Elgin Community College
MMT 101-771: PRINCIPLES OF MANAGEMENT
Course Syllabus

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Office Hours: Appointment Only (Wednesday or Thursday between 6:30p.m. to 8:00p.m.)

Required Text:
Contact the ECC Bookstore: eccbookstore@elgin.edu; 847-214-7395

COURSE DESCRIPTION:
The functional framework of planning, organizing, staffing, leading, and controlling is utlilized to introduce the management process. Management theory crosses many disciplines including relevant aspects of human behavior, rational decision making, and provide the conceptual framework as students increase their understanding of global challenges, ethical decision making, workplace diversity, and technology management.

COURSE OBJECTIVES
Upon successful completion of this course you will be able to:
 Explain the management functions of planning, organizing, staffing, leading and controlling.
 Apply principles of planning in setting clear, verifiable or measureable goals and objectives.
 Demonstrate a variety of motivational principles to improve productivity and improve human relations, leadership, and communication skills.
 Discuss management concepts as they relate to the global environment.
 Appreciate and value diversity as a business management strategy and identify future trends in management.
 Design/ apply appropriate control instruments, especially budgets, scorecards, procedures, policies and rules.
 Analyze business problems and use rational decision- making principles, including applying management concepts in practical way.

CLASS PARTICIPATION
All class time will be spent on-line “lectures/ discussion boards”; however, much of our period will be providing you the opportunity to process the course material by engaging in online class activities, including outside material and media/videos.

To gain the most learning from this experience, students are expected to read the assigned text material ***before*** the next assigned online class, be attentive and actively participate in discussion boards, homework and on-line class assignments. When you have already read the textbook and know what the chapters’ lessons are about, you will get much out of the online class lectures and activities.

ATTENDANCE & CLASSROOM POLICIES
Issues regarding on-line attendance and participation will be run as though we are operating in a work environment. In the real world of work, you are expected to show up on time, every day, and be motivated and ready to work. Therefore, the same expectations holds true for this online course. In this class, just showing up on-line is not sufficient. You will be expected to actively participate in on-line discussions, as well as with the case study analyses and assigned projects/ case studies. You are expected to contribute to online class discussions and case

studies. Under no circumstances should a student stop attending on-line class without formally withdrawing. Please refer to Elgin Community College's withdrawal policy and drop class schedule in the current course catalog for further details.

GUIDELINES FOR WRITTEN ASSIGNMENTS
You need to read the chapters and keep your own notes. Although you may work in teams during this on-line class, **each student must submit his or her own individual work** for grading.

QUIZ MAKE-UP POLICIES
Make-up quizzes are provided *only* if the reason for the student's absence is an emergency that is beyond the control of the student. If you must miss an on-line class when a Quiz is scheduled, please contact your instructor no later than Friday before the next on-line class period/ assignment.

CLASSROOM ASSIGNMENTS
All homework assignments are due **at the beginning of the on-line class period** for which they have been assigned. You may submit one (1) assignment late without penalty. Otherwise, only assignments turned in on time receive all of the possible points.

PRINICPLE OF MANAGEMENT- INDIVIDUAL FINALPROJECT
Your individual final project will consist of assessing and making recommendations on the Management and Operation effectiveness of an organization. You will select an organization that is approved by your instructor, assess its effectiveness through the lens of Consultant, and make recommendations to improve business results. You will deliver your presentation and written summary (findings) to your instructor.