

SYLLABUS

PRINCIPLES OF MANAGEMENT-MGT.K111 (3 semester hour credit)

Wednesday (Starting Jan 26 2005) - Wednesdays 6:30 PM to 9:15 PM
Thames Campus, Room 211

Instructor- Alan D. Spargo

Phone # days (860) 388-0015 Eves & Wknds (860) 388-2976

Office hours - Weds. @ 6:00PM or by appointment

Text-"Essentials of Management" 6th edition

Author- Andrew J. DuBrin

Published by South-Western Publishing

Course Description-

Fundamental principles of management and operations are discussed with an emphasis placed on management orientation, policy making, problem analysis, ethics (given the problems of Enron, World-Com, Quest and the like) and philosophy. While business management will be the preliminary focus of the course, we will relate the materials to not-for-profit organizations and the public sector. In addition, attention is centered upon planning, organizing, directing or leading, controlling, budgeting, decision making and financial analysis.

Attendance

This course meets on each Wednesday evening for 16 weeks, except on March 23 (Spring vacation), starting on January 26, 2005 and concluding on May 25, 2005. However, we are scheduled for a Final on May 25.

Because the class meets just once a week for only two hours and thirty minutes, attendance is critical. Therefore any student who has three (3) unexcused absences can expect to have his or her grade reduced by one half a grade point. (examples B to a B- or C- to a D+) Any additional unexcused absences will result in a reduction of one half a grade point for each absence.

Withdrawals

Withdrawals from this course will be in strict conformance with the College Withdrawal Policy (see Catalog).

Grades

There will be 5 quizzes given during the course which will constitute at between 55-65% of the grade for the course. There will be one or two projects that will constitute 20-25% of the grade. Participation and preparation will be a significant component of the remainder. Attendance and promptness are assumed and a lack thereof can negatively impact your final grade. The instructor reserves the right to change the above standard and to vary it to include other projects, reports and an all comprehensive final examination.

SCHEDULE

WEEK OF:

Managing for Personal Effectiveness

1/26/05 Ch.17 Managing Personal productivity & stress

Introduction to Management

2/2/05 Ch.1 The Manager's Job

2/9/05 Ch.2 International Mgt, cultural diversity & etc
TEST

2/16/05 Lincoln's Birthday

2/23/05 Ch.3 Information Technology & the Internet

3/2/05 Ch.4 Ethics & Social responsibility
TEST

Planning & Decision Making

3/9/05 Ch.5 Essentials of Planning

3/16/05 Ch.6 Problem solving & decision making

3/23/05 vacation Supplemental assignment

3/30/05 Ch.7 Quantitative Techniques & decision making
TEST

Organizing

4/6/05 Ch. 8 Job Design & Work Schedules

4/13/05 Ch.9 Organization Structure and Culture
Research paper due

4/20/05 Ch.10 Staffing & Human Resources Mgt.
TEST

LEADING

4/27/05 Ch.11 Leadership

5/4/05 Ch.12 Motivation

5/11/05 Ch.13 & Ch.14 Communication, Teams & teamwork
Major Report Due

Controlling

5/18/05 Ch.15 & 16 Controlling (Presenting Major Report)
& Managing ineffective performers

5/25/05 Presenting Major Report & Final test