

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
COURSE #: MANAGEMENT 3310
COURSE TITLE: Principles of Management

Instructor: Claudia S. Davis Office: SHB-206J (SHSU)
E-mail: mis_csd@shsu.edu Phone: 936-294-4622
Course Title: Principles of Management
Prerequisites: Junior Standing Office Hours: by appt.

Required Text:

Management, 13th edition, Richard L. Daft

(You will be required to purchase either the Looseleaf bundle or the ebook bundle, both of which include access code. **YOU WILL NEED THE ACCESS CODE TO COMPLETE GRADED ASSESSMENTS AND QUIZZES.**)

Link to SHSU Bookstore:

<http://shsu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=28553&catalogId=10001>

****You may also purchase this book online at other sites, BUT make sure it includes the access code for Cengage MindTap online resources****

Your textbook is required and your most important resource in this course. Purchase it, read it, take notes, and study it.

Course description:

This course is concerned with the principles and methods used in managing and operating organizations. Course coverage includes analysis of the organization's environment and the four basic managerial activities. The class will consist of reading text, completing the self assessments and post quizzes after each chapter, and studying for exams, taking exams. Students are expected to read assignments working on assessments and quizzes.

Course Objectives:

1. The major objectives of this course are for students include gaining an understanding of the fundamental principles and concepts of management.
2. Examine the management environment.
3. Learning the tasks of the manager.
4. Students should develop a basic understanding of managing.
5. Study the elements of the functions of management.

Course Evaluation Process

Three Exams	100 points* each	300 total
Final Exam	100 points *	100 total
Post Quizzes		100 total
Total Points		500 total

Exams:

Four (4) exams will be administered, three exams during the semester and one (1) final exam. Exams will consist of objective questions such as multiple choice. All exams are worth 100 points each. There will be no makeup exams. Please don't miss exam days. If exam day is missed, student must take the comprehensive final exam (which consists of 18 chapters). Only one exam can be missed to take the comprehensive final any more student will receive a zero. The comprehensive final counts for two exams, the one missed and the final exam.

ProctorFree:

All exams will be reviewed by instructor and other staff. No other study materials, such as, notes, texts, review sheets, Quizlet, Google or any other similar materials or sites will be used during taking exams. If used student could fail exam, fail course, taken out of course. All of these materials can be detected.

Each of the exams will require you to use the free proctoring software furnished by SHSU Online. ProctorFree is an on-demand, automated online proctoring service that deters cheating in an online testing environment. Using biometric and machine concerning technologies, ProctorFree has eliminated the need for a human proctor during testing.

You will be required to have a microphone, keyboard, mouse, and webcam (normally, an external webcam includes a microphone). You will also need the Java plugin for your Browser, which can be Firefox 13+, Chrome 18+, Safari 6+ (Mac only), or Internet Explorer 8+ (Windows only). A stable and reliable internet connection is also paramount. Please note that shared wifi internet connection can be unreliable.

For more information refer to the ProctorFree information link on the landing page in Blackboard. There is nothing else to download or install.

Procedures and a practice exam will be furnished in the course as well as support from SHSU Online Technology Support at 936-294-2780.

Course Grade

Grades in this course are determined by applying the following scale to a student's average. There will be 3 exams and 1 final (100 points each) covering material from textbook, post quizzes from each chapter are part of the total grade. There are 18 of these quizzes and the highest 10 grades out of the 18 will be taken to account for 100 pt. and any assigned supplemental reading. The assignments will come from the Cengage website. The access code received when the text is purchased will be used to access the website. This website is where the assignments are found and you get to the website through blackboard and blackboard only. If you try another way, then your grade will go to some other place, not blackboard, therefore not recorded.

***Some of the assignments will be extra credit points added to each exam if students chooses to complete them. Other assignments will count as part of your grade. Total points that can be received is 10 pts per exam for extra credit.**

Grading Scale:

100%-90% A

89%-80% B

79%-70% C

69%-60% D

Below 60% F

Other

- Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.

- No makeup exams or assignments will be given.

- There will be no early finals or other examinations given for any reason.

- Academic Misconduct: “All students who enroll at Sam Houston State University agree to assume the responsibilities of citizenship in the campus community.” (Undergraduate Catalogue 1988-1990, p. 56) ANY FORM OF CHEATING WILL NOT BE TOLERATED, COULD RESULT IN FAILING THE CLASS OR REMOVAL FROM COURSE.

- eCollege will be used to post assignments, notes of power point for class, reviews for exams, and for announcements about class and changes.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student

whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

DISABLED STUDENT POLICY

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

TENTATIVE COURSE SCHEDULE

MGMT 3310

Each week will cover for the first two weeks will cover 5 chapters, 5 post quizzes and an exam that covers the 5 chapters, the last two weeks will cover 4 chapters and 4 post quizzes and an exam covering the 4 chapters. You will need your book to read and become familiar with terminology in exam. There are extra recommended exercises called self-assessments for extra credit that can count up to 10 pts per exam. Completing exercises is highly recommended and will greatly improve your performance on the Exams. Also, the post quizzes are mandatory, for the highest 10 post quizzes of the ones completed (18), will be included in the final grade.

WEEK	TOPIC	
1-4	Syllabus and Introductions & purchase of books	
	obtain Cengage Mind Tap information on self-awareness exercises beginning of each chapter, worth 2 pt per chapter as extra credit . Opens Wednesday January 17	
	Post quizzes open, worth up to 10 pt towards grade opens Wed January 17 closes Sunday Feb. 4, 11pm	
	Chapter 1(Intro to Management, The World of Innovative Management)	
	Chapter 2 (The evolution of Management Thinking)	
5-8	Chapter 3 (The environment & Corp. Culture)	
	Chapter 4 (Managing in a Global Environment)	
	Chapter 5 and Review (Managing Ethics and Social Responsibility)	
	EXAM 1 (Chapters 1-5) <u>OPENS Monday, Feb 5 @ 7 am</u>	
	CLOSES Wed Feb 7 @ 11 pm	
5-8	Chapter 7 (Planning and Goal Setting)	
	Chapter 8 (Strategy Formulation and Execution)	
	Chapter 9 (Managerial Decision Making)	
	Chapter 10 (Designing Organization Structure)	
	Chapter 11 (Managing Change and Innovation) , Review	

	<p>Self-assessment exercises at beginning of each chapter, (extra credit) worth 2 pt each chapter. Post quizzes each chptr. Opens Thurs Feb 8 <u>Closes</u> Sun Mar 4 11 pm</p> <p>EXAM 2 (Chapters 7-11) Opens Mon Mar 5 @ 7 am</p> <p>CLOSES Wed Mar 7 @ 11 pm</p>	
9-11	<p>Chapter 12, (Managing Human Resources)</p> <p>Chapter 13 (Managing Diversity)</p> <p>Chapter 14 (Understand Individual Behavior)</p> <p>Chapter 15 (Leadership)</p> <p>Review and Self-assessment exercises at beginning of each chapter, (extra credit) worth 2 pt each chapter. Post quizzes each chptr. Opens Thur Mar 8, Closes Sun April 1st 11pm.</p> <p>Exam 3 chpt 11-15 :</p> <p><u>OPENS: Monday April 2 @ 7 am</u></p> <p><u>CLOSES: Wed April 4 @ 11 pm</u></p>	

12-16	Chapter 16 (Motivating Employees)	
	Chapter 17 (Managing Communication)	
	Chapter 18 (Leading Teams)	
	Chapter 19 (Managing Quality and Performance)	
	Review Self-assessment exercises at beginning of each chapter, (extra credit).19 worth 2 10 pt Post quizzes each chptr. <u>Opens</u> Thur April 5 <u>Closes</u> Sunday April 29 11 pm	
	Final Exam , Exam 4 (Chapters 16-19) <div> <u>OPENS: Mon April 30 @ 7 am</u> <u>CLOSES: Wed May 2 @ 11pm.</u> </div> Chapters 16-19, OR Comprehensive Final (for those who miss 1 exam) which includes Chapters 1-19	