

Three Rivers Community College  
**PRINCIPLES of MANAGEMENTMGT K111**  
**SPRING 2004 4 CREDITS**  
**Asst. Professor G. KENT HARDING**

**REQUIRED MATERIALS:**

- **TEXT** - Essentials of Management, 6e by Andrew J. DuBrin; Published South-Western, Division of Thomson Learning
- **CALCULATOR** ( occasional )

**PREREQUISITE: NONE**

**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 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 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**

One exam and at least one quiz will be dropped to accommodate an unanticipated absence. Absence during an exam or quiz is an automatic zero.

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

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- **FINAL GRADE COMPUTED AS FOLLOWS:**
  - (45 PTS) EXAMS ( 4 ) NORMALIZED TO 100 POINTS EACH. THE LOWEST EXAM WILL BE DROPPED
  - (15 PTS) FINAL – IN CLASS GROUP CASE PRESENTATION
  - (20 PTS) QUIZZES WILL VARY IN GRADE, TOTALED & NORMALIZED TO 100 POINTS (AT LEAST 1 GRADE DROPPED)
  - (10 PTS) PAPERS ( 2 ) 1 PAGE ANALYSIS OF A SELECTED CASE
  - (10 PTS) CHAPTER OUTLINES
  - (10 PTS) CASE QUESTIONS
- **Numeric to Letter Grade Conversion *BASED ON TOTAL POINTS EARNED*:**

	B+ 87 TO 89	C+ 77 TO 79	D+ 67 TO 69
A 93 TO 100	B 83 TO 86	C 73 TO 76	D 66 TO 60
A- 90 TO 92	B- 80 TO 82	C- 70 TO 72	

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

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

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**PRINCIPLES of MANAGEMENT**  
 SPRING 2004    Revision 01/28/04  
**HOMEWORK ASSIGNMENTS**

DUE DATE	READ CHAPTER	CHAPTER - HOMEWORK
JAN 28	NONE	INTRODUCTION
FEB 4	CHAPT. 1 & CASE A	OUTLINE C-1, CASE 1-A; ALL QUESTIONS
	CHAPT. 2 & CASE A & B	OUTLINE C-2, CASE 2-B; ALL QUESTIONS
FEB 11	CHAPT. 3 & CASE A	OUTLINE C-3, CASE 3-A; ALL QUESTIONS
	CHAPT. 4	OUTLINE C-4, CASE 4-A; ALL QUESTIONS
FEB 18	REVIEW	REVIEW
	1, 2, 3, 4	TEST # 1
FEB 25	CHAPT. 5 & CASE B	OUTLINE C-5 CASE 5-B; ALL QUESTIONS
	CHAPT. 6 & CASE B	OUTLINE C-6 CASE 6-B; ALL QUESTIONS
MAR 3	CHAPT. 7 & CASE B	OUTLINE C-7 CASE 7-B; ALL QUESTIONS
	CHAPT. 8 & CASE A & B	OUTLINE C-8 CASE 8-A; ALL QUESTIONS
MAR 10	CHAPT. 9 & CASE B	OUTLINE C-9 CASE 9-B; ALL QUESTIONS
	CHAPT. 10 & CASE B	OUTLINE C-10 CASE 10-B; ALL QUESTIONS
MAR 17	NO CLASS	SPRING BREAK
MAR 24	REVIEW	REVIEW CASE MEMO # 1 DUE
	5, 6, 7, 8, 9, 10	TEST # 2
MAR 31	CHAPT. 11 & CASE B	OUTLINE C-11 CASE 11-B; ALL QUESTIONS
	CHAPT. 12 & CASE A	OUTLINE C-12 CASE 12-A; ALL QUESTIONS DO SELF ASSESSMENT EXERCISE PG-343
APRIL 7	CHAPT. 13 & CASE A	OUTLINE C-13 CASE 13-A; ALL QUESTIONS
	CHAPT. 14 & CASE A	OUTLINE C-14 CASE 14-A; ALL QUESTIONS
APRIL 14	REVIEW	REVIEW
	11, 12, 13, 14	TEST # 3
APRIL 21	CHAPT. 15 & CASE B	OUTLINE C-15 CASE 15-A; ALL QUESTIONS
	CHAPT. 16 & CASE B	OUTLINE C-16 CASE 16-A; ALL QUESTIONS
APRIL 28	CHAPT. 17 & CASE B	OUTLINE C-17 CASE 17-B; ALL QUESTIONS
		<i>GROUP PRESENTATION WORK PERIOD</i>
MAY 5	REVIEW 15, 16, & 17	TEST # 4
		CASE MEMO # 2 DUE
		<i>GROUP PRESENTATION WORK PERIOD</i>
MAY 12	NONE	FINAL – GROUP PRESENTATIONS

# INTRODUCTION to MANAGEMENT

## END of CASE QUESTIONS

Part of your assignment is to prepare written answers to the designated case(s) appearing at the end of each chapter. You should answer the following additional questions for all assigned cases:

1. How does the case relate to the concepts presented in the chapter?
2. How does the case relate to the four basic management concepts of the course:
  1. PLANNING
  2. ORGANIZING & STAFFING
  3. LEADING
  4. CONTROLLING

Use specific case material to support your answers to all questions - Remember, the **defense** of your answer is the focus of the grade!