

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: MGT	PREFIX NO. 101	EFFECTIVE DATE May 2007	NEXT REVIEW DATE May 2008		
TITLE: Principles of Management		CREDITS 3	CONTACTS		
			CLASS	LAB	TOTAL
			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: Management, 8th edition, Richard L. Daft, Thomson South-Western 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.

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 of return or it may be dropped a letter grade.

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.

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.

Student ID: It is **Mandatory** for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office

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 1-2
PART II	The Environment of Management	Chapters 3-6
PART III	Planning	Chapters 7-9
PART IV	Organizing	Chapters 10-13
PART V	Leading	Chapters 14-18
PART VI	Controlling	Chapters 19-21

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%

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