

MGT347.01 Management Functions and Processes Fall 2008 TuTh 8:55 - 10:10 BC 103

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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. (2008). Management, 3rd edition. Boston: Irwin McGraw-Hill. (ISBN 978-0-07-353019-2).

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
Exam 4.....	100 points
Final exam ¹	see note
Case	<u>150 points</u>
TOTAL	550 points

GRADING SCALE

- 495 ≤ A ≤ 550
- 440 ≤ B < 495
- 385 ≤ C < 440
- 330 ≤ D < 385
- F < 330
- If S/U graded, 385 ≤ S ≤ 550

¹ Final may be used to replace Exam 1, 2, 3, or 4,. No make-ups will be given.

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

Aug.	21	Introduction and Theory development	
	26	Exceptional Manager	Chapter 1
	28	Management theory	Chapter 2
Sept.	2	Planning	Chapter 5
	4	OPEN	
	9	Exam 1	
	11	Strategic management	Chapter 6
	16	OPEN (GROUP FORMATION AND CONTRACT DUE) ²	
	18	Individual and group decision making	Chapter 7
	23	Organizational culture, structure, and design	Chapter 8
	25	Human resource management	Chapter 9
	30	OPEN	
Oct.	2	OPEN	
	7	Exam 2	
	9	Managing individual differences	Chapter 11 G1
	14	Motivating employees OCT 15: LAST DAY TO DROP	Chapter 12 G2
	16	Groups & teams	Chapter 13 G3
	21	OPEN	G4
	23	OPEN	G5
	28	Exam 3	
	30	Power, influence, and leadership	Chapter 14
Nov.	4	Interpersonal & Organizational Communication	Chapter 15 G6
	6	Control	Chapter 16 G7
	11	OPEN	G8
	13	OPEN	G9
	18	OPEN	G10
	20	OPEN	G11
	24-28	Thanksgiving	
Dec.	2	OPEN	G12
	4	Exam 4	
	8-12	Exam Week	

² Failure to turn this assignment will result in a grade of zero (0) for the project.

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 150 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. Students may not enter the class late.

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:

If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA

Office at 646-3635 with any questions about 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 Oct. 15. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.