Course Description
This course is study of management theories, emphasizing the management functions of planning, decision making, organizing, leading and controlling.
... <Prerequisites: ENG 100>  3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
Focus to learn how managers think, plan and operate to create optimal business results.

Text and References
ISBN 1-2850-9107-8

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)
1. *differentiate management functions
2. breakdown kinds of managers
3. summarize managerial roles
4. elaborate on mistakes managers make
5. identify the origins of management
6. examine human relations management
7. analyze operations management
8. explain organizational environments and culture
9. define the general environment
10. distinguish the specific environment
11. define organizational cultures
12. outline influences on ethical decision making
13. summarize social responsibility
14. understand the connection between social responsibility and economic performance
15. list steps to ethical decision making
16. recognize the benefits and pitfalls to planning
17. elaborate on how to make a plan that works
18. paraphrase the steps and limits to rational decision making
19. understand competitive advantage
20. contrast organizational strategies
21. *outline SWOT Analysis
22. review corporate-level strategies
23. explain industry-level strategies
24. define firm-level strategies
25. describe innovation and change
26. identify impacts of and forms of global business
27. evaluate adaptive organizations
28. recognize the positive and negatives of using teams
29. define how to enhance work team effectiveness
30. examine group dynamics
31. articulate human resource systems
32. review the various responsibilities of the HR system
33. understand the importance of managing diversity in the workforce
34. distinguish the different foundations of motivation
35. understand the difference between leaders versus managers
36. summarize various leadership theories
37. list leadership traits
38. analyze perception and communication problems
39. identify various kinds of communication
40. specify control process and methods
41. delineate the balance scorecard
42. outline the importance of information
43. interpret characteristics and costs of useful information
44. discuss managing service and manufacturing operations concepts
45. elaborate on the importance of quality related characteristics for products and services
46. review types of inventory
47. understand the costs associated with inventory
48. apply the importance of managing inventory

Student Contributions
Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Students are expected to complete all quizzes, exams, and homework assignments according to the published schedule. For TCL attendance policy, please refer to the student hand book.

Course Evaluation
Your grade will be based on the percentage of point’s earned/the total number of points possible.

The grading scale for this course is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

*The Instructor reserves the right to modify the number of assignments and/or point totals as needed. The grade scale will not be modified.
Course Schedule
This online course material will be posted weekly. It is the student’s responsibility to check Blackboard for new assignments, exams and projects. Please pay attention to assignment deadlines. Late work will not be accepted. Please see Blackboard for the schedule of coursework and assignment deadlines.

Approved by: ____________________________  Developed/Revised: 1/06/2014
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV,
WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)