

MGT347.01 Management Functions and Processes Spring 2007 MWF 11:30 - 12:20 GU 101

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COURSE DESCRIPTION:

This course addresses the functions and process of management from a functional perspective. Students apply their knowledge and skill to business situations characterized by imperfect and incomplete information.

LEARNING OBJECTIVES:

After completing this course the student should be able to

1. Understand and explain the history of management thought and history.
2. Understand and explain the current environment in which managerial decisions, functions, and processes take place.
3. Understand and explain the role of planning in today's organizations.
4. Understand and explain the theory and role of organizing today's organizations and their subunits.
5. Understand and explain the theory and role of leadership in today's organizations.
6. Understand and explain the concepts and role of control in today's organizations.
7. Use the associated principles, concepts, and theories to make decisions in organizational settings. Make and support decisions relating to the above topics based limited data and incomplete information.

TEXTBOOK:

Kinicki, A., & Williams, B.K. (2006). Management, 2nd edition. Boston: Irwin McGraw-Hill. (ISBN 0-07-299690-0).

Various other readings may be assigned during the semester. They will be on reserve in the library.

PREREQUISITES:

Refer to the undergraduate catalog.

GRADING POLICY

Exam 1	100 points
Exam 2.....	100 points
Exam 3.....	100 points
Final exam ¹	see note
Case	<u>100 points</u>
TOTAL	400 points

GRADING SCALE

A – 360 - 400
 B – 320 - 359
 C – 280 - 319
 D – 240 - 279
 F – 0 - 239
 If S/U graded, S - 280 -400

¹ Final may be used to replace Exam 1, 2, or 3,. No make-ups will be given.

TENTATIVE CALENDAR: (THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

Jan.	19	Introduction and Theory development	
	22	Exceptional Manager	Chapter 1
	24		
	26	Management theory	Chapter 2
	29		
	31	Planning	Chapter 5
Feb.	2		
	5	Strategic management	Chapter 6
	7		
	9		
	12	Exam 1	
	14	Group Contracts Due	
	16	Individual and group decision making	Chapter 7
	19		
	21	Organizational culture, structure, and design	Chapter 8
	23		
	26	Human resource management	Chapter 9
	28		
Mar.	2	Organizational change and innovation	Chapter 10
	5		
	7	Managing individual differences & behavior	Chapter 11
	9		
	12	LAST DAY TO DROP	
	14	Exam 2	
	16		
	19-23	Spring Break	
	26		G1 & G2
	28	Motivating employees	Chapter 12
	30		G3 & G4
April	2		
	4	Groups & teams	Chapter 13
	6	Spring Holiday	
	9		G5 & G6
	11	Power, influence, and leadership	Chapter 14

13		G7 & G8
16		
18	Interpersonal & organizational communication	Chapter 15
20		G9 & G10
23		
25	Control	Chapter 16
27		G11 & G12
May 2		
4		Exam 3
7-11		Exam Week

TEACHING METHODS:

A portion of the material will be presented in lecture form to clarify complex and difficult to understand concepts. It is not possible to cover all of the material in this manner. Therefore, this is ***NOT*** a substitute for reading the assigned material.

WRITTEN CASE & CASE PRESENTATION

Also, I want you to experience first-hand the dilemmas and issues involved in many aspects of organizational life. To this end, students will prepare a WRITTEN CASE and a CASE PRESENTATION in which organizational issues in current events are analyzed. The WRITTEN CASE and CASE PRESENTATION will be graded on a 1-10 scale and will constitute 100 points of the students' grades. The case is a TEAM based assignment. That is students will work in teams to complete it. The team assignment will be described in detail in another handout.

ATTENDANCE POLICY:

Students are responsible for everything mentioned in class. Students must be on time to class and ready for class.

LATE/INCOMPLETE ASSIGNMENT POLICY:

There is no provision for late assignments.

Incomplete: See the graduate catalog for Incomplete policy details. The major change is that the "I" grade can only be assigned for circumstances beyond the student's control that occur after the last day to withdraw from a course. The instructor will not participate in the "beyond the student's control" determination.

MAKE-UP ASSIGNMENT POLICY:

Other than the footnote accompanying "GRADING POLICY" there is no make-up provision other than University Policy.

ORAL/WRITTEN COMMUNICATION:

Evaluation will be based on both a written paper and the student's oral presentations in class.

LIBRARY and COMPUTER USAGE:

The assignments will require extensive library usage and the case will require the use of a word processor.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:

There will be discussion concerning research in other countries.

ETHICS, POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL, AND TECHNOLOGICAL CONTENT:

Ethics and legal issues will be included in the course.

DIVERSITY CONTENT:

Diversity issues are part of the course content.

ADA STATEMENT:

Disabilities/Employee Relations: Feel free to call the Director of Institutional Equity at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505-646-6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a W is March 12. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.