COURSE SYLLABUS

Managerial Risk Analysis and Decision Making
MAN 3503
Online Instruction
0550: Fall 1 2018

View How to Be a Successful Student which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

WELCOME

This course helps students understand the fundamental concepts of managing risk using case studies across organizations. The textbook is supplemented each week with case studies on Enterprise Risk Management (ERM) in order to educate executives, risk managers, risk practitioners, academics and students alike about this evolving methodology. The assignments and assessments help students relate to the practical application of the key concepts in each lesson. Furthermore, students will need to evaluate key decisions and analysis and apply this knowledge to each case study using critical thinking skills. Students need to learn the case studies in order to build the knowledge needed to apply these skills to future situations. The textbook is organized into various sections such as ERM Implementation at Leading Organizations, Linking ERM to Strategy and Strategic Risk Management, as well as Specialized Aspects of Risk Management. As you grow your career with your bachelor degree, your ability to manage people and processes will be vital to your success.

INSTRUCTOR

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ACADEMIC DEPARTMENT

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COURSE INFORMATION

QM 1.2: Introduce learners to the purpose and structure of the course.

Course Description
This course develops a framework for making decisions, as well as understanding how these decisions can be used to manage risk. Managers need to understand how they personally value risk in order to recognize the potential impact their behavior may have on organizations and stakeholders. This course will study approaches that students may develop and apply decision making and risk analysis to solve problems in different operating environments.

http://www.curriculumnet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=8310

Course Goals
The student will examine different approaches used by businesses to manage risk and make better decisions. The student will use course knowledge to evaluate risk in various industries including government, insurance, manufacturing, Information Technology among many others. The student will evaluate risk analysis and assessment tools and compare different approaches used in business. The student will examine risk factors associated with global organizations.

QM 2.1, 2.3, 2.5: State clear and measurable course-level learning objectives that are written from the learner's perspective, that are suited to the level of the course.

Course Objectives

Explore methods used to procure resources to manage risk
Examine operating decisions and strategies to reduce risks
Apply preventative techniques to reduce losses and develop contingency plans
Identify, manage, and report risk throughout a company
Detect, and counteract risk management decisions that are suboptimal for the company as a whole
Analytically aggregate risks to support decision making concerning the company total risk profile
Identify measures and scenarios as appropriate to the company
Compare different techniques utilizing probability, expected values, decision trees, networks, matrices, factor analysis and other approaches as needed.
Apply requirements based on results implemented
Define legal, political, environmental, innovation, technology, regulatory, life cycle, financial, capital, marketing and sales, competitive, governance, and other business risk factors.
Assess variations and tradeoff between different countries, and operating environments.

QM 2.2, 2.3, 2.5: State clear and measurable module-level learning objectives that are written from the learner's perspective, that are suited to the level of the course.

QM 1.6: State any prerequisite knowledge in the discipline or required competencies.

Availability of Course Content

Each module will open on the first day of the class week and close at the specified time on the due date. Check the specified end time each week.

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

Other Critical Course Expectations

APA Resources

Note: You are expected to review and perfect APA format.

Purdue's Online Writing Lab (OWL): https://owl.english.purdue.edu/owl/resource/560/01/


REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook


LEARNER SUPPORT

Answers to questions regarding accommodations may be found at the Accessibility Services site. If you are in need of accommodations, please contact a campus Accessibility Services Coordinator. If you need a Sign Language Interpreter, complete the form at web.spcollege.edu/survey/664.

QM 7.2: Describe accessibility policies and services.

QM 7.3: Describe how academic support services and resources can help learners succeed in the course and how to obtain it.

QM 7.4: Describe how student services and resources can help learners succeed in the course and how to obtain it.

IMPORTANT DATES

Course Dates: The course begins on August 13 and ends

Drop Date: View the Academic Calendar.

Withdrawal Date: Enter Withdrawal date here OR View the Academic Calendar.

Proctored Testing Dates: View the Proctored Testing Information.

Financial Aid Dates: View the Financial Aid Dates.

DISCIPLINE-SPECIFIC INFORMATION

In this section, you can provide discipline-specific information as well as program information with links (e.g., disposition, standards, etc.)

ATTENDANCE

View the college-wide attendance policy included in How to Be a Successful Student.

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as:
Participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior blended class meetings). As well as completing and submitting all assignments on time, plus taking part in all other course communications in a timely manner. Students should review the college-wide attendance and financial aid policies included in the syllabus addendum linked below in the Miscellaneous area. Additionally students need to review the student expectations regarding silencing or turning off all electronic devices during blended class meetings. Online students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum.

Excused absences, of course, will not count against you. However students must contact the professor to make appropriate arrangements, along with provide them with supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if two issues occur in Week 1 or 2, or are given a WF if issues occur at the 60% point (see last date to withdraw in the academic calendar to avoid this issue as it can result in serious financial aid and GPA consequences). If you are in your third attempt at completing a course, you will be given a WF grade at any point in the term if you fail to meet attendance requirements. Please see the student handbook and SPC policies further if needed.

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

GRADING

QM 3.1: Implement assessments that measure the stated learning objectives.

QM 3.2: State the course grading policy.

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. There will be absolutely no exceptions to the deadlines, and under no circumstances will partial credit be applied for late submissions. In the “business world”, if you are late with your bid, you will not get the contract. The very same principal applies here – it is all or nothing! Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if MyCourses is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under weeks 1-8 to confirm you can meet them for proper completion of this course. Course grading is normally complete within 1 week from submission due date.

How to check your Grades and review feedback:

- Checking Your Grades
- Reviewing Dropbox Submissions
- Checking Discussion Grades and Feedback
- Reviewing Quiz Submissions

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
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</tbody>
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ASSIGNMENTS

In this section, you may list assignments, information on the date due, scope of assignment and relative weight toward the final grade in the course. If applicable create a separate web page for the list of assignments and place a prominent link to the assignments page on the syllabus page.

<table>
<thead>
<tr>
<th>MAN3503 Managerial Risk Analyses and Decision Making</th>
<th>Points</th>
<th>Content / Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week One: Strategy Integration and Risk Management 8/13/18 to 3/19/18</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare prior to class / discussions</td>
<td>-</td>
<td>Read text, Ch. 5, 6 &amp; 7</td>
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<tr>
<td>Class / Introduction Discussion Posting</td>
<td></td>
<td>Introduce yourself</td>
</tr>
<tr>
<td>Discussion 1:</td>
<td>10</td>
<td>Module 1 discussion</td>
</tr>
<tr>
<td>Module 1 Quiz Saturday 8/18/18</td>
<td>20</td>
<td>Multiple Choice on chapters read</td>
</tr>
<tr>
<td>Module 1 Team Case Study Questions</td>
<td>20</td>
<td>Team Dropbox</td>
</tr>
<tr>
<td>Module 1 Individual Case Study Assignment</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**Week Two: Root Cause Analysis, and Decision Making 8/20/18 to 8/26/18**

- Prepare prior to class / discussions - Read text, Ch. 21 and 34
- Discussion 2: 10
- Module 2 Quiz Sunday 8/26/18
  - 20 Multiple Choice on chapters read
- Module 2 Team Case Study Questions
  - 20 Team Dropbox
- Module 2 – Individual Case Study Assignment
  - 30

**Week Three: Risk Assessment 8/27/18 to 9/2/18**

- Prepare prior to class / discussions - Read text, Ch. 8 and 9
- Discussion 3: 10
- Module 3 Quiz Saturday 9/1/18
  - 20 Multiple Choice on chapters read
- Module 3 Team Case Study Questions
  - 20 Team Dropbox
- Module 3 Individual Case Study Assignment
  - 30 Individual Assignment Dropbox

**Week Four: Risk Evaluation Tools 9/3/18 to 9/9/18**

- Prepare prior to class / discussions - Read text, Ch. 10 & 22
- Discussion 4: 10
- Module 4 Quiz Saturday 9/8/18
  - 20 Multiple Choice on chapters read
- Module 4 Team Case Study Questions
  - 20 Team Dropbox
- Module 4 – Individual Case Study Assignment
  - 30 Individual Assignment Dropbox

**Week Five: Insurance Risk 9/10/18 to 9/16/18**

- Prepare prior to class / discussions - Read text, Ch. 11, 14, and 25
- Discussion 5: 10 Discussion Forum
- Module 5 – Team Case Study Questions
  - 20 Team Dropbox
- Module 5 Quiz Sunday 9/16/18
  - 20 Multiple Choice on chapters read
- Module 5 Individual Case Study Assignment
  - 30 Individual Assignment Dropbox

**Week Six: Risk as a Core Value 9/17/18 to 9/23/18**

- Prepare prior to class / discussions - Read text, Ch. 3, 4, & 24
- Discussion 6: 10
- Module 6 Quiz Sunday 9/23/18
  - 20 Multiple Choice on chapters read
- Module 6 Team Case Study Questions
  - 20 Team Dropbox
- Module 6 Individual Case Study Assignment
  - 30 Individual Assignment Dropbox

**Week Seven: Global Risk 9/24/18 to 9/30/18**

- Prepare prior to class / discussions - Read text, Ch. 12, 15, 19, 20 & 25
- Discussion 7: 10 Discussion Forum
- Module 7 Team Case Study Question
  - 20 Team Dropbox
- Module 7 Individual Case Study Assignment
  - 30 Individual Assignment Dropbox

**Week Eight: Change Strategy, HR and Risk Management Failures 10/1/18 to 10/5/18**

- Prepare prior to class / discussions - Ch 23, 26, & 27
- Final Exam 9/29/18 to 10/5/18
  - 50

NOTE: Multiple Choice Question review on all chapters-pay close attention to mod 7 & 8 readings

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**STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS**

If MyCourses is down or you are unable to upload your assignments, or if you have questions not related to this class, please send correspondence to main SPC email account above.

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

**Required Interaction**

Students should anticipate a response to email within 24 hours, but it is better to text me and we will set up a time to talk. Please put your name and Fall 13503 in the message. 240 281 1508

QM 5.3: State the plan for response time and feedback on assignments.

QM 5.4: State the requirements for learner interaction.

**Participation, Conduct, and Netiquette**
SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in How to Be a Successful Student.

QM 1.3: State etiquette expectations for online discussions, email, and other forms of communication.

**Academic Honesty**

View the Academic Honesty Policy.

**Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: Copyright.gov.

**TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the Turnitin Usage Agreement. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the Reviewing a TurnItIn/Originality Report tutorial.

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**Minimum Technology Requirements**

View the Technical Requirements for MyCourses.

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the How to Download Microsoft Office 2016 tutorial.

**Minimum Technical Skills**

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

QM 1.7: State the minimum technical skills of the learner.

**Accessibility of Technology**

- MyCourses (Brightspace by Desire2Learn) Accessibility
- Turnitin Accessibility
- Google (YouTube) Accessibility
- Ensemble Accessibility

QM 8.2: Provide information about the accessibility of all technologies required in the course.

**Privacy**

- MyCourses (Brightspace by Desire2Learn) Privacy
- Turnitin Privacy
- YouTube Privacy
- Ensemble Privacy

QM 6.5: Provide link to privacy policy for all external tools required in the course.

**Technical Support**
Technical support is available via the Technical Support Desk Call Center.

QM 7.1: Describe technical support and how to obtain it.

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

https://mycourses.spcollege.edu/content/enforced/178441-OFR_MAN3...