

# MANAGEMENT- MGNT 3600-E02

## Summer 2020

Instructor: Mr. Richard Sigman                      Office Hours: email for an appointment  
Telephone: (678) 839-4827                              Office:                      RCOB 2208A  
Email:                      [rsigman@westga.edu](mailto:rsigman@westga.edu)

### Required Text:

Williams, Chuck. MGMT10. 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. ([mgmtbus](#))

### 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) ([MGNT 3600 Learning Goals](#))

### Credit Hour Policy (3 credit hours)

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:

[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: [Accessibility](#) .

CourseDen:

**This is a mostly ON-LINE class. You will attend class virtually through CourseDen. You will be required to come to campus or an approved proctored exam facility in which you will be required to show your student ID for the mid-term and final exams.** 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 [CourseDen Website](#)

Evaluation of Course Objectives

<b>Exams</b>	<b>Percentage</b>
<b>Exams</b>	60%
<b>Quizzes</b>	25%
<b>Final Exam</b>	15%

Exams:

You will have a total of **FOUR** on-line exams in this course. Your lowest of the 4 test scores will be dropped. Your grade will be the average of the remaining 3 exams.

On-line Exams 1-4 will be completed on-line in CourseDen. You will have one attempt at each exam. You must submit your exam in the time allowed. **The exam will be available from 6:00am until 11:59pm on the exam date. You will have 75 minutes to complete the exam.** You will only be allowed to make-up an exam if you notify the instructor IN ADVANCE and have a documented reason for missing the exam (i.e. death of immediate family member, serious illness, etc.). The instructor reserves the right to make determinations on an individual basis of whether the reason for missing the exam is reasonable.

**PREPARE IN ADVANCE FOR YOUR TEST TAKING ENVIRONMENT. It is your responsibility to ensure that you have adequate technological capabilities, including reliable internet connection, prior to the exam. Technological issues on an individual basis will not permit a make-up exam.**

Final Exams:

You will have a **REQUIRED** comprehensive final exam, which will be given on-line in CourseDen.

Quizzes:

Students will be required to complete an online quiz for each chapter. **Quizzes covering a particular test will be available until 11:59pm the day prior to the exam covering those chapters. You will have 30 minutes to complete each quiz. NO LATE SUBMISSIONS WILL BE ACCEPTED.** The lowest quiz grade will be dropped. The average of the remaining quizzes will be the quiz portion of your grade.

Grading Scale:

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

**Important-**

This is a 100% online course. As such, you are expected not to cheat on exams and quizzes. You are not allowed to use any outside help (friends, family, Google or any other source). You may not screenshot online questions or otherwise record questions or answers. **If you violate the academic honesty code, you will receive an F for the entire course!**

## 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 - [UWG online](#)
- Textbook Website - [Cengagebrain.com](http://www.cengagebrain.com)
- Ingram Library Services - <http://www.westga.edu/library/index.php>
- University Bookstore - <http://www.bookstore.westga.edu/>
- Accessibility Services - [Accessibility Website](#)

## **Tentative Schedule**

Date	Topic	Assignment
<b>June 26</b>	Begin chapters 1-4	
<b>July 1</b>	On-line Exam 1 on Chapters 1-4	Due by 11:59pm
<b>July 2</b>	Begin Chapters 5-9	
<b>July 8</b>	On-line Exam 2 on Chapters 5-9	Due by 11:59pm
<b>July 9</b>	Begin Chapters 10-14	
<b>July 15</b>	Online Exam 3 on Chapters 10-14	Due by 11:59pm
<b>July 16</b>	Begin Chapters 15-18	
<b>July 21</b>	On-line Exam 4 Chapters 15-18	Due by 11:59pm
<b>July 23</b>	<b>Final Exam</b>	6:00am-11:59pm