Participation Statement:

For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description:

This course explores the rich field of management in theory and practice, and as both a science and an art. The course also addresses the role of managers, leaders, in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will be stressed.

Required Text: R. Griffin; Fundamental of Management.

Course Goals:

Upon successful completion of this course students will:
1. Understand the foundations of management theory and practices, the managerial functions, and the challenges for management in a global and dynamic environment.
2. Identify each of the forces in an organization’s task and general environments, as well as, in its global task environment, and understand why they create challenges, opportunities, and threats for managers.
3. Learn the nature of managerial decision making and understand the role of planning in predicting the future and in mobilizing organizational resources.
4. Learn that organizational architecture is the combination of organizational structure, control systems, culture, and human resource management systems that together determine how efficiently and effectively organizational resources are utilized.
5. Identify the different types of groups and teams that help managers and organizations achieve their goals and explain the communication networks that exit among these groups and teams.
6. Understand the vital role operations management and MIS play in building competitive advantage and creating a high-performing organization.

Course Policies:

Each student is expected to study at least six hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class.
Professional Behavior: Students will be expected to exhibit professional behavior during scheduled class times. Professional behavior includes, but is not limited to, the following:

1. Complies with the rules of Midland College
2. Attends class regularly
3. Is punctual
4. Exhibits cooperative behavior in class
5. Refrains from using cell phones or ear phones.
6. Is dressed appropriately
7. Takes all tests and quizzes on the scheduled dates (please print the schedule).
8. Gives the instructor advance notice when planning on not attending class or leaving class early

Americans With Disabilities Act Statement (ADA):

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact please contact Mr. Shep Grinnan at 432-685-4505; e-mail address: sgrinnan@midland.edu as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

If you are an online student, you may send me questions via e-mail at any time. I will answer these questions on the first come first served basis. If you would like to meet with me to explain concepts please come to my office during the posted office hours or by appointment at other times. Please check your e-mail on a regular basis, at least once every other day. When you e-mail me please let me know who you are and in which course you are enrolled (example: ECON 2301.WB1). Please follow this practice at all times. Please note that we do not receive e-mails with Yahoo!, AOL, and Hotmail addresses.

Drop Policy: It is the student's responsibility to drop this course if circumstances develop that prevents his/her completion of the course. The instructor will not be able to drop a student for non-completing the course assignments.
Evaluation of Students:

Performance will be measured by student testing and class participation as follows:

<table>
<thead>
<tr>
<th>Tests</th>
<th>Semester course grade is determined as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>100 450 - 600 A</td>
</tr>
<tr>
<td>Test 2</td>
<td>100 400 - 449 B</td>
</tr>
<tr>
<td>Test 3</td>
<td>100 350 - 399 C</td>
</tr>
<tr>
<td>Test 4</td>
<td>100 300 - 349 D</td>
</tr>
<tr>
<td>Final</td>
<td>100 0 - 299 F</td>
</tr>
<tr>
<td>5 Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>600</td>
</tr>
</tbody>
</table>

To succeed in this course you will have to study each chapter very thoroughly ahead of time, take good notes, do the end of the chapters’ questions, and review your notes every day so that the information stays fresh in your memory. As you know, there is a strong correlation between grades and the amount of time spent studying.

EXTRA CREDIT PAPER:

If you are interested in earning extra credit, you can do a paper over one of the following topics. The paper should be between 5 to 8 pages in length. You can e-mail your paper, as an attachment. The paper is worth up to 50 points. You must footnote your sources of information and provide a bibliography.

Suggested Topics for the Extra Credit Paper:

- Cross-Cultural Management
- Diversity
- Empowerment
- Dysfunctional Organizations
- Innovation and Change
- Organization Development
- Self-Directed Work Teams
- Technology and Organizational Design
- Leadership
- Interpersonal communication
- Organizational conflict
- Motivation
- Power
- Designing Organizational Cultures
- Business Plan
- Immigration
- Sexual Harassment
Academic Honesty and Integrity:

Midland College expects students to be honest and to conduct themselves with integrity in all aspects of their relationship with the college. The following list of activities is considered to be in violations of the student academic code of conduct:

1. Using material sources or utilizing devices that are not authorized by the instructor during an examination or assignment;
2. Providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the instructor;
3. Presenting as their own the ideas or works of another person without proper acknowledgment of sources;
4. Knowingly permitting their works to be submitted by another person without the instructor’s permission;
5. Acting as a substitute or utilizing a substitute in any examination or assignment;
6. Submitting the same paper for more than one course without the explicit permission of the instructors.

Accessing the Discussion Area:

The “Discussion Area” link on the course web page is the location of our primary communication system. Discussion Area has been established for this class, and is easily accessed via the “Discussion Area” button on the left side of the template. The purpose of providing this method of communication is to create a “Virtual Classroom” environment to allow you the opportunity to discuss/share selected topics and analyze your fellow classmates’ thoughts, the same as you would in an on-campus course.

The discussion area is created for this class to share ideas and hopefully establish collegiality. Feel free to share thoughts on the course information, end of the chapter questions, reference sources you think are especially interesting, and helpful hints you might have. (All the things you might talk about over coffee in the snack bar)

All postings to the discussion area will be permanent and will remain posted throughout the entire semester for viewing by all.

Please do not use this discussion area to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violative of any law.

Please note that advertisements, chain letters, pyramid schemes, and solicitations are inappropriate for this discussion area.

Course Schedule:

This class meets for 3 lecture hours per week. A detailed day to day schedule and class assignments will be posted on Canvas the first day of class.
Division Information
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