NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE

COURSE:	PREFIX NO.	EFFECTIVE DATE	NEXT REVIEW DATE
MGT	101	January 2009	January 2010

TITLE:	CREDITS	CONTACTS		
		CLASS	LAB	TOTAL
Principles of Management	3	3	0	3

PREREQUISITES: None (Successful completion of any required reading course is strongly recommended.)

DESCRIPTION: **Level I:** This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Level II: Upon successful completion of this course the student should be able to complete the following tasks: describe the managing environment and explain the characteristics of a managerial job, describe the historical development of managerial thought, explain the main classical and contemporary approach to management, explain the decision-making process and strategic planning, explain the primary organizing processes and design, explain the leadership function of management, describe the role and importance of communications, and describe and explain how the control function relates to other management functions. This course addresses such particularly relevant topics as global issues in management, managing diverse employees, team management, total quality management, and professional ethics.

TEXTBOOK(S) OR ALTERNATIVE: MGMT, Chuck Williams, South-Western Cengage Publishing Company, 2008.

MATERIALS (specifying those to be purchased by student): Textbook

COLLATERAL READING: Business sections of newspapers and periodicals
Internet information

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information, copying someone else's work, or using unauthorized materials on a test will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other

person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the Student Code Book, Academic Dishonesty section, pp. 27-28.

Absences:

Twenty percent (20%) of total class hours will be the maximum number allowed. There are no excused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class.

Makeup Tests:

Makeup tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week or it will be dropped a letter grade.

Assigned Work:

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks allowed in classrooms. Cell phones should not be on during class.

Disabilities Statement:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding

official documentation of disabilities and/or accommodation of needs. (See College Catalog.)

Student ID:

It is mandatory that every student wear his/her student ID at all times when on the Cheraw campus. During the first week of classes the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss student without ID from class. The student may get his/her ID (or the student may go to Student Services and get a temporary stick on ID for one day for $1.00 or a permanent one for $3.00) and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

RESOURCES (A-V, persons, tools/equipment):

Videos
Guest Speakers/field trip
News Articles
Handouts
Internet

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

PART I	Introduction to Management	Chapters 1-4
PART II	Planning	Chapters 5-8
PART III	Organizing	Chapters 9-12
PART IV	Leading	Chapters 13-15
PART V	Controlling	Chapters 16-18

Objective tests will be given, each one covering 2 chapters.

OBJECTIVES OF COURSE:

1. To have each student become familiar with management terms, objectives, and duties.
2. To give each student a general understanding of the tools of good management and how to apply them in actual situations.
3. To give each student the opportunity to express and use his/her

leadership and managerial abilities in role model situations.

4. To help each student develop and understand the importance of using good study habits in order to become good, self-disciplined managers.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lecture
Discussion
Actual experience
Guest speakers
Videos
Internet

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Chapter tests	75%
Classwork/Homework assignments	25%

GRADING SCALE:

93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
Below 70 = F