

Three Rivers Community College
PRINCIPLES of MANAGEMENTMGT - BMG K202

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, 8e** by Andrew J. DuBrin; Published by CENGAGE 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

GRADING

THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS

(Grading is subject to change. Changes will be announced in class)

- **EXAMS** – Five exams are planned for this course. The exam with the lowest grade will be excluded in calculating your total points from exams. Exams will count for 60 points toward your final grade.
- **PARTICIPATION** – participation points are earned by:
 - providing correct answers to questions directed to you personally;
 - providing correct answers to questions directed to the overall class;
 - identifying relevant issues raised in the assigned case; and
 - the quality of your contribution in class discussions.

Each contribution will be graded as described in the chart below. Participation will count for 30 points toward your final grade.

INDIVIDUAL PARTICIPATION POINT ASSIGNMENTS	
-1 – Uninformed absence or not prepared	30 pts
0 - not called upon	
1 - poor;	
2 - satisfactory;	
3 - excellent	

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- **CHAPTER OUTLINES** – You may receive a maximum of 2 points for each written chapter outline submitted on the due date. Based upon the instructors judgment of the quality of your outline you may earn from zero to two points each. Chapter outlines will count for 10 points toward your final grade.
- **WRITTEN CASE ANALYSIS** – you will be assigned two cases to analyze and submit a written report. The assignment will be random and is described in a supplemental handout (see J. C. Penney case handout). Each report will be graded separately and each will count for five (5) points toward your final grade.
- **SUMMARY** – The following chart summarizes the accumulation of points toward your final grade. Once you have accumulated 93 points you will have earned an A and not points will be deducted from this total.

Grading summary:		
<u>Exams</u> - The best 4 of 5 exams (worth 15 points each)	=	60 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 (normalized to 5 points each)	=	10 pts
<u>Chapter Outlines</u> - Total points normalized to 10 points	=	10 pts
TOTAL POINTS	=	110 pts

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