

Sul Ross State University
Department of Business Administration

Principles of Management

Mgmt. 3360
Fall 2018
Section 1: MW 12:30 – 1:45PM
BAB 318

Professor: Dr. William C. Green
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Office Hours: By appt. &
MW 3:30 - 4:30
T, Th. 8:00 - 9:00

Course Description:

Study of the management discipline. Includes an overview of management, the environment in which managers function and the functions managers perform; the manager and the organization, and other topics related to management concepts and processes. Course is developed around lectures, class discussion and other appropriate material(s).

Prerequisite(s):

Junior standing or Instructor Permission

Course Material(s):

Jones & George; Essentials of Contemporary Management 6th ed.; McGraw; TBA

Student Learning Outcomes:

- SLO 1 Analyze and solve business problems across major business functions, using fundamental business principles and strategies
- SLO 2 Communicate business information through written, oral and other delivery processes
- SLO 3 Identify and discuss the impact of ethical and social responsibility issues in business

Course Objectives:

An understanding of pertinent areas of management, their function, objectives, and interrelationships

An appreciation of the complex and dynamic nature of the business environment

An appreciation for making decisions under uncertainty and or in dynamic market conditions

Development of a broad based vocabulary of management terminology, especially as used in industry

Appreciation of how the management area fits with and is related to other functional areas within the organization

In sum, a theoretical yet practical working knowledge of management as an aid in further study and career pursuits

Course Grades:

Grades in this course will be determined on a percentage/points basis. Percentages and (points) for course requirements follow:

Attendance/Participation	15%	(150)
Case Discussion, etc.	15%	(150)
CONNECT – LS	15%	(150)
CONNECT – other & BB	15%	(150)
Exam #1	10%	(100)
Exam #2	10%	(100)
Final	<u>20%</u>	<u>(200)</u>
TOTAL	100%	(1000)

Grades in the course will be assigned as follows:

A =	90 - 100%
B =	80 - 89%
C =	70 - 79%
D =	60 - 69%
F =	Below 60

Attendance/Class Participation:

It should be pointed out that this class is conducted on a lecture and discussion format. And, you are urged to participate at your own initiative. Determination of participation grades will be based upon both quantity and quality of comments. Thus, your attendance is at a premium and, very simply, you need to show up for class and be ready to participate. If you decide you do not want to come to class, that is fine but that will not enable you to receive the full point total allowed. If you must miss class, try and let me know in advance and the penalty will not be as great. In other words, repeated absences can only hurt your class standing and not enable you to fully satisfy the course requirements. We will discuss the class schedule, Blackboard work, etc. during the first day of the course.

Also, the reading assignment, at times, is relatively heavy. I know that it is easy to "blow-it-off" and I will overlook one or two instances of this, but repeated lack of preparation can only diminish the experience for us all. In other words, prepare and show up for class. Remember what this experience (college) is all about in terms of individual initiative, etc.

Finally, if you are having difficulty with any aspect of the course, please let me know as early as possible. I will work with you on fixing whatever may be broken but you must let me know! **Remember:** 15% is a sizeable portion of your grade and is very directly under your control. While it may not seem too important right now, please avoid ending up the semester only to find that you are so close yet so far away from the grade you feel you deserve.

Cases Discussion/Assignments:

You will be asked to discuss some cases and write one (1) chapter case assignment. The purpose of these is to provide more linkage between what we are studying and its application. As is the case with the question groups, this element also helps you start and/or improve your ability to "think" like a manager. This will also help you appreciate the nuances among business elements and help you make decisions under uncertainty. Finally, these are a primary component in helping us achieve the course objectives.

The written "case" should be typed and single spaced. Length will be dependent on the number of

questions assigned to address the issues of the case. However, typical length usually falls somewhere between 1 and 2 pages. Any case with excessive mechanical errors (misspellings, typos, etc.) will be penalized. Cases will be evaluated on thoroughness, creativity and practicality revealed in your responses and the quality of organization, writing and clarity. ***The actual submission of cases will be detailed prior to your first due date.*** Remember that cases are written to inform in a professional, succinct and efficient way. Thus, verbosity should be avoided. The case analysis you submit must be independently written. As mentioned previously, you must prepare adequately for the case. I would think at a minimum, this would require an initial reading of the case for general content and then at least one or two more readings to make certain you really have a good grasp of the situation. Case discussion will be considered in class.

Note: All assignments will be due on Wednesday of the week assigned. No assignments will be accepted after the next Monday (5 days of grace period).

Learn-Smart on Connect:

There are actually two Learning Management Systems (LMS) in this course – CONNECT (C) & Black-Board (BB). There are some assets with C which are valuable learning aids. One is Learn-Smart. At first glance, some think “big deal,” but after doing the work, it becomes clear that the Learn-Smart approach helps with both focus and time management (two valuable assets in summer school). We will not cover every chapter but you should note two things. To receive credit for the particular chapter, it (the assignment) must be completed before the end date. Second, as there will be plenty of time to do the reading, no extensions will be granted excepting very unusual circumstances. By the way, BB does not offer anything close to this type of learning asset which is part of the reason for the use of two LMS. Plus, as there is considerable material to cover, C is an effective way to assist. There are also things associated with BB that help with the online format of the course. Most of the C assignments will be individually based which is another reason it (C) is useful. C Assignments will not be linked to BB as to grading. So, the points on C do not really matter as percentages will be computed from C and uploaded to BB.

CONNECT – Other & BB:

There are other assets with CONNECT which also are valuable learning aids. One, which is easily administered and applied is the quiz component based on individual chapter content. Variations on this are some homework modules which are also important. As there is variation as to chapter importance, assignment numbers and emphasis will reflect such variation. Further, such things as article assignments and chapter illustration capsule analyses lend themselves to BB. Thus, both LMS systems are useful tools. Once again, assignments will be announced in advance and as noted above, the assignments must be submitted on time or a late deduction will be applied. The deduction will not be excessive but enough to underscore the importance of meeting deadlines. Most, of the assignments will be assigned and due within a relatively short window (time span). The quizzes and/or homework assigned (unless noted) are intended to be completed on an individual basis and should be completed on that basis. As we get started, do not hesitate to ask if something does not make sense to you or you notice I made a mistake on an assignment date, for example. There are lots of moving pieces to these type courses and I encourage your input.

Exams:

The tentative format for all exams in this course will be comprised of "objective type" questions. These may include, but not be limited to, multiple choice, true/false, and matching questions. An additional portion of the exams may also include short answer and/or essay type questions. The first exams will cover the first parts of the course while the final exam will emphasize the entire course. You are responsible for all content on the final. This includes lecture materials, reading assignments from book, outside readings that may be assigned from time to time and any other areas which are course related. In other words, any topic will be 'fair game' on the final exam. Note: make-up exams are strongly discouraged.

A Final Point:

This syllabus represents the plan of action for the course. It is, in many respects, a contract between us. Should you lose this document or not understand any part of it, please let me know immediately and I will help you fix the problem. Make sure to modify the schedule contained in this syllabus as necessary.

Students with Disabilities

Qualified students with disabilities needing academic or other accommodations to ensure full participation in the programs, services and activities at Sul Ross State University should contact the Office of Student Support Services, Ferguson Hall Room 112, Box C-117, Alpine, Texas 79832 (915) 837-8203.

Other:

My personal position on dishonesty is as follows: if I suspect that there is even a hint or any probability (greater than 0.0), that anyone in the course is violating the policy on academic honesty (plagiarism, copying without appropriate credit, using the work of other students - even with their permission, cheating) I will take the following steps. I will take every means possible to ensure that such individual does not pass the class; and I will apprise the Head of Student Affairs; College Dean; Provost and others in an attempt to have the individual dropped from the BBA program. Very simply, this is college and should be approached as such. That is, you get out of college, in large part, based on what you put into it. That is what I think is the college "mindset." Finally, do not take this personally – this is only to make certain that my position is clear and there is no confusion as to what it is!

Tentative Course Outline

Week	Topic	Assignment*
Aug. 27	Introduction	
Sept. 03	Management Foundations Monday - Labor Day Holiday	Ch. 1 – 2
10	Environment of Management	Ch. 1 – 2
17	Planning, Decision Making - Case #1 Due	Ch. 5 - 6
24	Planning	Ch. 5 - 6
Oct. 01	Organizing & Change	Ch. 7 - 8
08	Organizing & Change	Ch. 7 - 8
15	Exam #1	
22	Leading Individuals & Groups	Ch. 9 - 12
29	Organizing & Controlling - Case #2 Due	Ch. 9 - 12
Nov. 05	Organizing (cont.)	Ch. 9 - 12
12**	Organizing (cont.) - Exam #2	Ch. 9 - 12
19	Thanksgiving Holidays 21-23 Introduction to - Managing other critical processes	Ch. 13 - 14
26	Managing other critical processes (cont.)	Ch. 13 – 14
Dec. 03	Wrap – up & review	Ch. 3 -4

Final Exam – TBA

* Assignments should be completed close to the day they are assigned

** November – 16th - Last day to withdraw from university or drop with a "W"