

# PRINCIPLES of MANAGEMENT BMG K-202

## COURSE SYLLABUS (Spring 2013)

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

**Instructor:** Professor G. Kent Harding

**Class Room:** D - 122

**Class Time:** TR 11:00am – 12:15m

**Office Hours:** TR 9:30-10:30am & W 4:30 – 5:30pm

**Office:** Room C-148

**Phone:** (860) 885-2382

**E-mail:** kharding@trcc.commnet.edu

### Course Prerequisites

- ENG K-100 or equivalent;

### Course Description

Please see the TRCC course catalog for official description; the instructor's description follows.

Principles of Management, BMG K-202, is 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.

### Learning Outcomes

Principles of Management is designed to introduce the student to the characteristics and practices of general managers presented in a format structured around the topics of **planning, organizing, staffing, leading** and **controlling**. Actual cases provide the basis for the clarification and application of chapter content presented in the text. Upon successfully completing the course, students 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 data and information applicable to addressing case issues; and
- define an appropriate course of action to address the issues(s) raised by the case.

### Required Texts and other Materials/Supplies

*Essentials of Management, 9ed.* by Andrew J. DuBrin; Published by South-Western CENGAGE Learning

### Performance (Grade) evaluation

Students will be evaluated using the following with related points applied to computing the final grade:

**Exams (lowest grade dropped) \_\_\_\_\_ 60 points**

**Team Class Participation \_\_\_\_\_ 40 points**

**Written Case Reports \_\_\_\_\_ 10 points**

### Attendance

No consideration for attendance or lack of attendance will be considered in determining the student's final grade. However certain grade components (class participation) will require your presence in class. An attendance sheet containing the names of all currently registered students will be distributed for the student's signature within approximately 15 minutes of the start of each class and will be available during class. **IF YOU DO NOT SIGN IT AFTER YOUR NAME ON**

**THE DATE OF THE CLASS YOU DID NOT ATTEND THE CLASS!** This sheet will be the only evidence of attendance in this course and will be used to document your attendance for financial aid or other externally required purposes. It may also be used to substantiate the reason for a poor or failing grade performance.

### Grading

## **THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS**

One exam grade (the lowest grade), excluding the final exam grade will be dropped to accommodate an unanticipated absence; students may omit the final exam if they have accumulated 93 or more points.

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**TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET OR AS MAY BE ANNOUNCED IN CLASS. NO ASSIGNMENT WILL BE ACCEPTED AFTER THE CLASS FOLLOWING THE ORIGINALLY SCHEDULED DUE DATE WITHOUT MAKING PRIOR ARRANGEMENTS WITH THE INSTRUCTOR.** You may return a test after the designated due date but no later than the beginning of the class in which the graded test is returned **ONLY IF** you make appropriate arrangements with the instructor **PRIOR TO OR WITHIN 24 HOURS** of the class during which the test is distributed. Notice may be provided by e-mail or phone message. Written case analysis will not be accepted after the due date without prior arrangements with the instructor.

All graded assignments will be graded on a 100 point scale. The final grade will be determined by totaling the points the student earned in each category (exams, participation, reports and outlines) and dividing that total by the total possible points for the respective category to produce a percentage value. That percentage will be multiplied by the weighted value for its category (60, 30, 10 or 10 points), the results for all categories then totaled and the resulting numeric value converted into a letter grade according to the following:

LETTER	BASE	-	+
A	93 -100	90 - 92	NONE
B	83 - 86	80 - 82	87 - 89
C	73 - 76	70 - 72	77 - 79
D	63 - 66	60 - 62	67 - 69
F	BELOW 60 POINTS		

### **Due Dates**

Due dates are as shown in the attached assignment sheet(s) and are subject to change. **Changes will only be announced in class.** The student is responsible for maintaining currency on all assignment due dates. If a class is cancelled for some reason, expect to do the work and turn in any assignments associated with the cancelled class in the following session. The student may obtain an assigned test by postal mail (e-mail corrupts some content and may therefore not be available) and may return an assigned test by postal mail if and only if arrangements, including the student's mailing address, have been made with the instructor sufficiently far in advance (at least one week). Students may submit their chapter outlines and written case analysis by e-mail. The date of the e-mail will constitute the submission date. Only students having previously submitted a disability release will be granted any accommodation (generally extended time or relocation) for in-class assignments. No accommodation will be given for take home assignments.

### **Academic Honesty**

All students are expected to adhere to the institutional policies pertaining to student conduct as describe in college catalog. Each graded assignment will include the following statement: "I have neither given nor received any assistance from or to any source or person not authorized by my instructor." Signed (and your signature). Violation of this agreement will result in the immediate removal from this course and a grade of F.

### **College Policies**

THIS SYLLABUS IS A SUPPLEMENT OF AND IS SUBORDINATE TO THREE RIVERS COMMUNITY COLLEGE'S (TRCC) POLICY AND PROCEDURES DOCUMENTS – THE STUDENT HANDBOOK, THE COLLEGE CATALOG AND ALL OTHERS – EITHER PRINTED OR AVAILABLE ON THE COLLEGE'S WEB SITE. TRCC POLICIES AND PROCEDURES SHALL BE THE FINAL BASIS FOR RESOLVING ALL ISSUES PERTAINING TO THE STUDENT'S PARTICIPATION IN THIS COURSE AND SHALL OVERRIDE ANY CONFLICTING COMPONENTS OF THIS SYLLABUS, INCLUDING ANY ATTACHED DOCUMENTS.

### **Accommodations**

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a **Disabilities Service Provider**.

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<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 383-5240	<ul style="list-style-type: none"><li>• Physical Disabilities</li><li>• Sensory Disabilities</li><li>• Medical Disabilities</li><li>• Mental Health Disabilities</li></ul>
<b>Chris Scarborough</b> (860) 892-5751	<ul style="list-style-type: none"><li>• Learning Disabilities</li><li>• ADD/ADHD</li><li>• Autism Spectrum</li></ul>

**CANCELLATION NOTIFICATIONS:** myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert. A tutorial is available at the link below-  
[http://www.trcc.commnet.edu/div\\_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html](http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html)

**ATTACHMENTS:**

- Course assignment sheet

## **The DONUT CLAUSE**

**CLASS POLICY: ALL PERSONAL ELECTRONIC COMMUNICATION DEVICES, INCLUDING BUT NOT LIMITED TO CELL PHONES AND PAGERS, ARE TO BE SWITCHED OFF OR SWITCHED TO THE SILENT OR VIBRATE MODE.**

**BY REMAINING IN THIS CLASS AFTER THE DROP/ADD DATE YOU AGREE TO BUY A DONUT FOR EACH STUDENT IN THE CLASS IF ANY ELECTRONIC DEVICE “RINGS” DURING CLASS HOURS FOR EACH AND EVERY OCCASION SUCH DEVICE “RINGS”. (CHRIS CLAUSE: THREE MUNCHKINS OR THEIR EQUIVALENT EQUAL ONE DONUT!) . THIS PENALTY WILL NOT APPLY TO INDIVIDUAL CASES IN WHICH THE INSTRUCTOR IS INFORMED IN ADVANCE OF THE START OF CLASS OR UPON THE STUDENT’S ARRIVAL OF POSSIBLE CALLS BECAUSE OF AN EMERGENCY SITUATION. THE INSTRUCTOR WILL INFORM THE CLASS OF EACH SITUATION. ABSENT EXTREME CIRCUMSTANCES, AS DETERMINED BY THE INSTRUCTOR, STUDENTS ARE LIMITED TO TWO EMERGENCY SITUATIONS PER SEMESTER.**