Yes	<u>Even "Questions" pg 128 + Critical Thinking #2</u>
09/19/07	REVIEW 1, 2, 3, & 4	NONE	<u>Be prepared to discuss Internet Skill Building Exercise "Ethical Product Promotion" pg 130</u> <div style="background-color: #FFFF00; text-align: center; padding: 2px;">TEST # 1 DISTRIBUTED</div>
09/24/07			<div style="background-color: #FFFF00; text-align: center; padding: 2px;">TEST # 1 DUE AT THE BEGINNING OF CLASS</div> NONE PLANNING LECTURE
09/26/07	5	Yes	<u>Even "Questions" on pg. 163</u>
10/01/07	6	Yes	<u>Odd "Questions" on pg. 201</u>
10/03/07	7	No	<u>Read and prepare to discuss "Case 7-B: "LIFO vs FIFO..." Questions 1 and 2</u>

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10/08/07		COLUMBUS DAY HOLIDAY - NO CLASS	
10/10/07	8	Yes	Odd "Questions pp 257 and 258 +
10/15/07	9	No	Be prepared to discuss Chapter 9
10/17/07	REVIEW 5, 6, 7, 8 & 9	NONE	Write a case analysis using the handout for Case Problem 9B pg 294/295 Question 1
TEST # 2 DISTRIBUTED			
10/22/07	TEST # 2 DUE AT THE BEGINNING OF CLASS		DISCUSSION OF CURRENT MANAGEMENT ISSUES
10/24/07	10	Yes	Odd "Questions" 3, 5, and 7 pg 328
10/29/07	11	Yes	Odd "Questions" pp 362 and 363
10/31/07	12	No	Read and prepare to discuss Case Problem 12A, "Rewards and Recognition..." Questions 1, 2, 3
11/05/07		No	Conduct "Skill Building Exercise 12A, "Recognizing the good work..." Discuss your results
11/07/07	13	Yes	Odd "Questions" pg 437
11/12/07		No	Read and prepare to discuss CASE 13-A; "The Scrutinized..." Questions 1, 2, and 3
11/14/07	REVIEW 10, 11, 12 & 13	NONE	Critical Thinking Question 2 pg 437
TEST # 3 DISTRIBUTED			
11/19/07	TEST # 3 DUE AT THE BEGINNING OF CLASS		DISCUSSION OF CURRENT MANAGEMENT ISSUES
	NONE	NONE	
11/21/07		PRE-THANKSGIVING - NO CLASS	
11/26/07	14	NONE	Write a case analysis using the handout for Case Problem 14B pg 474/475 Questions 1, 2 and 3

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11/28/07	15	Yes	<u>Even "Questions" pg 507</u>
12/03/07	16	Yes	<u>Odd "Questions" pg 539</u>
12/05/07	17	No	<u>Read and prepare to discuss CASE 17-A;</u> <u>"Meridian Workers..." Questions 1, 2, and 3</u>
12/10/07	REVIEW 14, 15, 16 ,17	NONE	<u>"Question" 1 pg 569</u>
TEST # 4 DISTRIBUTED			
12/17/07	TEST # 4 DUE AT THE BEGINNING OF CLASS		