

## **COURSE INFORMATION**

Course Prefix/No: **MGT 101**  
Course Title: **PRINCIPLES OF MANAGEMENT**  
Lec Hrs/Week: 3.0  
Lab Hrs/Week: 0.0  
Credit Hrs/Semester: 3.0

[Distance Learning Attendance/VA Statement](#)  
[Textbook Information](#)

## **COURSE DESCRIPTION**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **COURSE COMPETENCIES**

To complete this course successfully, a student should be able to:

### **Module 1 – INTRODUCTION TO MANAGEMENT**

- Explain the four functions of management.
- Describe different kinds of managers.
- Explain how and why companies can create competitive advantage through people.
- Discuss how changing environments affect organizations.
- Explain how organizational cultures are created and how they can help companies be successful.
- Discuss how the nature of management jobs creates the possibility for ethical abuses.
- Describe what influences ethical decision making.
- Explain how organizations can choose to respond to societal demands for social responsibility.
- Discuss whether social responsibility hurts or helps an organization's economic performance.

### **Module 2 – PLANNING and CONTROL**

- Discuss how companies can use plans at all management levels, from top to bottom.
- Explain the steps and limits to rational decision making.
- Explain the strategic importance of information.
- Explain the basics of capturing, processing, and protecting information.
- Describe how companies can share and access information and knowledge.
- Describe the basic control process.
- Discuss the various methods that managers can use to maintain control.
- Describe the behaviors, processes, and outcomes that today's managers are choosing to control their organizations.

### **Module 3 – ORGANIZATION and CHANGE**

- Describe the impact of global business on the United States.
- Explain the different ways that companies can organize to do business globally.
- Discuss the importance of identifying and adapting to cultural differences.
- Explain the components of sustainable competitive advantage and why it is important.
- Describe the steps involved in the strategy-making process.
- Explain why innovation matters to companies.
- Discuss the different methods that managers can use to effectively manage innovation in their organizations.
- Describe the departmentalization approach to organizational structure.
- Explain organizational authority.

### **Module 4 – STAFFING and DIRECTING**

- Recognize and understand the different kinds of teams.
- Understand the general characteristics of work teams.
- Explain how different employment laws affect human resource practice.
- Describe how to determine training needs and select the appropriate training methods.
- Discuss how to use performance appraisal to give meaningful performance feedback.
- Describe basic compensation strategies and explain how they affect human resource practice.
- Discuss the kinds of productivity and their importance in managing operations.
- Explain the essentials of managing a service business.
- Describe the different kinds of manufacturing operations.
- Explain the basics of motivation.
- Explain how reinforcement theory works and how it can be used to motivate.
- Describe the components of goal-setting theory and how managers can use them to motivate workers.
- Explain what leadership is.
- Describe who leaders are and what effective leaders do.
- Explain the normative decision theory.
- Explain how visionary leadership helps leaders achieve strategic leadership.

### **COURSE REQUIREMENTS**

All students are responsible for attaining competencies through completion of the following course requirements in order to be successful in the course:

- attend class
- read assigned chapters
- complete assignments
- complete chapter tests

**ACADEMIC POLICY**

The policies stated in the York Technical College Catalog and Handbook will be enforced. Any student violating the policy will be subject to academic discipline.

**ATTENDANCE POLICY**

The student will attend class as stated in the York Technical College Handbook's attendance policy. Online students will participate in discussions and complete all assigned activities in a timely manner as evidence of virtual class attendance.

**EVALUATION STRATEGIES/GRADING**

The course letter grade will be based on a 100 percentage-point scale with ten-point segments on the scale separating each letter:

A = 90 or more

B = 80 to 89

C = 70 to 79

D = 60 to 69 (does not count toward a graduation requirement)

F = less than 60 (does not count toward a graduation requirement)

Your final course grade will be based on the following proportions:

Module	1	20 percent	Exam 1	100 points
Module	2	20 percent	Exam 2	100 points
Module	3	20 percent	Exam 3	100 points
Module	4	20 percent	Exam 4	100 points
Semester Project		20 percent	Project	100 points

**ENTRY-LEVEL SKILLS**

Admission to a York Technical College degree, diploma, or certificate program, or equivalent admission in a sister institution constitutes possession of entry-level skills.

**PREREQUISITES**

None

**CO-REQUISITES**

None