

Management 380
Principles of Management
Fall 2007

Instructor: Susan Cooper
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Class Times: Monday 9:30-11:00
TuTh 9:30-12:30
Wed 8:00-12:30
Friday 8:00 & 11:00

Office Hours: Monday 8:00-9:30 & 11:00-2:00
TuTh 8:00-9:30 & 12:30-2:00
Wed 12:30-2:00
Friday 9:30 & 12:30-2:00

Required Text: Management, Seventh edition. By Richard L. Daft

Course Description: This course is concerned with the principles and methods used in managing and operating organizations. Course coverage includes analysis of the organization's environment and the four basic managerial activities. The class will consist of lecture and class discussion. Students are expected to read assignments before class so that meaningful discussions in class can take place. Students are encouraged to share examples from their own experiences that relate to class material.

Course Evaluation Process

Four Exams	100 points each
2 Assignments	25 points each
Final Exam (comprehensive)	100 points

Course Grades: Grades in this course are determined by applying the following scale to a student's average. There will be 4 exams (100 points each) covering material from textbook, lectures & class discussion and any assigned supplemental reading and 2 assignments worth 25 points each (50 points total), A comprehensive final exam which will make up any low or missed test score. Perfect attendance/class participation is worth points on your total points at the end of semester.

> 89.5	A
79.5-89.4	B
69.5-79.4	C
59.5-69.5	D
< 59.5	F

Other:

- Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.
- **All cell phones and pagers must be turned off during class**
- **No makeup exams or assignments will be given.**
- A comprehensive Final exam will be used replace any **ONE** missed exam OR can replace low test score.
- Assignments are due on the due date at the end of the class. **Assignment dates will not be announced.**
- **Regular attendance is expected and will be used to evaluate all borderline cases.**
- Students must setup an account to use the University Information System and to send and receive mail.
- Students must bring Scantron forms (882-E) to class on exam days.
- There will be no early finals or other examinations given for any reason.
- Students showing up more than **10 minutes late on exams days will not be permitted to take the exam**
- **Smoking, food Drinks are not allowed in class at any time.**

Policies

- Students with Disabilities Policy: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program or activity. Students with disabilities may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center.
- Religious Holiday Policy: Students who are absent from class for observance of a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within one week of returning to class. The student, not later than the 15th calendar day after the first day of the semester, must notify the instructor of each scheduled class day that he/she should be absent for a religious holy day.

Tentative Course Schedule Mgt 380 Fall 2007

Chapters

Intro to Management –Ch 1

Evolution of Management –Ch 2

Environment –Ch 3

Global environment – Ch 4

Exam Review

Exam 1

Chapters

Social Responsibility –Ch 5

Planning & Goal setting –Ch 7

Strategy –Ch 8

Decision Making –Ch 9

Exam Review

Exam 2

Chapters

Organizing – Ch 10 & 11

Human Resource & Diversity – Ch 12 & 13(supplemental)

Control – Ch 19

Exam Review

Exam 3

Chapters

Behavior in Organizations –Ch 14

Leadership & Motivation –Ch 16

Communication –Ch 17(supplemental)

Teamwork –Ch 18

Exam Review

Final Exam