

Moberly Area Community College Common Syllabus

BUS112 Principles of Management Current Term

Instructor:

Office Number:

Office Hours:

Response Time: I typically respond to student emails within 24 hours, Monday through Friday.

Contact Information:

Classroom number:

Section number(s):

Class days and time:

Catalog Description: BUS112 Principles of Management (3-0-3)

Students explore the planning, organization, and operation of a business. The course uses a study approach to selecting, combining, and applying techniques of management to realistic business problems.

Prerequisite/Corequisite: None

Text: Gareth R Jones & Jennifer M George. *Essentials of Contemporary Management w/Access Card*, 9th Edition, McGraw Hill Publisher.

Other Required Materials:

Purpose of Course:

This course is designed to provide the student with a survey of contemporary principles and practices of managing. Students will learn that the study of management is not a precise science and as such it continues to evolve. Management is a learned skill; it cannot be inherited. Management is the successful outcome of working with people and resources to attain optimal output in accordance with company goals. We never become perfect managers as we continue to gain experience and learn throughout our careers.

Course Objectives (CO):

To introduce the student to the basic fundamentals of business and to the choices and possibilities the business work can offer as a career opportunity. Students should become familiar with the aspects of business for economic, social and personal reasons as business is the cornerstone of American society.

1. Know the functions and foundations of management.
2. Know how to evaluate the competitive environment.
3. Easily lead decision-making teams.

4. Approach crisis management decision-making with confidence.
5. Know how to proceed through the basic steps of the planning process.
6. Be able to deal with a diverse workforce.
7. Better understand the international business environment.
8. Know how firms organize to meet customer requirements.
9. Be able to build an effective team.
10. Establish a viable control system in business.
11. Know how to assess technology needs.
12. Visualize what it takes to be a “world class” company.

Course Content:

Survey course designed to introduce students to the four functions of management: planning, organizing, leading, and controlling. Case studies are utilized. The scope of this study will also include aspects of the principles of management on individuals and organizations.

Statement to Connect Course with Institutional Student Level Outcomes:

In compliance with MACC’s Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

EVALUATION OF STUDENT LEARNING:

Business Administration Program Assessment:

The Business Administration faculty continually strives to meet the needs of their students through program improvements. These improvements are a result of program assessments and the consultation and advisement of the Business Administration Advisory Committee. In addition to the course assessments outlined in this syllabus, the objectives achieved in this course will also be an integral part of the Business Administration program assessment.

Grade scale:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% - & below

Evaluation:

(State the way learning objectives will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

Description of Major Assignment(s)/Project(s):

Per instructor

INSTRUCTOR POLICIES

Tardiness:

Per instructor's policy

Make-up and late work:

Per instructor's policy

Extra-Credit:

Per instructor's policy

Schedule of Student Assignment and Activities:

(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

Other:

List any other instructor policies

COLLEGEWIDE POLICIES:

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).