

## **PRINCIPLES of MANAGEMENTMGT - BMG K202**

Spring, 2008, Syllabus distributed by Associate Professor G. KENT HARDING

This syllabus is subject to change; notice of any changes will be provided in class

### **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 fundamentals of management theory and practice with an emphasis on their application in the global marketplace. This course uses case analysis as the primary means of introducing the student to the terminology, language, practice and application of the material presented in the text.

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

- identify and apply the appropriate text language, terms and concepts to the case;
- identify factual content in the case;
- infer relevant content from the case’s description of the situation, personalities and issues;
- identify additional, desirable data and information applicable to addressing case issues; and
- define an appropriate course of action to address the issues(s) raised by the case;

### **INSTRUCTIONAL METHODOLOGY:**

- CLASSROOM LECTURE
- CLASSROOM DISCUSSION
  - INDIVIDUAL
  - GROUPS OF VARIOUS SIZES
- PREPARATION OF WRITTEN CASE ANALYSIS

**DISABILITY STATEMENT:** IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS. IT IS YOUR REponsibility 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 to accommodate an unanticipated absence**

- **TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET OR AS MAY BE ANNOUNCED IN CLASS.** You may return a test after the designated due date but no later than the beginning of the class in which the graded tests are returned **ONLY IF** you make appropriate arrangements with the instructor **PIOR TO OR WITHIN 24 HOURS** of the class during which the test is distributed. Notice may be provided by e-mail or phone message.

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- No assignment will be accepted after the class following the originally scheduled due date;
- 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 will be distributed at the start of class for the purpose of financial aid documentation only. 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.

<b>Grading summary:</b>		
<b><u>Exams</u></b> - The best 3 of 4 exams (worth 20 points each)	=	60 pts
<b><u>Class participation</u></b> (the basis for grading is in the table following this one )	=	30 pts
<b><u>Written Case Preparations</u></b> - Analysis of two assigned cases ( normalized to 5 points each )	=	10 pts
<b><u>Chapter Outlines</u></b> - Total points normalized to 10 points	=	10 pts
<b>TOTAL POINTS</b>	=	<b>110 pts</b>

<b>INDIVIDUAL PARTICIPATION POINT ASSIGNMENTS</b>	
-1 – Uninformed absent or not prepared	<b>30 pts</b>
0 - not called upon	
1 - poor;	
2 - satisfactory;	
3 - 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
110 < A > 93	90 > B+ > 86 87 > B > 82	80 > C+ > 76 77 > C > 72	70 > D+ > 66 67 > D > 62	F < 60
93 < A- > 89	83 > B- > 79	73 > C- > 69	63 > D- > 59	

## ***THE DONUT CLAUSE***

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

By staying in this class, YOU AGREE to buy the entire class DONUTS and deliver same to the next scheduled class if any electronic device rings during class hours for EVERY occurrence after the first. This agreement will not apply to cases in which the instructor is informed in advance of possible calls because of an emergency situation.

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

### **ATTACHMENTS;**

- ASSIGNMENT SHEET;
- CONTACT SHEET