

PRINCIPLES OF MANAGEMENT

M & IS 24163

SUMMER 2015

PROFESSOR: JAMES SMAS

OFFICE: BSA A415

HOURS M-W : 10:00 _11:30 AM

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SECTION	CRN	DAYS	TIME	ROOM
010	12002	Online	Online	Online

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 or two of receiving them. I will not respond to e-mails requesting information that is readily available in the syllabus or the class schedule

Note 3: This is a five week course and the time will literally fly by. I strongly encourage you to diligently follow the schedule and keep up with the topics and assignments. You almost need to study a chapter a day in the text as there are eighteen of them.

Note 4: You will access the class content from your computer. There are online files of the lectures, the four exams and the final. You will test using an online proctoring service called ProctorU (note below). All of this assumes a reliable, fast internet connection. Also, Proctor U (free to web-based students) assumes a good computer with camera and mic and a good internet connection. See <http://proctoru.com/getstarted.php> to check your computer). If your computer does not meet these specifications (and you cannot access one that does) then this class WILL NOT work for you (a link to their page to check your specifications is below).

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.

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: 978-1-259-391194**

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 400 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 and will be weekly. The exam will be open from **Fridays at 7:00 AM until Sundays at 11:59 PM**. 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. If you are kicked out of the exam, you will have to e-mail me and I will have to reset the exam for you.

Please note: each exam will be scrambled, no two students will have the same order of questions. **Attempting to cheat on exams using electronic media, such as exam data bases, will result in expulsion from the university.**

ASSIGNMENTS:

There is one type of assignment for 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 study an online tutorial on business writing.
- In week two you will write and submit in Blackboard Learn (BBL) a **memo** on an assigned topic. **This is worth 10 points**
- In week three you will write a **cover letter** for applying for a job that will usually be accompanied by your resume. **This is worth 15 points.**
- In week four you will write an **executive summary** of a report which will be provided to you. **This is worth 25 points.**
- This will be worth 50 points in total.

No rewrites will be allowed. **If you miss the deadline, you will not be allowed to submit the assignment and will receive a zero for the assignment, no exceptions.** Please note we will be using software that can detect plagiarism and the penalty is severe. You will both receive a zero on the assignment and further attempts could lead to failure of the course and expulsion from the university. Our grader also is very adept at finding plagiarism so do not try it.

GRADING:

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

Exams	400 points
Writing assignments	50 “
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Total	450 points

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

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

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

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 days 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).