

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER:	BUS 137 (1)	INSTRUCTOR:	Gregory Brown
COURSE TITLE:	Principles of Management	OFFICE NO:	Building 4 Room 7
CREDIT HOURS:	3	OFFICE HOURS:	Mon 10am-11am Tue 5pm-6pm Wed 9am-10am & 5pm-6pm Thur 5pm-6pm Fri 9am-12pm
CONTACT HRS/WK:	3	PHONE NO:	252-789-0218
PREREQUISITES:	None	FAX:	252-792-0826
COREQUISITES:	None	E-MAIL:	gbrown@martincc.edu

PROGRAM TITLE: Business Administration

COURSE DESCRIPTION: This course is designed to be an overview of the major functions. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing the functions of management.

PROGRAM OUTCOMES (MINIMUM OF THREE):

1. Articulate and exercise an understanding of the management process and functions and how these influence effective business practices
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making
3. Model professional communication skills to process, manage and communicate information
4. Model effective interpersonal skills reflecting an understanding of diversity, the need for teamwork and the global nature of society

LEARNING OUTCOMES (MINIMUM OF THREE):

1. Define the functions of management
2. Explain the different style of leadership
3. Identify the methods of management control

REQUIRED RESOURCES: Williams, C. (2009 3rd editon). *MGMT/* Mason Ohio: Thomson higher Education. ISBN-13: 9780538743525

SUPPLEMENTAL RESOURCES: You must have access to Microsoft word processing.

LEARNING/TEACHING METHODS

1. Homework
2. Discussion
3. Outside Reading Assignment

ASSESSMENTS (MINIMUM OF THREE):

1. Tests 50%
2. Homework 30%
3. Outside Reading assignment 20%

Grading Policy

A	100-93 %
B	92-85 %
C	84-77 %
D	76-70 %
E	Below 70 %

COURSE OUTLINE:

- PART 1: INTRODUCTION TO MANAGEMENT.
1. Management.
 2. History of Management.
 3. Organizational Environments and Cultures.
 4. Ethics and Social Responsibility.
- PART 2: PLANNING.
5. Planning and Decision Making.
 6. Organizational Strategy.
 7. Innovation and Change.
 8. Global Management.
- PART 3: ORGANIZING.
9. Designing Adaptive Organizations.
 10. Managing Teams.
 11. Managing Human Resource Systems.
 12. Managing Individuals and a Diverse Work Force.
- PART 4: LEADING.
13. Motivation.
 14. Leadership.
 15. Managing Communication.
- PART 5: CONTROLLING.
16. Control.
 17. Managing Information.
 18. Managing Service and Manufacturing Operations.

STUDENT ATTENDANCE POLICY

This is a three hour class and the maximum number of class hours you can miss is twelve (9) hours. Missing more than six straight hours of classes (without a justifiable excuse) and any cuts beyond (9) hours will result in you being administratively withdrawn from the class by your instructor. You will receive a grade of “WF” which will change into an “F”. If you arrive to class after the roll is called you will receive a tardy. Three tardies will equal one absence. If you have six consecutive hours absent you can be administratively withdrawn from the class. You will receive a “WF” which counts as an “F” for the final grade. Students can be readmitted only with the written approval of the instructor (the student is responsible for making up any missed work).

Contact your instructor immediately if an emergency arises and you are unable to submit your work (or attend class) as required. NOTE: Early completion of assignments will guarantee that all work is submitted on time and will not be subject to possible late penalties.

If you find that you cannot complete the course for any reason, contact your instructor and refer to your college catalog for withdrawal procedures.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed co

COURSE POLICIES:

Assignment Policies

All late assignments will receive a grade of zero.

Test Attendance Policy

You are expected to be in attendance for all announced tests. If you cannot make the test, you need to contact your instructor. There will be a late penalty 10 points per day.

Academic Honesty

Note that in addition to good academic performance, students should exhibit the qualities of honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Any proof of dishonesty including plagiarism will make students subject to disciplinary action. Please consult your college catalog for more information.

1. Cell Phones & other Electronic devices: Please turn off all electronic devices and remove Blue Tooth enabled devices. Cell Phones should be turned off before entering class. Calls cannot be made or received during class without prior permission from the instructor. Any unauthorized electronic device in use during a test will result in a grade of Zero (0).

2. Students who leave class before dismissal, who do not inform the instructor, can expect to be counted absent from class.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.

Words of Wisdom: **A class is like a bank account. If you don't put anything into it,
You won't get anything out of it.**