

MGT 347.70

Management Functions and Processes

Spring 2009

WebCT

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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).

PREREQUISITES:

Refer to the undergraduate catalog.

GRADING POLICY

Tests 1-14 (20 points each) ... 280 points
 Final exam¹ see note
 TOTAL 280 points

GRADING SCALE

A – 252 - 280
 B – 224 - < 252
 C – 196 - < 224
 D – 168 - < 196
 F – 0 - < 168
 If S/U graded, S - 196 -280

¹ The Final exam may be used to replace up to 3 of the test grades. (The exam will replace 1, 2, or 3 of the lowest test grades as long as the student's final grade is improved.. No make-ups will be given.

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

Week beginning Monday		
Jan. 12		
19	The Exceptional Manager	Test on Chapter 1
26	Management Theory	Test on Chapter 2
Feb. 2	Planning	Test on Chapter 5
9	Strategic Management	Test on Chapter 6
16	Individual & group decision making	Test on Chapter 7
23	Organizational Culture	Test on Chapter 8
Mar. 2	Human Resource Management	Test on Chapter 9
9	Organizational Change & Innovation	Test on Chapter 10
16	Managing Individual Differences	Test on Chapter 11
23	Spring Break	
30	Motivating Employees	Test on Chapter 12
Apr. 6	Groups & Teams	Test on Chapter 13
13	Power, Influence, & Leadership	Test on Chapter 14
20	Interpersonal & Organizational Communication	Test on Chapter 15
27	Control	Test on Chapter 16
May 4	Exam Week	Final Exam

WEEKLY TESTS:

At approximately 8:00 AM on Wednesday of each week (starting on January 21) a test on the corresponding chapter will be available for all students. The tests will typically consist of 20 multiple choice questions and will be available until the following Saturday at 8:00 AM . It will not be available thereafter. Students will have one-half hour to complete the test. NOTE CAREFULLY: This will be a continuous 30 minute period; once it starts it will continue until time expires. After that the test will no longer be available. For example, one cannot start on Wednesday, work 15 minutes and use the other 15 minutes on another day.

TEACHING METHODS:

Occasionally material will be posted on WebCT to clarify some of the 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 ASSIGNMENTS

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 ASSIGNMENTS in which organizational issues in current events are analyzed. Each WRITTEN ASSIGNMENT will be graded on a 1-10 scale and will constitute 50 points of the students' grades. The WRITTEN ASSIGNMENTS will be described in detail in another link on WebCT.

ATTENDANCE POLICY:

As this is an on-line course, students are responsible for everything posted on WebCT.

LATE/INCOMPLETE ASSIGNMENT POLICY:

There is no provision for late assignments.

Incomplete: See the catalog for Incomplete policy details. 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" section there is no make-up provision.

ORAL/WRITTEN COMMUNICATION:

Course evaluation will be based on both a written assignment and the student's participation in WebCT discussions.

LIBRARY and COMPUTER USAGE:

This class will be conducted on-line and students are expected to be proficient with WebCT. The assignments will require extensive library usage and the case will require the use of a word processor.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:

The text has material concerning research in other countries.

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

Ethics and legal issues will 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 9. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.