I. Course Description: A basic course in the principles of business management as it concerns planning, organization, staffing, direction and control.

II. Reference Textbooks/Materials:
   B. Internet Access beneficial.

III. Course Objectives: The goal of this course is to acquaint the student with the various types of decisions that must be made by a manager when managing a business. This course is also designed to give the student practice in solving management problems through the use of cases and projects.

IV. Course Content:
   - Introduction: Definition, History, Ethics, Culture
   - The Planning Function: Goals, Types of Plans, Tools, Strategy
   - The Organizing Function: Designing Jobs, Authority, Line Staff
   - The Staffing Function: HR Planning, Training and Development, Labor
   - The Direction Function: Motivation, Leadership, Managing Change
   - The Control Function: Approaches, Control Process, Tools and Techniques

V. Learning Experiences:
   - Lecture
   - Group discussion
   - Team work
   - Assigned homework

VI. Student Evaluation: Students will earn credit for daily quizzes, group assignments, case studies, chapter exams and a final exam. Grades will be based upon total points using the following scale.

   90 - 100 = A
   80 - 89 = B
   70 - 79 = C
   60 - 69 = D
   Below 59 = F
Assignments: Homework and assignments will be given for each chapter. Most homework will be graded by a homework quiz. However, homework may be randomly collected and graded accordingly. Pop Quizzes cannot be made up. No homework will be accepted more than 1 week late. Reduced credit will be given for late assignments.

Chapter Test: Chapter Tests are given upon the completion of each chapter. These tests serve to test your understanding of the procedures introduced in the chapter itself. Tests can be taken in advance if an absence is anticipated. Missed tests must be made up before the next class meeting for full credit, within one week for a reduced grade. One test score per semester may be dropped.

Final Exam: The Final Exam is comprehensive in nature and must be completed when scheduled.

VII. Special Policies:

- **Attendance:** Regular attendance is expected. A student may be dropped for non-attendance following excessive absences. Six absences are considered excessive for this course. If a student plans to withdraw from the course, it is his/her responsibility to officially withdraw from the class.

- **Assignment Due Dates:** The due date of each assignment will be announced. Reduced credit will be given for assignments turned in late. No credit will be given for work that more than one week late.

- **Academic Honesty:** Students who engage in dishonest acts such as plagiarism or other forms of cheating in meeting the requirements of this course will be notified by the instructor that they are receiving a “0” for the assignment and/or an “F” for the course. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action. (Under that policy, the student is subject to suspension from college for acts of dishonesty.)

- **Special Needs:** If you have special needs as addressed by the Americans with Disabilities Act and need any test or course materials provided in an alternative format, notify your instructor immediately. Reasonable efforts will be made to accommodate your special needs.

*This syllabus represents the planned objectives, content, learning experiences, evaluation process, and competencies. The instructor reserves the right to alter the syllabus as needed.*

Revised August 2004