

Management 3600-02

Fall 2015 Mon and Weds, 8:00am-9:20am

Instructor: Monica Williams Smith

Office Hours (Room 2323)

Mon and Weds: 9:30am-11:00am, 12:30pm-2:00pm, 3:30pm-5:30pm

Telephone: (678) 839-4826

Email: Course Den (D2L) is the preferred method to contact the Instructor about any course related questions, suggestions, or concerns

Required Text

Williams, Chuck. (2014) *MGMT 6*. South-Western Cengage Learning. The online student resources that accompany the text are good for additional study materials as you prepare for exams.

Prerequisites

BUSA 2106, ECON 2105 or permission of department chair.

Course Description

This course consists of a study of the basic concepts and processes of management. The course includes the study of the legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations.

Learning Objectives Related to Learning Goals

1. Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
2. Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
3. Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
4. Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6)

Evaluation of course objectives

You will have five exams and class participation activities to assess the knowledge learned while taking this course.

Grading Scale

Your final grade will be calculated using the average of the five exams. The grading scale is as follows:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

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Evaluation of Course Objectives

| | |
|---------------------|-----|
| Exams | 95% |
| Class Participation | 5% |

You will have a total of **five** exams in this course. An optional comprehensive final will be offered for those who wish to drop their lowest test grade and take the final in its place. Exam format could be multiple choice, short answer, true/false, or discussion. The exams are worth **95%** of your total grade in the course.

Class Participation

You will be expected to participate in all class participation activities. Activities could be group assignments, case studies, etc. The activities are used to help in your understanding of various topics covered during class lectures and are worth **5%** of your total grade. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate. Every activity is worth 1 point with 5 activities as the minimum to reach the 5 points/5% goal. Every so often, an activity may be posted in D2L after class.

You may also have the opportunity to earn extra points towards exams on some of the activities. In addition, questions from class participation activities could be on any of the exams.

Class Policies

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, a failing grade in the course, and/or referral to the Vice President for Student Affairs.

Attendance

You are expected to prepare for, attend, and actively participate in class. Although attendance will not be recorded on a regular basis, you must attend in order to participate. Good attendance practices could positively affect your overall grade in this course.

You must have a **legitimate** reason for missing an exam (death in the family, serious illness, etc.). A doctor's excuse **is necessary** if an exam must be made up due to a serious illness. If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam. Make-ups will **ONLY** be provided if the reason for missing the test is **approved** by the Instructor. All **approved** make up exams will be given on the day of finals, December 7th. You will always have the option to take the final to make up for a missed exam.

Credit Hour Policy (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Extra Credit and Extra Points

No one student will be given extra credit opportunities or extra points at the beginning, middle, or end of the course. The Instructor reserves the right to give the entire class an extra credit opportunity at her discretion. There are **NO** exceptions.

Requests for Modifications

Any students requiring modifications should make an appointment to meet with the Instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations.

On exam days, only students who have a documented disability that includes the need for frequent restroom visits will be permitted to leave the classroom during an exam. All other students are asked to take all restroom breaks before the exam, or be prepared to turn in the exam before you leave the classroom.

Student Rights and Responsibilities

Please carefully review the information at the following link:

[http://www.westga.edu/assetsDept/vpaa/Common Language for Course Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common%20Language%20for%20Course%20Syllabi.pdf)

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Syllabus

The Instructor can change the syllabus as needed during the semester.

Technology

The use of technology (i.e. laptops) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester. **Cell phones should always be turned off or on silent and NEVER used during class.**

Course Schedule, Management 3600-02 (Fall 2015)

| Date | Tentative Course Schedule |
|--------------------|---|
| August 24, 2015 | Syllabus |
| August 26, 2015 | Management |
| August 31, 2015 | History of Management and Organizational Environments and Culture |
| September 2, 2015 | Ethics and Social Responsibility/ Review |
| September 7, 2015 | <i>Labor Day Holiday</i> |
| September 9, 2015 | Exam One |
| September 14, 2015 | Planning and Decision Making |
| September 16, 2015 | Organizational Strategy |
| September 21, 2015 | Innovation and Change |
| September 23, 2015 | Global Management |
| September 28, 2015 | Review |
| September 30, 2015 | Exam Two |
| October 5, 2015 | Designing Adaptive Organizations |
| October 7, 2015 | Managing Teams |
| October 12, 2015 | Managing Human Resource Systems |
| October 14, 2015 | Managing Individuals and a Diverse Work Force/Review |
| October 19, 2015 | Exam Three |
| October 21, 2015 | Motivation |
| October 26, 2015 | Leadership |
| October 28, 2015 | Managing Communications |
| November 2, 2015 | Review |
| November 4, 2015 | Exam Four |
| November 9, 2015 | Control |
| November 11, 2015 | Managing Information |
| November 16, 2015 | Managing Service and Manufacturing Operations |
| November 18, 2015 | Review |
| November 23, 2015 | <i>Thanksgiving Break</i> |
| November 25, 2015 | <i>Thanksgiving Break</i> |
| November 30, 2015 | Exam Five |
| December 2, 2015 | Last Day of Class/Review for Final |
| December 7, 2015 | Optional Comprehensive Final and Make Up Exams, 8:00am-10:30am |