

Three Rivers Community College

Syllabus

Principles of Management – BMG K202

Monday Evenings

6:30 to 9:15

Thames Campus – Room E 227

Instructor: Armand Giroux, MBA

**Phone (860) 739 – 9227
Until 9 PM**

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Academic Calendar Notes:

**Monday, August 31
Monday, September 7
Monday, October 12
Monday, November 23
November 26-29
December 9
December 16**

**This Class Begins
Labor Day - College Closed
Columbus Day Observed - Classes in session
Make Up class (For Labor Day)
Thanksgiving Recess
Last Day to Withdraw from class
Last Day of 16 Week Session**

Course Description:

Fundamental principles of management and business operations are discussed with emphasis placed on management orientation, policy making, practical problem analysis, and philosophy. Attention also centers on the following: planning, organizing, directing and leading, controlling, budget functions, qualitative and quantitative decision-making, and financial analysis.

Instructional Approach: Classroom lectures, text and video cases, internet research, regular assignments and LOTS of interpersonal classroom participation.

Text:

“Essentials of Contemporary Management” - Jones and George, 3rd edition, Copyright 2009, ISBN 978-0-07-353024-6 (Required text for this course)

Learning Outcomes and Course Objectives:

Introduce the fundamental and changing roles of the contemporary manager.

Understand and appreciate the complexities of managing in a changing technological environment; develop strategies for success.

Instill and cultivate an interest in the field of Management through application of text materials to case scenarios and real-life organizational situations.

Develop a preliminary, yet effective competency skill set for use in current/future management situations/opportunities.

Understand the importance of diversity, ethics and social responsibility in management decision making including financial reporting.

Learn and apply skills for effective teamwork, task and people management.

Learn the importance of International considerations in Management.

Course Withdrawal Policy:

A student may withdraw with the additional signature of his/her advisor until Wednesday, December 9.

Disabilities Statement:

If you have a hidden or visible disability which may require classroom or test-taking modification(s), please see the instructor as soon as possible. If you have not already done so, be sure to notify the disabled student counselor beforehand.

Attendance Policy:

Attendance recording at TRCC is mandatory. Attendance at and participation in every complete class, including punctual arrival, is expected of all students. While each student is expected to maintain all course requirements, ONE absence will be allowed. Thereafter, each absence after the first will result in a course grade point loss. Two late arrivals or early departures (more than 10 minutes) or combination thereof will be treated as an absence. REMEMBER: You cannot possibly participate in class if you aren't present.

Grading and Evaluation:

A. Final course grades will be based on weighted scores as follows: (Plus/minus Grades will be utilized)

- Exam One.....15%
- Presentation of "Leadership Search Project".....30% (Details on page 5)
- Class Participation.....10%
- Mid-Term Exam.....20%
- Final Exam.....25%

B. There will be NO MAKE UP for missed exams, except in those cases of serious, certifiable, personal emergency, and only when approved by the instructor. All make-up exams will be assigned a 10 point exam grade reduction.

C. Grading Values:

<u>Grade</u>	<u>Equivalent</u>	<u>Quality Points</u>			
A	94-100	4.0	C+	77-79	2.3
A-	90-93	3.7	C	73-76	2.0
B+	87-89	3.3	C-	70-72	1.7
B	83-86	3.0	D+	67-69	1.3
B-	80-82	2.7	D	63-66	1.0
			D-	60-63	0.7
			F	59/less	0.0

(Questions concerning this grading summary are to be raised during the first class.)

Course Outline and Schedule:

Week 1 (8/31)	Management Process Today (plus pages 192-193 SWOT Analysis)	Chapter 1 & Appendix A
Week 2 (9/14)	Values, Attitudes, Emotions and Culture Managing Ethics and Diversity	Chapters 2 & 3
Week 3 (9/21)	Managing in the Global Environment (Scan Chapter 10)	Chapter 4
Week 4 (9/28)	Decision Making, Learning, Creativity and Entrepreneurship (EXAM ONE)	Chapter 5
Week 5 (10/5)	Planning, Strategy, and Competitive Advantage	Chapter 6
Week 6 (10/12)	Designing Organizational Structure	Chapters 7
Week 7 (10/19)	Control, Change and Entrepreneurship	Chapter 8
Week 8 (10/26)	Motivation	Chapter 9
Week 9 (11/2)	Leaders and Leadership	Chapter 10
Week 10 (11/9)	Effective Team Management	Chapter 11
Week 11 (11/16)	Building and Managing Human Resources	Chapter 12
Week 12 (11/23)	Communication and Information Technology Management	Chapter 13

Week 13 “Catch Up Week”
(11/30)

Week 14 Preparation for final exam
(12/7)

Week 15 Final Exam
(12/14)

Leadership Search Project: (30 % of your final course grade)

Every student is required to select and to research a commonly known person (historically or contemporarily – examples of this (which you cannot use) are President John Kennedy and Andrea Jung, respectively. Your “Leader” must be/must have been notorious for his/her ability to successfully manage and to motivate individuals, groups and organizations to “willingly” undertake actions specified by your “leader”.

Your task is to form a team, to conduct research about your “Leader” and to summarize your findings in a (minimum) 20 to 30 minute presentation in a format of your choice. (Panel – stand up – sit down – “back and forth”) Powerpoint is the usual medium but is NOT required. DEADLINES WILL BE ASSIGNED.

The personal history portion of your “Leader” is limited to 5 to 7 minutes while the remaining time is to be devoted to specific characteristics, instances or examples of leadership which were exhibited by your selection. Your presentation must list/summarize at least four (4) SPECIFIC examples of LEADERSHIP as exhibited by your “Leader”.

(More direction and guidance will be provided by the instructor)

Remember: The best way to digest an elephant is “one bite at the time !!”

The Instructor reserves the right to reassign Chapter sequences and dates, depending upon class progress and interest as a group.

GOOD LUCK IN THIS COURSE

