Management 3600-02  
June 2013, Mon-Fri, 10:00am-12:15pm  
Instructor: Monica Williams Smith  
monicas@westga.edu  
Office Hours (Room 2323)  
Telephone: (678) 839-4826  
Email: Course Den (D2L) is the preferred method to contact the Instructor about any course related questions, suggestions, or concerns  

Required Text  

Prerequisites  
BUSA 2106, ECON 2105 or permission of department chair.  

Course Description  
This course consists of a study of the basic concepts and processes of management. The course includes the study of the legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations.  

Learning Objectives Related to Learning Goals  
1. Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)  
2. Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)  
3. Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)  
4. Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6)  

Evaluation of Course Objectives  
You will have a total of three exams in this course that will be worth 85% of your total grade. Exam format could be multiple choice, short answer, true/false, or discussion. You will also have one class activity that will be worth 3% of your grade and a business project that will be worth 12% of your grade. Total class grade will be based on the average of all three exams and total points earned for the project presentation and class activity.  

Grading Scale  
The grading scale is as follows:  
A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 59 and below
Class Policies for Management 3600-02

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, a failing grade in the course, and/or referral to the Vice President for Student Affairs.

Attendance
You are expected to prepare for, attend, and actively participate in class. If you have more than four unexcused absences, (which includes leaving after the breaks), you will be automatically dropped from the course. Good attendance practices could positively affect your overall grade in this course. In addition, you may have the opportunity to earn extra points towards an exam based on class participation activities. These activities are NOT announced prior to class. You MUST be in attendance on that class day to participate.

You must have a legitimate reason for missing an exam (death in the family, serious illness, etc.). A doctor's excuse is necessary if an exam must be made up due to a serious illness. If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam. Make-ups will ONLY be provided if the reason for missing the test is approved by the Instructor.

Business Presentation
During this course, you will have the opportunity to learn more about leaders and the leadership structure of various companies who are headquartered in Georgia. Groups of two or three will be randomly chosen by the Instructor for this assignment. Each group must present their projects to the class to receive credit for this assignment.

Business Presentation Criteria
Presentations should include the following:

- Name and location of the company
- Information about the products sold
- Background information about the CEO
- Explanation about the leadership structure of the company
- One or two “fun” facts about the CEO or the company

Each group will have 5 to 7 minutes to present their company. Each group member must present some part of the presentation to be eligible for full credit.

Class Participation
You will be expected to participate in all class participation activities. Questions from class participation activities could be on any of the exams.
Extra Credit and Extra Points
No one student will be given extra credit opportunities or extra points at the beginning, middle, or end of the course. The Instructor reserves the right to give the entire class an extra credit opportunity at her discretion. There are **NO** exceptions.

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.

Syllabus
The Instructor can change the syllabus as needed during the semester.

Technology
The use of technology (i.e. laptops) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester. **Cell phones should always be turned off or on silent and NEVER used during class.**
<table>
<thead>
<tr>
<th>Date</th>
<th>Tentative Course Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3, 2013</td>
<td>Syllabus and Management</td>
</tr>
<tr>
<td>June 4, 2013</td>
<td>History of Management and Organizational Environments and Culture</td>
</tr>
<tr>
<td>June 5, 2013</td>
<td>Ethics and Social Responsibility and Leadership</td>
</tr>
<tr>
<td>June 6, 2013</td>
<td>Planning and Decision Making and Group Projects</td>
</tr>
<tr>
<td>June 7, 2013</td>
<td>Review and Group Projects</td>
</tr>
<tr>
<td>June 10, 2013</td>
<td><strong>Exam One</strong></td>
</tr>
<tr>
<td>June 11, 2013</td>
<td>Innovation and Change and Designing Adaptive Organizations</td>
</tr>
<tr>
<td>June 12, 2013</td>
<td>Managing Teams and Managing a Diverse Workforce</td>
</tr>
<tr>
<td>June 13, 2013</td>
<td>Managing Human Resource Systems</td>
</tr>
<tr>
<td>June 14, 2013</td>
<td>Review and Group Projects</td>
</tr>
<tr>
<td>June 17, 2013</td>
<td><strong>Exam Two</strong></td>
</tr>
<tr>
<td>June 18, 2013</td>
<td>Motivation and Control</td>
</tr>
<tr>
<td>June 19, 2013</td>
<td><em>Class Assignment/Activity</em></td>
</tr>
<tr>
<td>June 20, 2013</td>
<td>Managing Communications and Managing Service and Manufacturing Operations</td>
</tr>
<tr>
<td>June 21, 2013</td>
<td>Organizational Strategy, Review, Group Presentations</td>
</tr>
<tr>
<td>June 24, 2013</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>June 25, 2013</td>
<td><strong>Exam Three</strong></td>
</tr>
</tbody>
</table>