

Miami-Dade Community College

Wolfson Campus

MAN 2021 - Management

ROSENTHAL

Office: Rm. 3704

(305) 237-3151

COURSE OBJECTIVES: This is an introductory course which provides a solid foundation for enhancing supervisory skills. Emphasis is placed on the exploration of improving the key managerial requirements of interpersonal and conceptual skills.

TEXTBOOK: Fundamentals of Management, by Robbins.

COURSE OPERATION: Regular attendance is mandatory since the student is responsible for all materials covered in the lecture, class discussions, hand-outs, and tests. There is typically a high correlation between good classroom attendance and satisfactory performance on exams and other assignments. Attendance is taken only at the beginning of the class session. The instructor reserves the right to lower the final grade for five absences without a verifiable work-related or medical excuse.

CLASSROOM ETIQUETTE: No audible beepers or cellular phones will be allowed.

READING ASSIGNMENTS: Due to the scope of the subject matter, reading of the class assignment prior to attending the lecture is necessary in order to optimally relate to the lecture and auxiliary material which will be presented.

WRITING ASSIGNMENTS: The assignments will be further detailed at a later point in the semester. All writing assignments must be at least 500 words.

CASE ANALYSIS: Oral presentations will be required by each of the groups assigned in class. Every member must participate - all group members receive the one grade awarded to the group report. This grade cannot be dropped, as can the lowest exam grade. The problems to be analyzed will be distributed at the term's onset. Please feel free to contact me regarding any questions or concerns about this assignment. The ability to relate the academic material to business problems can be demonstrated through this project, as well as experience in oral communication skills and group behavior. Any student who, for any reason, is not assigned a group, must notify me immediately!

EXAMINATIONS: All exams are comprised of true-false and multiple-choice questions. The units are non-cumulative but include material from the hand-outs and class discussions. The exam dates will be given with adequate notice. Students taking all five (5) exams will be able to drop their lowest grade. All others will use the exam missed as their one (1) drop option. THERE WILL BE NO MAKE-UP EXAMS.

GRADING PROCEDURE:

Points

- 5 exams (drop lowest grade) (100 pts. per exam) 400 400 points maximum
- Class participation in discussions, analysis and exercises 50
- Writing assignments (in/out basket exercise) 50
- Writing assignments (case study) 25
- Oral case project 100

The following scale will determine the final grade:

A	550 - 625 points
B	488 - 549
C	425 - 487
D	363 - 424
F	Below 363

INCOMPLETES: An INCOMPLETE (I) will only be considered for extraordinary circumstances and if 80% of the material is satisfactorily completed by the final drop date.

STUDENT DROP PROCEDURE: It is the responsibility of the student who is unable to complete the course to request a AW@ through the Registrar's office prior to the above

stated date. Failure to comply with this procedure will result in a posting of the grade as of the date of last attendance.

COURSE COMPETENCY DISCLAIMER: Any deviation from the stated competencies is at the instructor's discretion and will be based on time and/or other restrictions.

OFFICE HOURS: If you are unable to contact me during my posted hours, please leave a local phone number with the receptionist in 3704 or on my phone mail telling me where you can be reached before 3:00 p.m. beepers or long-distance numbers cannot be used for contact. I will return your call as promptly as possible, probably during my next day's office hours.