

**Principles of Management ( MGT 210 )**

**Fall, 2013 Semester  
3 Credits**

**Phone:**

**Office:**

**Office Hours:**

**E – Mail:**

**Course Description: This course is a survey of traditional and contemporary principles of management and of the application of behavioral science and quantitative concepts to the solution of actual business organizational problems. It is an introductory course dealing with the structure of business, its environment, its relationship to society, and to the individual members of the class. It examines the operation of a business, how a firm's structure and management are determined, the methods by which companies produce products and services, the way they manage human and physical resources, market their goods and services, finance operations, and the techniques they use to control operations and meet their responsibilities.**

**Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.**

**Text(s): Essentials of Management. DuBrin, Andrew J., Southwestern, 9<sup>th</sup> Edition. 2012. 684pp.**

**Start Late, Finish Rich. Bach, David., Broadway Books, 1<sup>st</sup> Edition.**

**Teaching Procedure: The course will be comprised of lectures, discussions, as well as in – class individual and group projects. Textbook readings will be further supplemented and enhanced by handout material. Please be advised that some material that is covered in class may not be in your textbook. Students are responsible for obtaining copies of materials distributed in class and for lecture material.**

**Course Objectives:**

1. Provide the student with an understanding of the nature and role of management.
2. Introduce the student to the concept of ethical behavior within a business and non – business framework.
3. Provide the student with tools to plan, problem solve, and make decisions.
4. Introduce the student to business organization, culture, and the impact of change.
5. Acquaint the student with the theories on motivation and leadership.
6. Introduce the student to the control process.

**Disabilities Statement:**

Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Counselor for Students with Disabilities in room 135, extension 120 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

**Attendance:**

Regular class attendance is required to gain a complete understanding of the material presented in this class. Attendance will be taken at the beginning of each class. Students who achieve perfect attendance for the entire semester will receive five (5) additional points on their overall course average at the conclusion of the course. Students who miss one (1) to three (3) classes will receive three (3) additional points on their overall class average at the conclusion of the semester. Students who miss more than three (3) classes may be withdrawn from class unless there are extenuating circumstances that are made known to the instructor. Tardiness or leaving early counts as an absence unless extenuating circumstances are made known to the instructor. Additionally, you also may lose attendance points at the discretion of the instructor for texting, sleeping, and not being fully engaged in the class.

**Classroom Behavior, Etiquette, and Civility:** Please review the handout that is attached to your syllabus.

**Grade Determination:**

Your grade for this course will be determined by the following assessments:

**Exam #1 – 25%**

**Exam #2 – 25%**

**Book Analysis – 25%**

**Final Examination – 25% \*\*\* The Final Exam will cover material from the second exam to the completion of the course. The Final Exam will not encompass the entire course. \*\*\***

**Exams:**

**The exam format may include, but is not limited to essays, short answers, multiple choice, and definition of terms. Please refer to your syllabus for the exam dates.**

**Only in extenuating circumstances that are made known to the instructor prior to the examination will make - up examinations be allowed. Students who fail to take an examination will be given a grade of “0” for that particular examination.**

**Book Analysis:**

**Each student will be required to complete a three to seven page book analysis on Start Late, Finish Rich. The paper should be typed and double spaced with a font of 12. Grammar, punctuation, and spelling also will count in this paper. For the due date, please consult your syllabus. For the analysis, please select at least seven (7) examples or strategies within the book that you can apply to your life and provide you with financial freedom in the future.**

**Academic Honesty:**

**Students enrolled in MWCC’s courses are responsible for academic honesty. Cheating, plagiarism ( any forms of presenting someone else’s work as one’s own), and fabrication are serious offenses and will not be tolerated. Students must read, and comply with, the academic honesty policy in college literature, including the library’s website. Students also must become knowledgeable about what constitutes cheating, plagiarism, and fabrication by asking the instructor and consulting with the Academic Support Center. Students are instructed to resolve questions or confusion about appropriate documenting and referencing techniques before submitting assignments. The instructor reserves the right to fail students who cheat, plagiarize, or fabricate.**

**Other Business Resources:**

I have also attached to the syllabus “Basic Business Resources”. This document lists a variety of reference materials in the library that are available to the student.

**Academic Support Services:**

MWCC is committed to the academic success of every student. The Academic Support Center, located in Room 116, provides free tutorial and other services to students seeking help with their coursework. The center is open Monday – Thursday 8:00 A.M. to 7:00 P.M. and Friday, 8:00 A.M. to 4:00P.M. The phone number is 978 – 630 – 9333.

**Late Assignments:**

Assignments must be completed and submitted to me by the due date that is listed in the syllabus. Unless you receive prior permission from me, students who are late in submitting assignments will lose one letter grade. If the assignment is not completed, the student will receive a “0.”

**Grade Scale:**

93 – 100	A	73 – 76	C
90 – 92	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 - 68	D
80 – 82	B-	60 - 62	D-
77 – 79	C+	0 – 59	F

**Syllabus Changes:**

The instructor reserves the right to revise or make changes in this syllabus throughout the entire semester. Students will be notified when changes occur.



<b>Week 8</b>	<b>Leadership</b>	<b>Ch. 10, Pgs. 345 – 387</b>
<b>Week 9</b>	<b>Motivation</b>	<b>Ch. 11, Pgs. 388 – 426</b>
	<b>*** Exam #2 ***</b>	
<b>Week 10</b>	<b>Communication</b>	<b>Ch. 12, Pgs. 427 – 468</b>
	<b>*** Book Analysis Due***</b>	
	<b>Teams, Groups, &amp; Teamwork</b>	<b>Ch. 13, Pgs. 469 - 505</b>
<b>Week 11</b>	<b>Information Technology</b>	<b>Ch. 14, Pgs. 506 - 538</b>
<b>Week 12</b>	<b>Essentials of Control</b>	<b>Ch. 15, Pgs. 539 – 582</b>
<b>Week 13</b>	<b>Managing Ineffective Performers Enhancing Personal Productivity</b>	<b>Ch. 16, Pgs. 583 – 620 Ch. 17, Pgs. 621 - 658</b>
<b>Week 14</b>	<b>Final Examination</b>	<b>TBA</b>