

## **Management 3600-01**

June 2015, Mon-Fri, 10:00am-12:15pm

Instructor: Monica Williams Smith

Office: Room 2323

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*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 a total of **three** exams in this course that will be worth 85% of your total grade. Exam format could be multiple choice, short answer, true/false, or discussion. You will also have two class activities that will be worth 5% of your grade and a business project that will be worth 10% of your grade. Total class grade will be based on the average of all three exams and total points earned for the project presentation and class activity.

### **Grading Scale**

The grading scale is as follows:

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

## Class Policies for Management 3600-01

### 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. If you have more than **four** unexcused absences, (which includes leaving after the breaks), you will be automatically dropped from the course. Good attendance practices could positively affect your overall grade in this course. In addition, you may have the opportunity to earn extra points towards an exam based on class participation activities. These activities are **NOT** announced prior to class. You **MUST** be in attendance on that class day to participate.

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.

### Business Presentation

During this course, you will have the opportunity to learn more about leaders and the leadership structure of various companies who are headquartered in Georgia. Groups of two will be randomly chosen by the Instructor for this assignment. Each group must present their projects to the class to receive credit for this assignment.

### Business Presentation Criteria

Presentations should include the following:

- Name and location of the company
- Information about the products sold
- Background information about the CEO
- Explanation about the leadership structure of the company
- One or two "fun" facts about the CEO or the company

Each group will have 5 to 7 minutes to present their company. Each group member must present some part of the presentation to be eligible for full credit.

### Class Participation

You will be expected to participate in all class participation activities. Questions from 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 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.

### **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_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.

### **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 3600-01 (June 2015)

Date	Tentative Course Schedule
June 1, 2015	Syllabus and Management
June 2, 2015	History of Management and Organizational Environments and Culture
June 3, 2015	Ethics and Social Responsibility and Leadership
June 4, 2015	Planning and Decision Making and Group Projects
June 5, 2015	Review and Group Projects
June 8, 2015	<b>Exam One</b>
June 9, 2015	Innovation and Change and Designing Adaptive Organizations
June 10, 2015	Managing Teams and Managing a Diverse Workforce
June 11, 2015	Managing Human Resource Systems
June 12, 2015	Review and Group Projects
June 15, 2015	<b>Exam Two</b>
June 16, 2015	Motivation and Managing Service and Manufacturing Operations
June 17, 2015	<i>Class Assignment/Activity: "Printed Specialties Company Visit"</i>
June 18, 2015	Control and Managing Communications
June 19, 2015	Organizational Strategy, Review, <i>Group Presentations</i>
June 22, 2015	<i>Class Assignment/Activity: "A Day in the Life of a Manager"</i>
June 23, 2015	<b>Exam Three</b>