MGNT 3600 - MANAGEMENT
Fall 2011

Instructor: Ms. Samantha Dukes  
Office Hours: M/W 11:00-2:00, 3:30-5:30
Telephone: (678) 839-4827 And by appointment
Email: sdukes@westga.edu
Office: RCOB 2220

Required Text:

Workbook:

Prerequisite: BUSA 2106, ECON 2105 or permission of department chair

NOTE:
You will complete this course via CourseDen. Due dates are critical, NO MAKEUPS or LATE ASSIGNMENTS WILL BE ACCEPTED.

Course Description:
This course consists of a study of the basic concepts and processes of management. The course includes the study of legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations. (http://www.westga.edu/mgmtbus/index_13934.php)

Learning Objectives Related to Learning Goals:

- Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
- Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
- Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
- Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6)
  (http://www.westga.edu/mgmtbus/index_17238.php)

Academic Dishonesty:
Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, failing grade in the course and/or referral to the Vice President for Student Affairs.
Requests for Modifications
Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations.

CourseDen:
This is an on-line class. You will attend class virtually through CourseDen. You will be required to come to campus for the final exam. Announcements and changes in the schedule will be made through CourseDen. The PowerPoint notes, lecture notes, articles, videos, quizzes, on-line assignments, exams, etc. will be posted on CourseDen. CourseDen is accessible at http://webct.westga.edu.

Exams:
You will be given four online exams during the semester; each exam is worth 15% of your grade. In addition, there is a cumulative final exam that will be given in-class, which is also worth 15% of your final grade. The final exam will be given the week of December 5th with a specific date & time to be announced.

Exams 1-4 will be completed on-line in CourseDen. You will have one attempt at each exam. You must submit your exam in the time allowed. The exam will be available from 12:00AM to 11:59 PM on the exam date. You will have 1.5 hours to complete the exam.

PREPARE IN ADVANCE FOR YOUR TEST TAKING ENVIRONMENT. It is your responsibility to ensure that you have adequate technological capabilities, including a reliable internet connection, prior to the exam. You may wish to take the exam in one of the RCOB computer labs or the library. Technological issues on an individual basis will not permit a make-up exam.

You will only be allowed to make-up an exam if you notify the instructor IN ADVANCE and have a documented reason for missing the exam (i.e. death of immediate family member, serious illness, etc.). The instructor reserves the right to make determinations on an individual basis of whether the reason for missing the exam is reasonable.

Quizzes:
Students will be required to complete an online quiz for each chapter. Quizzes covering a particular test will be available until 11:00PM the date prior to the exam covering those chapters. You will have 30 minutes to complete each quiz. NO LATE SUBMISSIONS WILL BE ACCEPTED. The lowest quiz grade will be dropped. The average of the remaining quizzes will be the quiz portion of your grade.
Online Assignments:
You will prepare three online assignments during the semester. Details of each assignment will be posted well in advance of the due date in order to give you adequate time to complete the assignment. The average of your on-line assignments will be the online assignment portion of your grade. **Assignments should be turned in via CourseDen by 11:00PM on the date due. NO LATE SUBMISSIONS WILL BE ACCEPTED.**

**Grading:**

Exam 1: 15%
Exam 2: 15%
Exam 3: 15%
Exam 4: 15%
Final Exam: 15%
Online Assignments: 15%
Quizzes: 10%

**Grading Scale:**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: <60

**Tentative Schedule**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>August 22<strong>nd</strong></td>
<td>Introduction, Chapter 1</td>
<td>Post a Picture on CourseDen <em>Click public</em></td>
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<tr>
<td>August 29<strong>th</strong></td>
<td>Chapter 2 &amp; 3</td>
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<td>September 5<strong>th</strong></td>
<td>Labor Day, Chapter 4</td>
<td>OA #1 due by 11:00PM on 9/7</td>
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<tr>
<td>September 12<strong>th</strong></td>
<td>Exam 1, Chapter 5</td>
<td>Quizzes 1-4 due by 11:00PM on 9/11</td>
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<td>Exam 1 available 12:00AM to 11:59PM on 9/12</td>
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<tr>
<td>September 19<strong>th</strong></td>
<td>Chapter 6 &amp; 7</td>
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<td>September 26<strong>th</strong></td>
<td>Chapter 8 &amp; 9</td>
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<tr>
<td>October 3<strong>rd</strong></td>
<td>Exam 2, Chapter 10</td>
<td>Quizzes 5-9 due by 11:00PM on 10/2</td>
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<td>Exam 2 available 12:00AM to 11:59PM on 10/3</td>
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<tr>
<td>October 10<strong>th</strong></td>
<td>Chapter 11</td>
<td>OA #2 due by 11:00PM on 10/12</td>
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<td>October 17<strong>th</strong></td>
<td>Chapter 12 &amp; 13</td>
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<td>October 24<strong>th</strong></td>
<td>Chapter 14, Exam 3</td>
<td>Quizzes 10-14 due by 11:00PM on 10/25</td>
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<td>Exam 3 available 12:00AM to 11:59PM on 10/26</td>
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<td>October 31<strong>st</strong></td>
<td>Chapter 15 &amp; 16</td>
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<td>November 7<strong>th</strong></td>
<td>Chapter 17</td>
<td>OA #3 due by 11:00PM on 11/9</td>
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<td>November 14<strong>th</strong></td>
<td>Chapter 18, Exam 4</td>
<td>Quizzes 15-18 due by 11:00PM on 11/15</td>
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<td>Exam 4 available 12:00AM to 11:59PM on 11/16</td>
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<td>November 21<strong>st</strong></td>
<td>Thanksgiving Break – No Class!</td>
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<td>November 28<strong>th</strong></td>
<td>Final Exam Review</td>
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<tr>
<td>December 5<strong>th</strong></td>
<td>Cumulative Final Exam</td>
<td>In Class Exam – Date/Time/ Room # TBA</td>
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**Make sure to bring your student ID**