

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**Bus 137-10
Principles of Management
3 Credit and Contact Hours**

Spring 2007

Course Description

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating.

Prerequisites: N/A **Co requisite:** N/A

Instructor Information

Instructor: Brenda McFee
Office Location: P209
Telephone Number: 828-765-7351 ext. 335
E-mail Address: bmcfee@mayland.edu
Office Hours: Posted

Course Information

Monday, Wednesday, Friday 10-10:50, Snow Schedule 11:30-12:10

Required Text(s): Management, 8th edition, Warren Plunkett

LRC Resources: N/A

Required supplies: N/A

Course Objectives/Competencies:

Upon completion, students should be able to

1. work as contributing members of a team utilizing the five functions of management.

Attendance Policy/Tardiness/Make-Up Work:

The student will receive 2.08 points for each day they attend class. A student will be considered tardy if they enter the classroom after the instructor has taken roll and will be considered absent for the class period. The student must be present for the entire class to receive attendance points.

If for emergency or health reasons, a student is unable to take a test as scheduled, it is the student's responsibility to notify the instructor PRIOR to the test and to make

arrangements for a make-up. Make up tests are given during posted office hours. An appointment has to be scheduled for the make up test. The student will have one week from the date of the test to take the make-up test. Three points will be deducted from the final test grade for each school day the make-up test is delayed. If the student does not make up the test within a week, the grade for the test will be zero. Students are allowed to make up one test per semester, but are not allowed to make up the last test. No late homework assignments will be accepted; however the lowest homework grade will be dropped.

Grading Criteria/Tests/Projects:

Approximately five tests will be given per semester and will comprise 70% of your final grade. The attendance grade will comprise 15% of your final grade. Homework grades will be graded according to content and grammatically, and may be in various forms. Homework will count 15% of your final grade. Grades are computed on a 10 point scale. No extra credit is given.

Academic Standards/Student Expectations/Ethics:

In addition to good academic performance, students should exhibit the qualities of honesty and integrity. Any form of dishonesty, cheating, fabrication, facilitation of academic dishonesty, and plagiarism will make students subject to disciplinary action. Before coming to class, please turn off all electronic gadgets.

Withdrawal Dates:

End of Unconditional Withdrawal: February 13, 2007

End of Conditional Withdrawal: March 27, 2007

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Tentative Course Outline/Weekly Topics

Week of January 8	Chapter 1
Week of January 15	Chapter 2
Week of January 22	Chapter 4
Week of January 29	Assignments and Test 1
Week of February 5	Chapter 5
Week of February 12	Chapter 6
Week of February 19	Assignments and Test 2
Week of February 26	Chapter 8
Week of March 5	Spring Break
Week of March 12	Chapter 9
Week of March 19	Assignments and Test 3
Week of March 26	Chapter 11
Week of April 2	Chapter 12
Week of April 9	Chapter 13
Week of April 16	Chapter 14 and Test 4
Week of April 23	Chapter 15
Week of April 30	Chapter 16 and Assignments
Week of May 7	Test 5

While I have attempted to be as thorough as possible, I reserve the right to make changes as the semester progresses.

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