

# PRINCIPLES OF MANAGEMENT M & IS 24163

PROFESSOR: JAMES SMAS

OFFICE: BSA A415

HOURS MW: 1:15-2:15 PM

MW: 4:30-5:30 PM

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SECTION	CRN	DAYS	TIME	ROOM
001	15551	MW	2:15-3:30 PM	CWT 306
003	15553	MW	5:30-6:45 PM	BSA 100

## COURSE DESCRIPTION:

*Note 1: Due to external or internal forces impacting this class, we may change the schedule of classes and exams as necessary. Each student is responsible for all changes to the schedule. I try to stay on schedule as much as possible, but inevitably, changes are necessary.*

*Note 2: I usually try to answer all e-mails in a day of receiving them during my assigned office hours. I will not respond to e-mails requesting information that is readily available in the syllabus or the class schedule.*

*Note 3. This course makes extensive use of Black Board Learn technology. If you are not familiar with BBL, use the help line or the many tutorials available online. I do not have time to walk each and every one of your through the bbl system. This is your responsibility. If your computer is having trouble with the system, use a Kent state computer, especially for on line exams. Do not use I Pads or I Phones or even laptops in remote locations with weak Wi Fi connectivity.*

This course is designed to introduce the student to management theory. The class will explore historical perspectives and current trends in management. The class will also introduce the functions of management and organizational behavior theory. The course will consider ethical, multicultural, international, and global issues throughout the course. As an overview, introductory course, relationships, and connections among the various elements of management will be continually stressed.

Also, recent events have brought ethics into the forefront as a topic of discussion. The business community is the area getting the closest scrutiny regarding ethical practices in the wake of Enron, World.com, Tyco, among others. Therefore this class will attempt to deal with many of the ethical issues facing managers today in a rigorous and detailed way to give the student more insight into these critical issues.

Class will consist of mostly lectures with video supplements. Assignments will be required as well as discussion forums.

## **OBJECTIVES:**

By the conclusion of this course the student will be expected to:

1. Trace and explain the development of management thinking through the various schools and examine current management thinking.
2. List and discuss the various leadership styles used in business, and the assumptions underlying these various styles.
3. Define the basic motives of humankind and be able to discuss applications of this knowledge in providing a motivated environment in the workplace.
4. Explain the functions of management.
5. Explain the managerial decision making process, and discuss that process critically from globally and culturally diverse perspectives.
6. Discuss the interactions among communications, conflict, changes, general systems theory, and management practice.
7. Define and discuss analytical and quantitative techniques for planning and control, including TQM concepts.
8. Discuss critically the major multicultural diversity and global issues in management.
9. Present and discuss the major ethical issues facing managers of businesses today.

## **REQUIRED TEXTS:**

**The text is required.**

***Management, Competing and Collaborating in a Competitive World*, 11e, Bateman and Snell, McGraw Hill, Student Value Edition with Connect Plus, Professor jim Smas, ISBN-13 978-1-308-21684-3 ( **Note: this is what the bookstore will have.**)**

**OR** you find hardback versions of the 11e edition as follows:

***Management, Competing and Collaborating in a Competitive World*, 11e, Bateman and Snell, McGraw Hill, ISBN: 978-0-07-786254-1**

**OR** you can find the old 10e edition as follows:

***Management, Competing and Collaborating in a Competitive World*, 10e, Bateman and Snell, McGraw Hill, ISBN: 978-0-07-802933-2**

## EXAMS:

I will give five exams each worth 100 points. **I will drop the lowest grade; the total number of points from the exams available for grading is 450 points!**

Because we are dropping the low grade, makeup exams will not be available. If you miss an exam, that one will be dropped.

**Exams are online.** The exam will be open for three days. They will be the usual true/false or multiple choice and are open book and open notes. You may not collaborate with anyone during the exam window. The exams will be 2 hours in duration and will be done in one sitting, i.e. you may not stop your exam and come back to it. Once you start the timer is on and will automatically record and grade your exam after the two hour limit is up. But you have the time from Friday through Sunday to start the exam.

Please note: each exam will be scrambled, no two students will have the same order of questions.

## ASSIGNMENT:

There is one type of assignment in this course.

### 1. Writing Component

The provost of the university is requesting that writing skills components be added to some business courses and thus we are adding this to this class. In week one you will look at an online tutorial on business writing. The schedule shows when each writing component is due. They will be submitted on-line in blackboard learn (BBL) format only. E-mail submissions will not be graded. I repeat E-mail submissions will not be graded. The first component is a mem / forma e-mail. The second is a letter, and the third is an executive summary of a proposal. The first element, the memo, is worth ten (10) points. You will get a chance to redo the memo if your grade was below 7, but the maximum score for you on redo will be an 8. The second element, the letter will be worth 15 points, and a redo is also possible if your grade is below 10.5. The maximum grade on a redo will be 12 points. The third element, the executive summary is worth 25 points and no redo will be allowed.

## GRADING:

There are **450 points** available for this semester as the following demonstrates:

<b>Exams (including dropped exam)</b>	<b>400 points</b>
<b>Writing Elements</b>	<b>50 points</b>
<b>Total</b>	<b>450 points</b>

There is no extra credit available in this course.

<b>92.5 – 100 PERCENTAGE POINTS</b>	<b>A</b>
<b>89.1 – 92.4</b>	<b>A –</b>
<b>86.0 – 89.0</b>	<b>B+</b>
<b>82.5 – 85.9</b>	<b>B</b>
<b>79.1 – 82.4</b>	<b>B-</b>
<b>76.0 – 79.0</b>	<b>C+</b>
<b>72.5 – 75.9</b>	<b>C</b>
<b>69.1 – 72.4</b>	<b>C-</b>
<b>&lt;69.0</b>	<b>D</b>
<b>&lt;59.0</b>	<b>F</b>

According to new University Guidelines the grades are converted to your grade point average by the following rules:

<b>A = 4.0</b>
<b>A- = 3.7</b>
<b>B+ = 3.3</b>
<b>B = 3.0</b>
<b>B- = 2.7</b>
<b>C+ = 2.3</b>
<b>C = 2.0</b>
<b>C- = 1.7</b>
<b>D+ = 1.3</b>
<b>D = 1.0.</b>
<b>F = 0.0</b>

## The Following Policies Apply to All Students in this Course

- A. Students attending the course who do not have the proper prerequisite risk being deregistered from the class.
- B. Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on Flash-Line) during the first two weeks of the semester to ensure you are properly enrolled in this class and section
- C. **Academic honesty:** Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.
- D. **Students with disabilities:** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/sas/index.cfm> for more information on registration procedures).