



Curriculum Description for St. Francis Baccalaureate

Management BUS 322

Required Materials

Management (8th Ed)
Stephen P. Robbins / Mary Coulter - Authors
Pearson / Prentice-Hall – Publisher
ISBN 0131439944

Publisher Supplements

Text website: www.prenhall.com/robbins

Course Objectives

Management considerations will be a factor in many business decisions you will make. This course is designed to be a study of various management theories with an emphasis on their behavioral implications. The discipline of management will be discussed in terms of its application in all types of organizations in a dynamic world environment.

The course objectives are for the student to:

- Understand how a manager affects behavior at the individual, group, and organizational levels
- Understand importance of human resource to organization and how manager guides the organization's human resources
- Understand the managerial functions (planning, organizing, leading, and controlling) and how a manager utilizes these to accomplish organizational objectives
- Understand the global nature of organizations and the role of managers in the global environment
- Understand the social and ethical responsibilities of managers
- Understand the evolution of managerial theories and the role each theory has played in the development of the management discipline
- Be exposed to diverse sizes and types of organizations and the managers who manage them
- Be exposed to current management terminology, business news, and the Internet

Course Approach

This course will be conducted in a manner that encourages class participation by the students, consistent with the objectives of the course and the time available. Students are expected to study the chapter readings **PRIOR TO** each class meeting.

Class Attendance / Participation:

Credits will be given for attendance and participation. Since relevant topics beyond the textbook may frequently be discussed in class, it is important that students regularly attend class. Approvals of any considerations requested by students will be enhanced by the fact of regular class attendance / participation.

If you cannot attend due to illness or some other unavoidable reason, please contact the instructor in advance or as soon as possible thereafter. Excused absences include only emergency-related circumstances, such as medical emergencies and deaths of relatives – **not** job interviews, office visits, field trips, family vacations, oversleeping, etc. More than two unexcused absences will be taken into consideration when determining final class grade (i.e., B+ may be downgraded to B, etc.)

Hands-on participation and experience is a proven source of adult learning. Group sharing and problem-solving activity will be an integral component of your in-class experience. Employers value team players that can help teach others and work with people of varying skills. You contribute to the class learning environment by:

- Asking questions during class
- Helping members of your practice group solve problems
- Volunteering answers to exercises
- Expressing your opinion in class discussions

It will be assumed that you have read the material and have a basic understanding of the concepts, theories, and techniques. During class, the instructor will be reinforcing key points, clearing up questions concerning the basics, and introducing other aspects of the material.

Asking questions is particularly important. The instructor and the rest of the class appreciate the student who says “slow down, I’m confused.” Participation in class will have the same effect as class attendance in terms of consideration relating to adjusting final class grades (if necessary).

Homework

Homework is assigned for most chapters, and as the name implies, is meant to be done outside of class. We will not use class time to cover it. This phase of your study is intended to be a learning experience rather than a grading device. You should develop your best solution for each of the problems assigned. Working with fellow students is strongly encouraged. If you have questions about how to solve the exercises or problems after looking at the solutions, you should make an appointment to see the instructor. The homework assignments are not turned in, and solutions are available upon requests.

ADA Policy

If you have any condition or situation that you feel prevents you from doing your best work in this course, it is your responsibility to bring that condition or situation to the attention of the instructor or the Division Head. It is important that we are informed early in the term so that we can make appropriate arrangements for assistance.

Laptops:

Laptops are to be used only at the direction of the instructor. Otherwise, they should remain turned off and put away during class. If seen using a laptop during class be prepared to provide copies of class notes at my request.

Electronic Devices:

Cell phones, pagers, PDA's or any other electronic communications devices will remain in the off position at all times and put away during class time.

Evaluation:

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| Exams (3 @ 100 Points) | 300 Points |
| Final Exam (Non-Comprehensive) (100 Points) | 100 “ |
| Quizzes / Participation (70 Points) | 70 “ |
| Out-of-Class Assignments (3) | 30 |
| | ----- |
| | 500 |

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|----------|----|------------------------|----|-----------------------------|
| Grading: | A | 93% or above (465 Pts) | C- | 69 – 71% (345 Pts) |
| | A- | 90 – 92% (450 Pts) | D+ | 66 – 68% (330 Pts) |
| | B+ | 87 – 89% (435 Pts) | D | 65% (325 Pts) |
| | B | 84 – 86% (420 Pts) | F | below 65% (320 Pts or less) |
| | B- | 80 – 83% (400 Pts) | | |
| | C+ | 75 – 79% (375 Pts) | | |
| | C | 72 – 74% (360 Pts) | | |

Tentative Schedule

- Introduction
 - Introduction to Management and Organizations
 - Reading Assignment: Robbins/Coulter, Chapter 1
 - Management Yesterday and Today
 - Reading Assignment: Robbins/Coulter, Chapter 2
 - Organization Culture and Environment
 - Reading Assignment: Robbins/Coulter, Chapter 3
 - Managing in a Global Environment
 - Reading Assignment: Robbins/Coulter, Chapter 4
 - Social Responsibility and Managerial Ethics
 - Reading Assignment: Robbins/Coulter, Chapter 5
 - Exam #1 – Chapters 1-5
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- Organizational Structure & Design
 - Reading Assignment: Robbins/Coulter, Chapter 10
 - Human Resource Management
 - Reading Assignment: Robbins/Coulter, Chapter 12
 - Managing Change and Innovation
 - Reading Assignment: Robbins/Coulter, Chapter 13
 - Foundations of Behavior
 - Reading Assignment: Robbins/Coulter, Chapter 14
 - Exam #2 – Chapters 10, 12-14
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- Understanding Groups and Teams
 - Reading Assignment: Robbins/Coulter, Chapter 15
 - Motivating Employees
 - Reading Assignment: Robbins/Coulter, Chapter 16
 - Leadership
 - Reading Assignment: Robbins/Coulter, Chapter 17
 - Leadership (Chapter 17), continued
 - Exam #3 – Chapters 15-17
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- Decision Making
 - Reading Assignment: Robbins/Coulter, Chapter 6
 - Foundations of Planning
 - Reading Assignment: Robbins/Coulter, Chapter 7
 - Strategic Management
 - Reading Assignment: Robbins/Coulter, Chapter 8
 - Planning Tools and Techniques
 - Reading Assignment: Robbins/Coulter, Chapter 9
 - Planning Tools and Techniques (Chapter 9), continued
 - Foundations of Control

- Reading Assignment: Robbins/Coulter, Chapter 18
- Foundations of Control (Chapter 18), continued
- Operations and Value Chain Management
- Reading Assignment: Robbins/Coulter, Chapter 19
- Review for Final
- Final Exam