

**Sam Houston State University  
College of Business Administration  
Department of Management and Marketing**

Course Syllabus

Spring 2008

**COURSE NUMBER:** MGT 380

**COURSE TITLE:** Principles of Management

**PREREQUISITES:** College of Business Requirements

**INSTRUCTOR:** Tina Knickerbocker gba\_txx@shsu.edu

**OFFICE:** SHB 236T

**OFFICE PHONE:** 294-1975

**OFFICE HOURS:** TTH 8-3:30

**REQUIRED TEXT:** Management, Daft, Eight Edition

**SUPPLEMENTAL MATERIAL:** None

**COURSE DESCRIPTION:** A study of the hierarchy of management, and how management deals with the contemporary problems in all areas of management. Where, what, when and how decision making is determined.

**COURSE OBJECTIVES:** Students will be expected to demonstrate knowledge of and the ability to:

Understand the principles and methods used in the managing of domestic and global organizations.

Understand the managerial functions of planning organizing, leading and controlling.

**COURSE EVALUATION PROCESS:** Course averages are determined by the following process:

Exam 1	100
Exam 2	100
Exam 3	100
Final Exam	<u>100</u>
Total	400

There will be four major exams during the course and a comprehensive final. The final is mandatory of all students.

Grades in the course will be determined by the following total points:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Each exam will include objective questions. A scantron form 882 will be required to take the exams.

If a student misses any unannounced quizzes or class work due to an unexcused absence the student will not be allowed to make up the missed work. Regular and punctual attendance is expected.

**There will be no early finals or other examinations for any reason.**

**Smoking, Food, and Drinks are not allowed in class at any time.**

**RELIGIOUS HOLY DAYS POLICY:**

Students who are absent from class for observance of a religious holy day will be allowed to take an exam or complete an assignment scheduled for that day within one (1) week of returning to class. The student, not later than the 12<sup>th</sup> class day after the first day of the semester, must notify the instructor of each scheduled class day that he/she would be absent for a religious holy day.

### **DISABLED STUDENT 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. Disabled students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the director of the Counseling Center in the Lee Drain Building Annex, or by calling Ext. 4-1720.

### **ATTENDANCE POLICY:**

Attendance in this class is expected and attendance will be taken each class period. Those who miss a substantial number of classes will penalize themselves by missing material that will be discussed in class, that may not appear in the texts, and over which the class will be tested. If a student arrives late for class and the roll has been taken, it is the responsibility of the student to notify the instructor at the end of **THAT PERIOD** that he/she arrived late and was not absent.