

**FA'18\_BUS\_06\_76796\_BURKE**

**COURSE INFORMATION**

**Bus06 Student Learning Outcomes**

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**RULES OF ENGAGEMENT**

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- 1.! Habits(Healthy)
- 2.! Decisions (Relevant)
- 3.! People(Supportive)

LEARNING :

- 1.! Listen (Inst.)
- 2.! See (DVD)
- 3.! Do (Student)

<u>Meeting #Date</u>	<u>Reading Assignment</u>	<u>Speaker/topic</u>	<u>Getting Ready to Negotiate</u>
1.! 08/27 & 08/29	Orientation & Introduction	Burke	Introduction
2.! 09/03& 09/05	Background & discussion	Burke	Sudden Prep, Priority Pre
3.! 09//10& 09/12	Chap 1 The Problem	Burke	Interests 1, 2, & 3
4.! 09/17 & 09/19	Chap 2 The Problem	Burke	Options 1 & 2
5.! 09/24 & 09/26**	Chap 3 Interests	Burke	Alternatives 1,2,3, & 4
6.! 10/01 & 10/03	Chap 4 Options	Burke	Legitimacy 1,2,& 3
7.! 10/08& 10/10	Chap 5 Objective criteria	Burke	Communication 1 & 2
8.! 10/15& 10/17	Chap 6 Power	Burke	Relationship 1 & 2
9.! 10/24& 10/26	Chap 7 Won't Play	Burke	Commitment 1 & 2
10! 10/31& 11/02**	Chap 8 Dirty tricks	Burke	Getting Ready to Agree
11! 11/07 & 11/09	Three Points & Fairness	Burke	
12! 11/14& 11/16	Fairness & People	Burke	Preparation for Final
13! 11/21& 11/23	Tactics	Burke	
14! 11/28& 11/30	Practice exercises	Burke	
15! 12/05 & 12/07**	Review	Burke	
16! 12/10	FINAL EXAM		

Book Review/assignment policies and procedures:

Indicates\* book review is DUE/TO BE S [9.2(vi)92o cm BT /P <</MCID 395>>BDC 46 0 0 46 250 -1350 Tm /F1

CATEGORY ONE BOOK(PEOPLE)

Difficult People at Work Bell & Smith  
ISBN: 1-56731745-6

Invictus - John Carlin  
ISBN: 978 0 # 311715 5

CATEGORY THREE BOOK: (COMMUNICATION )

FIERCE CONVERSATIONS- SCOTT  
ISBN:0-670-031240

RIEE

MAY BE OF SPECIAL INTEREST TO WOMEN IN THE CLASS:

WOMEN DON'T ASK LINDA BABCOCK  
ISBN: 978-1400825691

A WOMAN'S GUIDE TO SUCCESSFUL NEGOTIATING DEE E. MILLER  
ISBN 13: 978-0071746502

MARRIAGE RULES: A M

Summary Sheet:

Class: Bus006 ÐFallÕ18  
Instructor: Michael J. Burke  
Meeting Room: CHE 130  
Class: M/W 10:55Ð12:20p.m.  
Office hours: by appointment

Instructor Contact information:

Name: Michael J. Burke  
Contact number: 408-888 9434  
Email: mike.burke@westvalley.edu

Student Contact information:

Name: \_\_\_\_\_  
Contact number: \_\_\_\_\_  
Email: \_\_\_\_\_

Acknowledgement: I have received and reviewed my course syllabus and acknowledge that I have read, had the opportunity to ask questions, and understand the entire document, including disclaimers.

Honor statement: I understand that to plagiarize by representing the work of someone else as my own is not acceptable to West Valley College or Mr. Burke. I understand that to plagiarize could lead to my being dismissed from the College, dismissed from the class, my receiving a failing grade in the class, or all three.

Read, Understood, and Accepted:

Student name: \_\_\_\_\_

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