

# Course: MGT101

## Principles of Management

**Professor: T.M. Massoels:**

Office Phone: 866-6284

### **Office Hours (Core Building - 217):**

Monday, Wednesday, Friday: 8:00am - 9:00am

\*\*Email to set up an appointment

Email: [teresam@saintjoe.edu](mailto:teresam@saintjoe.edu)

Williams, Chuck. MGMT, SouthWestern

### **PRIMARY COURSE OBJECTIVES:**

1. Develop an understanding of the importance of the universal principles of management to the business organization and society.
2. Explain the concept of management as the attainment of organizational goals in an effective and efficient manner through planning, organizing, leading and controlling organizational resources.
3. Describe the planning function to define goals for future organizational performance, assigning task and resources needed to attain them.
4. Discuss how to develop an organizational structure.
5. Explore and analyze the concepts of leadership and motivation in order for associates to achieve organizational goals.
6. Prepare, analyze and interpret control systems.
7. Address ethical issues in business and discuss the importance of acting in an ethical, responsible manner.
8. Demonstrate an understanding of current events related to business and society.

### **SKILLS ADDRESSED:**

#### Collegially Required Skills

- Introduction to strategic thinking using SWOT analysis. [*Strategic Thinking*]
- Reinforcement of working in groups to complete tasks. [*Teamwork and Leadership*]
- Reinforcement of presentations and business report writing. [*Communication*]
- Introduction to current events and business and industry news. [*Sense of the World*]
- Introduction to developing an ability to adapt and respond to changing circumstances. [*Change Management*]

### **Grading Policy:**

Final Grade = Points Received / Points Possible

In Class Assignments, Out of Class Assignments, Quizzes (5 points - 50 points each)

Business Write-Ups (100 points)

Participation (100 points)

Attendance (100 points)

Exams (100 points each)

Final Exam (100 points)

### **In-class assignments:**

**Projects turned in at the end of class whether it is done individually or within a group.**

### **Out-of-class assignments:**

Must be typed.

Memo Format

No work will be accepted late or hand written.

### **Business Write-ups:**

**Each student is responsible for summarizing business articles throughout the semester.**

**Each student must also present write-ups in front of the class.**

**Each write-up must be typed in Memo format and contain the following:**

**\* Title of Article**

**\* Author**

**\* Date it Appeared**

**\* Name of Source where article was found**

**\* Minimum of 10 complete sentences summarizing the article, the situation, and how this will affect you and others in the business world.**

**At the time you are turning in your write-up, the article may not be more than 10 days old.**

\*\*Academic Honesty - Plagiarism or other forms of academic dishonesty on the assignments or tests will not be tolerated. If the instructor finds that a student has engaged in dishonesty, the student may be referred to the Dean of Academic Affairs for appropriate action. See your student handbook for Academic Honesty.

\*\* Exams - Students are expected to be present for all exams. No makeup exams will be given unless the student has contacted the professor and received permission PRIOR to the date of the original exam. This includes students participating in athletics who must arrange to take the exam on or before the scheduled date.

\*\* Assignments - ALL assignments are to be submitted on the specified due date. Late assignments will NOT be accepted. ALL out of class assignments are to be typed, font size:12, font type: Times New Roman; Memo format

\*\*Attendance - If you miss a class due to an illness or other valid excuse (i.e. athletic event, choir) please see me with an explanation of the absence. E-mailing professor with excuse for missing class IS NOT acceptable. You must talk to the professor in person!

**SPECIAL NEEDS** \* If you are a student with a disability, please see me before the third week of the semester to discuss any accommodations you might need for class activity, examinations, and out of class assignments in order to participate fully and demonstrate your abilities.

\*\*Students need to be responsible with the cell phones, beepers, PDAs (\*\*They should not distract others) If you are distracting the class, you will lose those points given for that day.

\*\*Cell phones and PDAs are NOT allowed on during Exams, a result of a zero will be assigned to that exam if the student has their cell phone on.

\*\* Tutors are available – see me or the tutor center if you have the need for a tutor.

\*\* Notes may be taken on laptops, however, the laptops can only be used as it pertains to class (i.e. no instant messaging, no surfing the net)

## Tentative Daily Schedule

2010

Day	Date	Daily Activity	Reading Assignment
MON	8/23	Syllabus	
WED	8/25	Chapter 1 notes	Chapter 1
FRI	8/27	Chapter 1 project	
MON	8/30	Article #1 due	
WED	9/1	Chapter 2 notes	Chapter 2
FRI	9/3	Chapter 2 project	
MON	9/6	<b>NO CLASS</b> Labor Day	
WED	9/8	Chapter 3 notes	Chapter 3
FRI	9/10	Chapter 3 project	
MON	9/13	Chapter 4 notes	Chapter 4
WED	9/15	<b>NO CLASS</b> GLVC Meeting	
FRI	9/17	Article #2 due Finish Chapter 4	
MON	9/20	Review for 1 <sup>st</sup> Exam	
WED	9/22	<b>EXAM #1</b>	*****
FRI	9/24	Chapter 5 notes	Chapter 5
MON	9/27	Chapter 5 notes & Project	
WED	9/29	<b>** Class @ 7pm - Shen</b>	
FRI	10/1	Chapter 6 notes	Chapter 6
MON	10/4	<b>NO CLASS</b> <b>IACBE Conference</b>	
WED	10/6	Chapter 6 project	
FRI	10/8	Chapter 7 notes	Chapter 7
MON	10/11	Chapter 7 notes & project	
WED	10/13	<b>EXAM #2</b>	*****
FRI	10/15	<b>No Class</b> Fall Break	

## 2<sup>nd</sup> Half of Semester

MON	10/18	Chapter 8 notes	Chapter 8
WED	10/20	Chapter 8 notes; Mr. Baseball	
FRI	10/22	Article #3 DUE	
MON	10/25	Chapter 9 notes	Chapter 9
WED	10/27	Chapter 9 notes	
FRI	10/29	Group Project	
MON	11/1	Chapter 10 notes	Chapter 10
WED	11/3	Chapter 10	
FRI	11/5	Group Project	
MON	11/8	Chapter 11 notes	Chapter 11
WED	11/10	Chapter 11 notes	
FRI	11/12	Chapter 11 Activity	
MON	11/15	Article #4 DUE - Review for Exam #3	
WED	11/17	Exam #3	
FRI	11/19	Chapter 12 Notes	Chapter 12
MON	11/22	<b>NO CLASS</b>	
WED	11/24	<b>NO CLASS</b>	
FRI	11/26	<b>NO CLASS</b>	
MON	11/29	Chapter 13 notes	Chapter 13
WED	12/1	Group Project	
FRI	12/3	Chapter 14 & 15 notes	Chapter 14 & 15
MON	12/6	Group Project	
WED	12/8	Review for Final	
FRI	12/10	FINAL EXAM	
<b>FINALS WEEK</b>	<b>Article #5 : 9am - Monday Dec 13 @ 3pm    10am - Tuesday Dec 14 @ 10am</b>		