

This is a sample syllabus only. (Do not purchase the textbook until you confirm with the instructor.)

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
City University of New York

**Business Management Department**

**Business Organizational and Management**  
**BUS 200**

**Fall 2009**  
**3 Credits/3 Hours**

**Dr. Elinor Garely (S656)**

**Contact Information:**  
**egarely@hotmail.com**  
**212-220-8214**

**Office Hours: Mon. 8:00-8:50 am**  
**1:00-1:50 pm &**  
**5:00-5:50pm**

**Course Description**

This course covers the total structure and character of modern business from initial organization through grouping of essential functions into operating departments. Management and the decision-making process, financing, operations and marketing considerations are studied, with actual cases used to illustrate problems in small and big businesses.

**Prerequisites/Co-requisites**

Students must have passed ENG 095, ESL 095, ACR 095, and MAT 010/011.

**Student Learning Outcomes**

The objectives of this course are to:

1. Prepare the student for a managerial role in any formal organization.
2. Prepare the student for further management study in particular functional areas of business.
3. Develop the student's appreciation and understanding of the practice of effective management.

Upon completion of this course the student should be able to:

1. Apply the concepts learned to the effective management of projects or organizational departments for which she/he is responsible
2. Make intelligent managerial decisions, justify them in terms of productivity, and communicate them to those responsible for their implementation.
3. List the functions of management and comprehend which ones should be applied to the solution of organizational problems.

**Required Text**

**Robbins & DeCenzo. Fundamentals of Management: Essential Concepts and Applications. 6 Edition**

**Evaluation & Requirements of Students**

1. Class participation including quizzes	20%
2. Mid-term Examination	30%
3. Final Examination	30%
4. Assignments (written or oral)	<u>20%</u>
	100%



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**Academic Adjustments for Students with Disabilities**

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities (Room N320 – Telephone # 212-220-8180). BMCC is committed to providing equal access to all programs and curricula to all students.

**BMCC Policy on Plagiarism and Academic Integrity Statement**

Plagiarism is the presentation of someone else’s ideas, words or artistic, scientific, or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC’s web side, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).