

MANAGEMENT- MGNT 3600-01
Fall 2016
MW 8:00 AM-9:15 AM – Miller Hall #2214

Instructor: Mr. Richard Sigman Office Hours: M/W 9:15-11:00 AM, 12:15-2:00 PM, 4:45-6:15PM
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Required Text:

Williams, Chuck. MGMT9. South-Western Cengage Learning.

Prerequisite: 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 legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations. (http://www.westga.edu/mgmtbus/index_13934.php)

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) (<http://www.westga.edu/~mgmtbus/lg-mgmt3600M.htm>)

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.

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

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.

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, failing grade in the course and/or referral to the Vice President for Student Affairs (<http://www.westga.edu/undergrad/1762.htm>).

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. Disability Services can be accessed at: <http://www.westga.edu/accessibility> .

CourseDen:

Announcements and changes in the schedule will be made through CourseDen. Copies of the syllabus, PowerPoint slides and other materials will be available on CourseDen. CourseDen is accessible at <http://westga.view.usg.edu>

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. You must have a legitimate reason for missing an exam (death in the family, serious illness, etc.). If you are going to miss an exam, you must contact me prior to the test otherwise you will receive a zero for the exam. **With prior approval, missed exams can be made up on the date of the final exam.**

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.**

Evaluation of Course Objectives

Exams	95%
Class Participation	5%

You will have a total of **FOUR** exams in this course. The comprehensive final exam is optional and can be used to replace your lowest exam grade. The exam format could be multiple choice, short answer, true/false or discussion. The exams are worth **95%** of your total grade.

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 the class. Lecture Participation is 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.

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

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 and extra credit opportunity at his discretion. There are **NO** exceptions.

Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: <60

The Syllabus

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

Important Links:

- CourseDen (D2L) Home Page - <https://westga.view.usg.edu>
- CourseDen Help & Troubleshooting - <http://uwgonline.westga.edu/students.php>
- Textbook Website - <http://www.cengagebrain.com/shop/isbn/9781285867502>
- Ingram Library Services - <http://www.westga.edu/library/index.php>
- University Bookstore - <http://www.bookstore.westga.edu/>
- Accessibility Services - <http://www.westga.edu/accessibility>

Tentative Schedule

Date	Topic	Assignment
10-Aug	Introduction, True Colors	
15-Aug	Chapter 1 – Management	Review Syllabus, Read chapter
17-Aug	Chapter 2 – History	Read chapter
22-Aug	Chapter 3 – Org. Environments & Culture	Read chapter
24-Aug	Chapter 4 – Ethics & Social Responsibility	Read chapter
29-Aug	Exam Review	Review study guide
31-Aug	Exam 1 – Chapters 1-4	Study for Exam
5-Sep	Labor Day	No Class
7-Sep	Chapter 5 – Planning	Read chapter
12-Sep	Chapter 6 – Strategy	Read chapter
14-Sep	Chapter 7 – Innovation & Change	Read chapter
19-Sep	Chapter 8 – Global Management	Read chapter
21-Sep	Chapter 9 – Designing Adaptive Org.	Read chapter
26-Sep	Exam Review	Review study guide
28-Sep	Exam 2 – Chapters 5-9	Study For Exam
3-Oct	Guest Speaker	
5-Oct	Chapter 10 – Managing Teams	Read chapter
10-Oct	Chapter 11 – HRM	Read chapter
12-Oct	Chapter 12 – Diversity	Read chapter
17-Oct	Chapter 13 – Motivation	Read chapter
19-Oct	Chapter 14 – Leadership	Read chapter
24-Oct	Exam Review	Review study guide
26-Oct	Exam 3 – Chapters 10-14	Study for Exam
31-Oct	Chapter 15 – Communication	Read chapter
2-Nov	Chapter 16 – Control	Read chapter
7-Nov	Chapter 17 – Managing Information	Read chapter
9-Nov	Chapter 18 – Service & Manufacturing Op.	Read chapter
14-Nov	Exam Review	Review study guide
16-Nov	Exam 4 – Chapters 15-18	Study for Exam
21-Nov	Thanksgiving Break	
23-Nov	Thanksgiving Break	
28-Nov	Guest Speaker	
30-Nov	Final Exam Review	
Date/Time TBD	Optional Comprehensive Final Exam	