



## **PRINCIPLES OF MANAGEMENT**

Course Syllabus

Date 11/29/11

**C - L - CR**  
**3 - 0 - 3.0**

**COURSE NUMBER:** MGT 101

**PREREQUISITE(S):** ENG 032M RDG 032 with a minimum grade of "C"

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.

The role of the supervisor is highlighted. The analysis of business operations and a discussion of international management are also introduced.

**TEXTBOOK(S):** Williams, Chuck. MGMT. 4<sup>th</sup> Edition. Mason, OH: Thomson Higher Education, 2012.  
ISBN: 978-1-111-22131-7

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** None

**METHOD OF INSTRUCTION:** This course will be taught by lecture, brainstorming, demonstration, individual and group projects, and group problem solving methods of instruction.

**GRADING SYSTEM:**

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

**GRADE  
CALCULATION  
METHOD:**

Assignments/Quizzes	=	20%
Mid-term/Unit Tests	=	40%
Final Exam or Project	=	<u>40%</u>
	=	100%

Everyone is expected to be present when tests are scheduled. **There are no make-up tests.** If an emergency arises and you are unable to be present for a test, call your instructor immediately.

**Assignments may not be accepted late. Tardiness of assignments, projects, papers, exercises and tests will result in a grade of zero (0). If you have a chance to turn them in early – use it! The final exam grade may replace ONE missed test.**

**ATTENDANCE  
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of

religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM  
CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB  
PROCEDURES:**

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office

located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**PROGRAM DIRECTOR**

Mr. Peter Stone  
592-4694  
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**PROGRAM CHAIR**

Mrs. Karen Ravan  
592-4840  
[ravank@sccsc.edu](mailto:ravank@sccsc.edu)

**Inclement Weather Schedule:**

- Check SCC Web Site: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**COURSE OUTCOMES  
& OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Describe the Four Primary Functions of Management
  1. Define management
  2. Describe the types of planning
  3. Describe the importance and techniques of organizational structure and design
  4. Review the elements of leading
  5. Identify techniques of controlling
  
- II. Contrast the role of the supervisor with that of the manager
  1. Define supervision
  2. Describe the importance of management and organizations
  3. Contrast the roles associated with the job of a manager

- III. Evaluate the importance of planning and control in management and supervision
  - 1. Define decision making
  - 2. Evaluate planning tools and techniques
  - 3. Describe the foundations of control
  
- IV. Describe the challenges of the changing environment of management, including workforce diversity and global competition
  - 1. Describe the evolution of management
  - 2. Describe the opportunities in managing with the global environment
  - 3. Define workforce diversity
  
- V. Describe the elements associated with organizing a competitive organization
  - 1. Summarize the types of organizational structures
  - 2. Describe issues associated with Human Resource Management
  - 3. Identify the various types of communication within an organization
  - 4. Define information technology
  
- VI. Summarize the issues and challenges of leading employees
  - 1. Define motivation
  - 2. Review the foundations of behavior
  - 3. Summarize groups and teams
  - 4. Define leadership
  - 5. Summarize the types of leaders
  
- VII. Analyze a Fortune 500 company
  - 1. Analyze a Fortune 500 company; examining its mission, leadership, and other issues associated with management