

# MGNT 3600: MANAGEMENT

Spring 2020

Section-91D: T/TH 12:30 – 1:45 p.m. Newnan Center #138

**Instructor:** Ms. Mariana Sanchez

**Office Hours:** T/TH 7:30 –11:00 a.m.

**Office:** (UWG) Miller Hall, Room #1218

**Phone:** 678-839-5165

**Email:** msanchez@westga.edu

**Prerequisite:** BUSA 2106, ECON 2105 or permission of department chair

**Text:** Williams, Chuck. (2018) MGMT 10. Cengage. ISBN 10: 1337116750

## 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.

## Learning Objectives:

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)

## 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:

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. [Common Language for Course Syllabi](#)

## 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 ([Academic Dishonesty website link](#)).

## Requests for Modifications:

Any students requiring modifications should make an appointment to meet with the instructor during the first week of class. An official letter from UWG documenting the disability is required in order to receive accommodations. Accessibility Services can be accessed at: [Accessibility Services Website](#)

## Attendance:

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

**Responsibility for Class Material:**

If you miss class it is your responsibility to obtain notes from a classmate and to be prepared for the next session. Although I am more than willing to help explain unclear material, I cannot review all material presented during lectures on an individual basis.

**Exams:**

You will have a total of four exams this semester. Generally, make-up exams will not be given. Consideration for rescheduling an exam will be given only if you notify the instructor at the earliest possible time and if you can present appropriate documentation regarding your absence.

**Extra Credit:**

No 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.

**Grading Scale:**

Graded Event	Percentage of Final Average	Grading Scale
Exam 1	15%	A: 90-100
Exam 2	15%	B: 80-89
Exam 3	15%	C: 70-79
Exam 4	15%	D: 60-69
Group Project	25%	F: <60
Assignments	15%	
<b>Total</b>	<b>100%</b>	

**CourseDen (D2L):**

You will be able to find class material, view grades, and find a copy of your syllabus in CourseDen. D2L will also be used by the instructor to communicate with students and post class announcements. It is the students' responsibility to check D2L on a daily basis. D2L can be accessed at [CourseDen D2L link](#). If you are unable to login, please contact Distance Education at 678-839-6248 or [distance@westga.edu](mailto:distance@westga.edu).

**Official Communication Channel:**

Your UWG e-mail account is the official communication method at UWG and can be accessed through [MyUWG](#). You are responsible for checking this e-mail account on a regular basis. Email correspondence will not be accepted from Gmail, Yahoo, Hotmail, etc. **ONLY** myUWG emails will be accepted. I will only respond to emails sent from your @my.westga.edu account to my [msanchez@westga.edu](mailto:msanchez@westga.edu) account.

**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.** If you are expecting an emergency call, please notify me before class.

**Translators:**

If any student needs to utilize a translator during class it will strictly and **ONLY** be allowed the use of: a paperback translator book **OR** an electronic translator. **The use of any cellphone device for translating purposes will NOT be allowed during class.** Keep in mind that you will **NOT** be able to utilize any type of translator during in class quizzes or exams.

## Course Schedule

<b>Date</b>	<b>Day</b>	<b>Topic</b>
1/9	TH	Introduction / Chap. 1 – Management
1/14	T	Chap. 3 – Organizational Environments & Culture
1/16	TH	Chap. 4 – Ethics and Social Responsibility
1/21	T	Chap. 15 – Managing Communications / Review
<b>1/28</b>	<b>T</b>	<b>Exam 1 (Chapter 1, 3, 4 &amp; 15)</b>
1/30	TH	Chap. 5 – Planning & Decision Making
2/4	T	Chap. 6 – Organizational Strategy
2/11	T	Chap. 9 – Designing Adaptive Organizations
2/18	T	Chap. 11 – Managing Human Resource Systems / Review
<b>2/25</b>	<b>T</b>	<b>Exam 2 (Chapter 5, 6, 9 &amp; 11)</b>
3/3	T	Chap.10 – Managing Teams
3/10	T	Chap.12 – Managing Individuals & a Diverse Workforce
3/12	TH	Chap. 13 – Motivation
3/17-19	T/TH	<b>Spring Break! No Classes</b>
3/24	T	Chap.14 – Leadership / Review
<b>3/31</b>	<b>T</b>	<b>Exam 3 (Chapter 10, 12, 13 &amp; 14)</b>
4/7	T	Chap. 7 – Change
4/9	TH	Chap. 8 – Global Management
4/14	T	Chap. 16 – Control
4/16	TH	Chap. 18 – Managing Service and Manufacturing Operations/ Review
<b>4/21</b>	<b>T</b>	<b>Exam 4 (Chapter 7, 8, 16 &amp; 18)</b>
<b>4/23</b>	<b>TH</b>	<b>Group Presentations</b>

*\*This is a tentative schedule and is subject to revisions by the instructor. Any changes will be announced in class and posted on D2L.\**

*\* Feb. 28<sup>th</sup> Last day to Withdraw with a “W”*