

# Principles of Management

# Syllabus

On-Ground

Tues./Thurs. 11:00 –12:15 p.m., Room D210

Fall Semester 2014

Professor: Larry A. Flick

**College Office:** 860-215-9426 (in office on Tues. & Thurs.)

**Home Phone:** 860-635-0044

**Cell Phone:** 203-858-6672 (best number to reach me)

**e-Mail:** lflick@trcc.commnet.edu (however, please use the Bb Learn message system)

**Office Hours:** Make an appointment

**Course Web Site:** <http://my.commnet.edu>

**Required Text:** Management 11e, By Richard L. Daft, Published by Cengage Learning. Print Edition (hardcover and other options) ISBN: 9781285068657; MindTap ISBN 9781285515465. You can buy the hardcover and MindTap combination at our TRCC Book Store or go to <engagebrain.com> and plug in the above ISBN numbers separately for other options.

## **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 will also center on the following management functions: planning, organizing, leading, and controlling.

## **Rational:**

The manager's primary responsibility is to achieve the goals of the organization. This requires skills in decision-making and a mastery of the planning, implementation, and control process. Managers must accomplish organizational goals through people. Therefore, managers need knowledge of and skills in motivation, communication, staffing, organizing, and leadership. The intent of this course is to cover the basic concepts in management and to apply these concepts to practical situations.

## Objectives:

- To acquaint students with:
  - Elements of management that are basic to the successful operation of a variety of organizations;
  - Principles of leadership, communication, decision-making, motivation, planning, problem- solving, and organizational structure.
- To assist students to further understand the:
  - Attitudes, skills, and tools of management;
  - Vocabulary and concepts used by managers.

## Grades:

- There will be 5 Exams given on Bb during the semester. Please see the "Class Schedule" for details. No make-ups will be given. You are required to take all exams. The breakdown in points is given below.
- Two written Essay assignments will be required (see Class Schedule). These assignments will count 10% each for a total of 20% of your grade.
- The General Patton Exercise will be worth 10% of your grade.
- Attendance & Participation will be worth 20% of your grade.

## Grading summary:

<b>Assignments / Exams:</b>	<b>Percentage</b>
5 Exams worth 10% each	50%
2 Papers worth 10% each	20%
General Patton Exercise	10%
Discussion Board Questions	10%
Attendance & Participation	10%

## Grading Scale

Letter Grade	Numerical Guide
A Excellent	94-100
A-	90-93
B+	87-89
B Good	84-86
B-	80-83
C+	77-79
C Average	74-76
C-	70-73
D+	67-69
D Below average	64-66
D-	60-63
F Failure	59 or below

### Academic Integrity:

Any student who cheats on an exam will receive a grade of ZERO for the exam. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College. With our online students, you will be expected to do your own work without collaboration with others. Online tests will be taken with the utmost integrity following all instructions provided.

### Honor Code:

During this course all assignments (quizzes, written reports, & exams) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Reports and exams are not to be collaborative efforts. Students must agree to write their own papers and take the exams according to the rules set fourth.

### Procedure for Class Cancellation

The Professor will post any cancellation on the Bb class site.

**Withdrawal Policy:**

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students may withdraw from class without the instructor's signature through the tenth week of class. The signature of a faculty member or advisor is required from the beginning of the eleventh week until the end of the thirteenth week. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar. Verbal withdrawals cannot be accepted.

**Disabilities Statement:**

If you have a hidden or visible disability, which requires classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to register with the Disabled Student Counselor.

**Learning Portfolio (Digication) Requirement**

All students are required to maintain an online learning portfolio using a TRCC designed template. Through this electronic tool students can see their own growth in college wide learning. The student can keep an continue to using the Digication account after graduation. A Three Rivers General Education Assessment Team will select random works to improve the college experience for all. No names will be attached to the assessment work, it will remain private and anonymous for college improvement purposes. In class outlines students will find recommended assignments which support various college wide learning abilities. The student will have a tool which can integrate their learning from the classroom, college, and life and allow for another opportunity of learning at TRCC! Students will be able to make multiple portfolios.