

Management 3600-03

Fall 2015 Mon and Weds, 11:00am-12:20pm

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

Management 3600-03

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 3600-03 (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, 11:00am-1:30pm