

# SYLLABUS

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**CLASS: BUSINESS, PROFESSIONAL & CONSUMER NEGOTIATION**, (Bus345), Lincoln Campus

**INSTRUCTOR:** Edward “Ed” Hoffman  
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**TEXT: CONFLICT MANAGEMENT: A PRACTICAL GUIDE TO DEVELOPING NEGOTIATION STRATEGIES**, (Prentiss Hall), Barbara A. Budjac Corvette, Ph.D., 2007

The primary purpose of this class is to introduce students to the magnitude of the field of negotiation and build their appreciation for the building blocks that will be a lifetime of study in this area.

The student will review relevant aspects of major personality theories as they relate to the dynamics of interaction between individuals with the goal of self-knowledge in order to maximize your personal negotiation skills.

Students will work to understand the nature of conflict and its relationship to negotiation, to engage in systems thinking, and to recognize the primary aspects of managing, resolving, and avoiding conflict.

Your grade will be based on attendance and participation in class activities, as well as satisfactory completion of assignments/exam. **Active class participation in class assignments is absolutely mandatory to your successful completion of the course.**

While attendance only carries a 20% weight for the final grade, it is important that students remember that we are only meeting eight times during the term. For that reason, the following applies to attendance:

**ATTENDANCE:**

Perfect Attendance:	A
One Excused Absence**:	A
Two Excused Absences:	B
Three Absences:	C
Four Absences:	D
Five or more Absences:	F

*\*\* Students may have one excused absence without it affecting the attendance grade if the student emails in the absence prior to class time.*

Classes will be held on the following dates for the term:

<b>DATE</b>	<b>ASSIGNMENT</b>
May 27	Chapters 1, 2, 3
June 3	Chapters 4, 5, 6 and 7
June 10	Chapters 8, 9, 10 and 11
June 17	Chapters 12,13 and 14
June 24	Chapter 15 and Negotiation Practice Sessions
July 1	<b>Class will not be held</b>
July 8	Chapters 16, 17, 18 and Negotiation Practice Sessions
July 15	Chapters 19 and 20; <b>Final Exam</b>

This course will involve class participation in small group assignments and projects. You will be responsible for anything assigned for class reading **and** class discussions. Tests may be given during the course prior to the final. The instructor will discuss this with students.