NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE

COURSE: MGT 110
PREFIX NO. 110
EFFECTIVE DATE January 2013
NEXT REVIEW DATE January 2014

TITLE: Office Management
CREDITS 3
CONTACTS CLASS - LAB - TOTAL
3 0 3

PREREQUISITES: None

DESCRIPTION: This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.


MATERIALS (specifying those to be purchased by student): Textbook

COLLATERAL READING: NONE

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty:
During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the "Student Code Book", "Academic Dishonesty" section.

Absences:
Twenty percent (20%) of total class hours will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school related assignments.

Make-up Tests:
If the student misses a test it will be placed in the Success Center for completion. The test must be completed by the next scheduled class meeting. If the student returns to class before taking the test the instructor will dismiss the student to complete the test during class time.
Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies count as one absence.

Assigned Work:
If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class. If a class session is missed it is the student’s responsibility to retrieve all notes and assignments.

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog).

Student ID:
It is mandatory that every student wear his or her student ID at all times when on the Cheraw Campus. You may get a temporary ID in the Student Services Office.

RESOURCES (A-V, persons, tools/equipment):
Lecture
Discussion
Handouts

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Part One  Identifying Basic Concepts and Trends  Ch. 1-5
Part Two  Managing Human Resources In The Workplace  Ch. 6-10
Part Three  Practicing Leadership and Communication Skills  Ch. 11-12
Part Four  Managing Essential Administrative Services  Ch. 13-14
OBJECTIVES OF COURSE:
Building upon the fundamentals of management, this course looks at the humanistic approach to managing and supervising staff in an office environment. Basic principles of problem-solving, systems thinking, productivity evaluation, and technology applications are provided, along with profiles of real-world managers.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
- Lecture
- Discussion
- Cases

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
- Objective tests will be given
- Tests .................................................. 60%
- Final Exam ........................................... 20%
- Participation ................................. 20%

GRADING SCALE:
- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 70 - 76 = D
- Below 70 = F