

BMG K202, 3 Credits

**Thu 6:30pm – 09:50pm Fall 2019 – D211**

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Office Hours: By appointment

**Prerequisite:**

Prerequisite: ENG\* K101 or ENG\* K101S placement∞ or completion of ENG\* K096 with a “C#” grade or better.

**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, controlling, budgeting functions, qualitative and quantitative decision-making and financial analyses.

**Required Materials:**

Essentials of Management, 10ed. By Andrew J. DuBrin; Published by Wessex Press, Inc.

ISBN 9780996757874

Access to Blackboard

Note - **No cell phones** used or texting in class

**Educational Objectives:**

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.

**Grading and Classroom Policies:**

The grading policy is as stated in the Manual of Policy and Procedures on Grades and Quality Points.

Point/Grade Distribution is as follows:

A 93-100 C+ 77-79

A- 90-93 C 73-76

B+ 87-89 C- 70-72

B 83-86 D+ 67-69

B- 80-82 D 63-66

 D- 60-63

Below 60 is an “F”

**Grading and Classroom Policies:**

The chapters of each week will be tested with multiple choice tests on Blackboard. The best of three tests will be the score for that week. The Multiple Choice tests will be available for two weeks. Incomplete tests will result in a zero score.

Average of weekly Multiple Choice test 90%

Class participation 10%

**School Email and Contact:**

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 on the Educational Technology and Distance Learning Students page of the web site. This link should be shared with students.

 <http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html>

**Attendance Policy:**

This course is designed such that students will benefit not only from the text but also from class attendance and participation. You are therefore, expected to attend class regularly. If you are late for class or if you must leave early, please take a seat near the door. Please contact the professor if you know you will be absent.

**Withdrawal Policy:**

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students who do not withdraw but stop attending, will be assigned an "F" or “UF” signifying a failing grade or Unearned Failure. See updated school policy regarding “F” and “UF”. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar.

**Disabilities Statement:**

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 DSP. Contact TRCC Disability Service for any assistance.

**Academic Integrity:**

Any student who cheats on an exam will receive a grade of ZERO for the exam. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College.

**UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:**

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact the Diversity Officer and Title IX Coordinator.

**Learning Outcomes:**

Upon successfully completing the course, students should be able to:

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

**PRINCIPALS OF MANAGEMENT**

**COURSE OUTLINE 12 WEEK** - Appendix

 -----------------Homework (HM)-------------

|  |  |  |  |
| --- | --- | --- | --- |
| Week  | #Review | New Material | Case |
| 0 |  | Syllabus, Chapters 2, 3 |  |
| 1 | Syllabus, Chapters 2, 3 | Chapters 1, 16 + p374-376 |  |
| 2 | Chapters 1, 16 + p374-376 | Chapters 10, 12 |  |
| 3 | Chapters 10, 12 | Chapters 11, 15 |  |
| 4 | Chapters 11, 15 | Chapters 5, 13 |  |
| 5 | Chapters 5, 13 | Chapter 6 |  |
| 6 | Chapter 6 | Chapters 4, 7 |  |
| 7 | Chapters 4,7 | Chapter 8 |  |
| 8 | Chapter 8 | Chapter 9 |  |
| 9 | Chapter 9 | Chapter 14 |  |
| 10 | Chapter 14 |  |  |
| 11 | Case Study |  |  |
| 12 | Case Study Presentation |  |  |

**Note 1 –** AdditionalProblems and exercises may be assigned or modified on a weekly basis.

**FALL 2019 MODULAR 12 WEEK/FLEX START MODULE**

|  |  |
| --- | --- |
| **Sep 16** | Registration deadline and last day to drop classes for a full tuition refund |
| **Sep 17** | 12 week session begins |
| **Sep 27** | Last day to drop classes and partial tuition refund |
| **Oct 8** | Last day to select audit option |
| **Oct 22** | Reading Day\* \*[**See Additional Notes**](https://catalog.threerivers.edu/content.php?catoid=6&navoid=357#additional-notes) |
| **Nov 12** | Last day to withdraw from classes and last day to select pass/fail option |
| **Dec 13** | 12 week session ends |

**\*Please Note -** Reading Days are to be used as study days, and/or optional make-up class time at the discretion of faculty members. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities/classes on a reading day.

**FALL 2019 STANDARD 15 WEEK SESSION**

|  |  |
| --- | --- |
| **Aug 26** | Registration deadline andlast day to drop classes for full tuition refund |
| **Aug 27** | Classes begin, add and drop periods begin |
| **Sep 2** | **Labor Day - college closed**and |
|   | last day for students to add a class - online **(Aug 30 in person)** |
| **Sep 3-6** | Welcome Week |
| **Sep 9** | Last day to drop classes and partial tuition refund |
| **Sep 17** | Constitution Day observed (classes in session) |
| **Sep 20** | Professional Day (classes in session) |
| **Sep 24** | Last day to select audit option |
| **Oct 21** | Mid-term Grades Due |
| **Oct 22** | Reading Day  \*[**See Additional Notes**](https://catalog.threerivers.edu/content.php?catoid=6&navoid=357#additional-notes)  |
| **Nov 4** | Advising day (classes in session) |   |
|   | Registration begins for Winter ‘19 Intersession and |  |
|   | registration begins for Spring ‘20 Semester for Continuing Degree-Seeking Students and New Students with Veteran Status |  |
| **Nov 5** | Advising day (classes in session) |  |
|   | Last day to withdraw from classes, last day to select pass/fail option, and last day to submit incomplete work from Spring ‘19 and Summer ‘19 |  |
| **Nov 8** | Registration begins for New Student and Non Degree-Seeking Student Registration for Winter ‘19 Intersession and Spring ‘20 Semester, and last day to apply for spring graduation (May ‘20) |  |
| **Nov 27** | College open - no classes in session |  |
| **Nov 28-Dec 1** | **Thanksgiving recess** |  |
| **Dec 15** | Last day of 15 Week Session |  |
| **Dec 17** | Final grades due to Registrar’s office (by noon) |  |
| **Dec 20** | Grades available on web |  |
| **Dec 23** | Semesters end for CC |  |
| **Dec 25** | **Christmas Day - college closed** |  |

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