

Three Rivers Community College
Principles of Management
Fall Semester 2012

Principles of Management BMG K202 Course Syllabus

Class meeting: 4:00 PM – 5:15 PM, Tuesday and Thursday. Room D210

Instructor: Walter Patrick, Phone 860-889-3542 Until 9:00 PM, E-Mail
WPatrick@Trcc.Commnet.edu or walterp608@gmail.com

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 center on the following: Planning, organizing, directing, controlling, budgeting functions, qualitative and quantitative decision-making and financial analysis.

Learning Outcomes:

Upon completion of this course, students will have:

- 1) Knowledge and understanding of who managers are and what do they do.
- 2) Understanding in broad terms what organizations are.
- 3) Knowledge and understating of the management environment.
- 4) Knowledge and understanding of various integrative managerial issues.
- 5) Understanding of globalization and how it effects organizations.
- 6) Knowledge of what society expects from organizations and managers.
- 7) Knowledge and understanding of foundations of decision-making in business.
- 8) Understanding of the decision-making processes.
- 9) Knowledge and understanding of various organizational structures and design.
- 10) Knowledge and understanding of managing of human resources.
- 11) Understanding of the various functions performed by Human Resources.
- 12) Knowledge and understanding of managing change and innovation.
- 13) Understanding of the foundations of individual behavior.
- 14) Knowledge and understanding of motivating and rewarding employees.
- 15) Understanding of leadership and trust.
- 16) Knowledge and understanding of managing communication and information.
- 17) Understanding the foundations of controlling.
- 18) Knowledge and understanding of operations management.

Text:

Fundamentals of Management: Essential Concepts and Applications 8th Edition by Robbins, Decenzo and Coulter. 2011, Pearson, Boston, Mass.

Method of Evaluation:

Students will be evaluated by Instructor observation:

- ✓ **Student's ability to recall or remember information.**
- ✓ **Can a student explain ideas or concepts?**
- ✓ **Does the student participate in class discussions and ask questions?**
- ✓ **Does the student arrive to class on time?**
- ✓ **Does the student show respect toward his classmates and Instructor.**
- ✓ **Quality of students homework assignments.**
- ✓ **Reading other outside classroom writing assignments.**

Grading, attendance, and classroom policies:

Chapter Quizzes	25 points (5 Quizzes, Date/Times to be announced)
Homework	25 points (Homework to be assigned as directed)
Final exam	25 points
Class participation	<u>25 points</u> 0 to 25 Points will be added to your final grade for handing-in properly completed homework, posing and responding to questions, arriving to class on time, being attentive during class and demonstrating leadership and management skills while in class.

Total points	94 to 100 Points A
	90 to 93 Points A-
	87 to 89 Points B+
	83 to 86 Points B
	80 to 82 Points B-
	77 to 79 Points C+
	73 to 76 Points C
	70 to 72 Points C-
	67 to 69 Points D+
	63 to 66 Points D
	62 Points and below F

Attendance Policy:

Perfect attendance will result in **5 points** being added to the total course average.

One absence and **3 points** will be added to course average.

Two absences and **0 points** will be added to total course average.

Three absences and **3 points** will be deducted from total course average.

Four absences and **5 points** will be subtracted from total course average.

Calendar of readings:

- Week 1 8/28 Class introductions, syllabus review, administrative issues, web sites, course expectations, review of study habits.
- Week 1 8/30 Chapter 1, Managers and Management and Module a Brief History of Mgmt.
- Week 2 9/4 Chapter 2, The Management Environment
- Week 2 9/6 Chapter 2, The Management Environment.
- Week 3 9//11 Chapter 3, Integrative Managerial Issues
- Week 3 9/13 Chapter 3, Integrative Managerial Issues.
- Week 4 9/18 Chapter 4 Foundations of Decision Making.
- Week 4 9/20 Chapter 4, Foundations of Decision Making and Module.
- Week 5 9/25 Chapter 5, Foundations of Planning. .
- Week 5 9/27 Chapter 5, Foundations of Planning.
- Week 6 10/2 Chapter 6, Organizational Structure and Design
- Week 6 10/4 Chapter 6, Organizational Structure and Design.
- Week 7 10/9 Chapter 7, Managing Human Resources.
- Week 7 10/11 Chapter 7, Managing Human Resources and career Module.
- Week 8 10/16 Chapter 8, Managing Change and Innovation.
- Week 8 10/18 Chapter 8, Managing Change and Innovation.
- Week 9.10/23 Chapter 9, Foundations of Individual Behavior.
- Week 9, 10/25 Chapter 9, Foundations of Individual Behavior.
- Week10,10/30 Chapter 10,Understanding Groups and Managing Work Teams.
- Week10,11/1 Chapter 10,Understanding Groups and Managing Work Teams.
- Week11,11/6 Chapter 11,Motivating and Rewarding Employees.
- Week11,11/8 Chapter 11,Motivating and Rewarding Employees.
- Week12,11/13,Chapter 12,Leadership and Trust.
- Week12,11/15,Chapter 12, Leadership and Trust.

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Week13 11/20,Chapter13, Managing Communications and Information.
Week13, **11/22 – 11/25 Thanksgiving Break, College Closed, No class.**
Week 14,11/27,Chapter 14, Foundations of Control.
Week14, 11/29,Chapter 14, Foundations of Control.
Week15, 12/4, Chapter 15, Operations Management
Week15, 12/6, Chapter 15, Operations Management
Week16, 12/11,**Final Exam review**
Week 16,12/13,**Final Exam**
Week 16, 12/20 Final Grades Due Registrar's Office.

Academic Integrity Policy:

During this course, all assignments (quizzes, written reports and exams) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Reports and exams are not to be a collaborative effort. Students must agree to write their own paper and take the exams according to the rules set forth.

Disabilities Statement:

If you have a hidden or visible disability that requires classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please register with Mr. John Perch, Disabled Student Counselor.

Suggested Reading to supplement course content:

- 1) The Ultimate Book of Business thinking by Des Dearlove, 2003, Capstone Publishing Limited (A Wiley Company). ISBN#1-84112-440-0
- 2) Out of Crisis by W. Edwards Deming, 2009, Massachusetts Institute of Technology. Cambridge Mass, 02136. ISBN # 0-911379-01-0.

Note: This syllabus is subject to change at any time as required by the instructor.

