

OFFICE HOURS: TUESDAYS 8:00 AM – 6:00 PM OR BY APPOINTMENT

I will be available to offer help on any subject related to the course. As we progress in the course, I may make changes to this syllabus to accommodate any particular subject area. In that sense, this syllabus is a guideline, not a contract.

Course Description:

This course is the introductory course for the management discipline. We will be performing an overview of the different management theories starting with a historical background, moving into modern time theories. Among the topics covered are; Ethics, The Global Environment, Planning and Strategy, Organizational Control, and many others.

Required Text:

Contemporary Management 12e.

Gareth R. Jones and Jennifer M. George, McGraw-Hill Irwin

Loose leaf option ISBN13: 978-1-264-25060-8, Rental 978-1260-73515-4

You are responsible for acquiring the required edition of the textbook. Be aware of delivery date when buying online.

1) **Learning Objectives:**

1. The student will be able to:
Describe what management is and how managers utilize organizational resources effectively to achieve organizational goals. Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory. Explain the principle of job specialization and division of labor. Describe the various personality traits that affect how managers think, feel, and behave.
2. Explain the difference between ethics and the law. Differentiate between the claims of the different stakeholders groups that are affected by managers and their companies' actions. Discuss the increasing diversity of the workforce and the organizational environment. Identify the main forces in both the global task and general environments and describe the challenges that each force presents to managers. Differentiate between programmed and nonprogrammed decisions and explain why nonprogrammed decision-making is complex, uncertain process. Describe the six steps that managers should take to make the best decisions and explain how cognitive biases can lead managers to make poor decisions.
3. Identify the three main steps of the planning process and explain the relationship between planning and strategy. Describe techniques managers can use to improve the planning process and better predict the future. Explain the role of functional strategy and value-chain management in achieving superior quality, efficiency, innovation, and responsiveness to customers. Identify the factors that influence manager's choice of an organizational structure. Explain how managers group tasks that are motivating and satisfying for employees.
4. Define organizational control and explain how it increases organizational effectiveness. Describe the four steps in the control process and the way it operates overtime. Explain what motivation is and why managers need to be concerned about it. Explain what leadership is, when leaders are effective and ineffective, and the sources of power that enable leaders to be effective. Identify the traits that show the strongest relationship to leadership. Explain why groups and teams are key contributors to organizational effectiveness.

The Marketable Skills for the BBA are 4:

1. Students will have the ability to apply the principles of business they learn in the BBA to the management of existing businesses or the creation of new businesses
2. Students will have the ability to use research and analysis to make informed decisions
3. Students will have the ability to write business letters, emails, resumes and reports
4. Students will have the ability to make effective oral presentations to both professional and general audiences.

2. Assessments:

- a. Assessment: Multiple Choice, True/False, Essay questions. Discussion Board. Written Papers.
- b. Module assessments are due on the date in the syllabus course schedule. Exams are not cumulative (except to the extent that one part builds upon another). Pay attention to the exam instructions for content. **Exams are time limited, you can stop and resume but the clock keeps running.**
- c. **It is a policy for this course that after the due date there will be no make-up or reposition for the work required; this policy includes all assessments, meaning; homework, exercises, assignments, and exams. Late or partially completed work not accepted for grading purposes.**

3. Course Grading:

The Blackboard does not take into consideration-missing grades when calculating the course grade (when the student does not take an assessment). The student needs to be aware and manually calculate the grade if this is the case. Also, for attendance purposes.

The projected cutoff point for As, Bs, Cs, and Ds are based on a 90%, 80%, 70%, and 60%, respectively.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. *[If the course requires students to take proctored exams or to purchase additional software or equipment, please describe those requirements here.]* The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Americans with Disabilities Act: Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Kathy Biddick in Student Services, Room C-102 Uvalde campus. The mailing address is 2623 Garner Field Road, Rio Grande College-Sul Ross State University, Uvalde, Texas 78801. Telephone: 830-279-3003. Email: kbiddick@sulross.edu .

CLASS SCHEDULE FOR MGMT 3306 PRINCIPLES OF MANAGEMENT
 (Assessments available until midnight on schedule due dates)

<u>Date</u>	<u>Chapter</u>	<u>Module</u>	<u>Assessment</u> (Content area of the Blackboard)
Jan 18	Log in into the Blackboard, print and carefully review the syllabus.		
Jan 30	1 Managers and Managing	1	Complete assessment for Chapter 1. Assessment available on 1/18/2023
Feb 6	2 The Evolution of Management Thought	2	Complete assessment for Chapter 2. Assessment available on 1/30/2023
Feb 13	3 Values, Attitudes, Emotions, and Culture: The Manager as a Person.	3	Complete assessment for Chapter 3. Assessment available on 2/6/2023
Feb 20	5 Managing Diverse Employees in a Multicultural Environment	4	Complete assessment for Chapter 5. Assessment available on 2/13/2023
Feb 27	6 Managing in the Global Environment	5	Complete assessment for Chapter 6. Assessment available on 2/20/2023
Mar 6	7 Decision Making, Learning, Creativity, and Entrepreneurship	6	Complete assessment for Chapter 7 Assessment available on 2/27/2023
Mar 20	Research Paper 1		Submit written assignment.
Mar 27	8 The Manager as a Planner and Strategist	7	Complete assessment for Chapter 8. Assessment available on 3/6/2023
Apr 3	9 Value Chain Management	8	Complete assessment for Chapter 9. Assessment available on 3/27/2023
Apr 10	10 Managing Organizational Structure and Culture	9	Complete assessment for Chapter 10. Assessment available on 4/3/2023
Apr 17	11 Organization Control and Change	10	Complete assessment for Chapter 11. Assessment available on 4/10/2023
Apr 24	14 Leadership	11	Complete assessment for Chapter 14. Assessment available on 4/17/2023
May 1	17 Managing Conflict, Politics and Negotiation	12	Complete assessment for Chapter 17. Assessment available on 4/24/23