



***STETSON SCHOOL OF BUSINESS***

***Douglas Regional Academic Center  
SUMMER SEMESTER 2010, SESSION I***

**MGT-363.1D1  
Principles of Management  
Thursday 5:30 - 9:45 p.m.  
E-Mail: Southern\_L@Mercer.Edu and/or  
DRLJFS@Yahoo.Com**

**Dr. Lloyd Southern  
Phone: 678-547-6234  
Atlanta Office: ST-226  
Home: 770-834-8710**

**MISSION STATEMENT:**

**The Stetson School of Business promotes the advancement and integration of quality business education and practice. In support of Mercer University's mission, the school provides undergraduate and graduate programs that are designed to enable, enhance, and expand professional careers, civic responsibility and lifelong learning.**

**TEXT:**

**Daff, Richard L., Management, 9th. ed., Thomson/South-Western, 2010.  
ISBN: 978-0-324-59584-0 or 0-324-59584-0 (Student Edition)**

**Catalog COURSE DESCRIPTION: Prerequisite: sophomore standing**

**Course explores the coordination of organizational activities through planning, organizing, staffing, executing, and controlling functions. Behavior theory, delegation, communication, decision-making: lecture, discussion and cases.**

**COURSE RATIONALE:**

**To provide the student with insight and experience in the process of management and its application as both an art and a science.**

**COURSE OBJECTIVES:**

Student completing this course should be able to:

- Describe and discuss effective organization behavior
- Learn how to identify, evaluate and solve organizational problems in the domestic and international arenas
- To develop a feel for how all functions interrelate in setting and achieving objectives and goals
- To gain an understanding of the ethical, legal and personal issues facing the modern organization and its managers.

**CLASS ASSIGNMENTS AND EVALUATION:**

1. The method of instruction will include lectures, oral discussion, group work, power point, and/or videos. Students are expected to complete reading assignments prior to class and take part in all class discussions.

2. Maximum student participation in class discussion will be emphasized to improve students' oral communication abilities and understanding of concepts and associated terminology.

3. Students will prepare a 10 page double spaced research paper on a management topic and present it orally to the class using multimedia techniques. Presentations should be at 8 to 15 minutes long. Failure to present your paper orally to the class will lower the project grade one letter.

**GRADING POLICY AND PROCEDURES:**

The course grade will be determined by evaluation of each major activity. Students are responsible for all material covered in the text, class discussion, lectures, and any A/V materials.

**Grading Structure:**

<b>A</b>	<b>= 90 - 100</b>
<b>B+</b>	<b>= 87 - 89</b>
<b>B</b>	<b>= 80 - 86</b>
<b>C+</b>	<b>= 77 - 79</b>
<b>C</b>	<b>= 70 - 76</b>
<b>D</b>	<b>= 60 - 69</b>
<b>F</b>	<b>= Below 60</b>

**EVALUATION CRITERIA:**

Test I (Chapters 1 - 10)	35%
Final (Chapters 11 - 19)	35%
Term research project and oral presentation	18%
Participation	<u>12%</u>
Total	100%

All work not turned in by the end of the term will earn a grade of zero or result in an “T” for the term grade at the discretion of the professor.

**OFFICE HOURS FOR THE PROFESSOR:**

Atlanta      Wednesday 1:00 – 4:00 p.m.  
Atlanta      Thursdays 1:00 – 4:00 p.m.

# ***Mercer University Honor Code and Council***

(See Mercer catalogue for detailed information)

**Honor Code:** Mercer University Atlanta expects each and every student to maintain the highest principles of academic honesty and integrity. Violations of academic honesty represent a breach of the University's expectations and will be regarded as a serious matter. Violations include, but are not limited to, the following:

**Plagiarism:** The use of ideas, facts, phrases, or additional information such as charts or maps, from any sources, without giving proper credit to the original author. Using direct quotations, paraphrases, or reproductions of any material which is not of the student's own authorship is also considered plagiarism. Failure to reference any such material used is both ethically and legally improper.

**Cheating :** The use of unauthorized sources of information or signing the roll for another student.

**Protocol for Electronic Submission of Course Work:** Students bear sole responsibility for ensuring that papers or assignments submitted electronically to a professor are received in a timely manner and in the electronic format(s) specified by the professor. Students are therefore obliged to have their e-mail client issue a receipt verifying that the document has been received. Students are also strongly advised to retain a copy of the dated submission on a separate disk. Faculty members are encouraged, but not required, to acknowledge receipt of the assignment.

**Protocol for Use of Cell Phones and Pagers:** Out of courtesy for all those participating in the learning experience, all cell phones and pagers must be turned off before entering any classroom, lab, or formal academic or performance event.

**Protocol for Wait List:** The names recorded on the wait lists are in order of demand. Wait listed students will be placed into courses as seats become available. Generally speaking, the first student on the wait list will be awarded the first available seat, although circumstances may arise which warrant exceptions to this general principle. Wait lists for the Capstone Courses are most noteworthy exception to this policy.

**Inclement Weather:** If severe weather occurs, classes will be canceled in accordance with the Associate Provost's decision of Mercer-Atlanta. Call the Mercer weather phone for information about class cancellations—(678) 547-6111 (Atlanta) or listen to WSB 750 AM.

## ***Disability Statement For The Syllabus***

### **Macon Students in CLA, SSBE, EGR, EDU**

**Students with a documented disability should inform the instructor at the close of the first class meeting. The instructor will refer you to the office of Student Support Services (SSS) for consultation regarding evaluation, documentation of your disability, and recommendations for accommodation, if needed. Students will receive from SSS the *Faculty Accommodation Form*. On this form SSS will identify reasonable accommodations for this class. The form must be given to the course instructor for signature and then returned to SSS.**

**To take full advantage of disability services, it is recommended that students contact the Office of Student Support Services, immediately. The office is located on the third floor of the Connell Student Center.**

### **Atlanta and Regional Academic Centers**

**Students with a documented disability should inform the instructor at the close of the first class meeting. The instructor will refer you to Richard Swilley, Assistant Dean of Campus Life, 678-547-6823, for consultation regarding evaluation, documentation of your disability, and recommendations for accommodation, if needed. To take full advantage of disability services, it is recommended that students make contact, immediately. The Student Life office is located in the Sheffield Student Center, Room 212.**

## **WARNING**

**In you are not on the official role you will not be added late in the term and you will not receive credit for the class work you have done or credit for the course!**

## Douglas Academic Center

### COURSE READING AND LEARNING SCHEDULE:

<b>MGT - 363.1D1</b>	<b>Session I</b>	<b>Summer Semester</b>	<b>2010</b>
		<b>Thursday</b>	<b>5:30 - 9:45 p.m.</b>

### ASSIGNMENT SCHEDULE:

<b>DATE</b>	<b>ASSIGNMENT</b>
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<b>May 27</b>	<b>Thur</b>	<p><b>Ch 1 Innovative Management for Turbulent Times</b>  <b>Are You Ready to Be a Manager?</b>  <b>Why Innovation Matters</b>  <b>The Definition of Management</b>  <b>The Four Management Functions</b>  <b>Organizational Performance</b>  <b>Management Skills</b>  <b>Management Types</b>  <b>What Is It Like to Be a Manager?</b>  <b>Managing in Small Businesses and Nonprofit Organizations</b>  <b>Management and the New Workplace</b>  <b>A Manager's Essentials: What Have We Learned?</b></p> <p><b>Ch 2 The Evolution of Management Thinking</b>  <b>Are You a New-Style or an Old-Style Manager?</b>  <b>Management and Organization</b>  <b>Classical Perspective</b>  <b>Humanistic Perspective</b>  <b>Management Science Perspective</b>  <b>Recent Historical Trends</b>  <b>Innovative Management Thinking For Turbulent Times</b>  <b>A Manager's Essentials: What Have We Learned?</b></p>
<b>June 3</b>		<p><b>Ch 3 The Environment and Corporate Culture</b>  <b>Are You Fit for Managerial Uncertainty?</b>  <b>The External Environment</b>  <b>The Organization-Environment Relationship</b>  <b>The Internal Environment: Corporate Culture</b>  <b>Environment and Culture</b>  <b>Shaping Corporate Culture for Innovative Response</b>  <b>A Manager's Essentials: What Have We Learned?</b></p>

**Ch 4 Managing in a Global Environment**  
**Are You Ready To Work Internationally?**  
**A Borderless World**  
**Getting Started Internationally**  
**The International Business Environment**  
**The Economic Environment**  
**The Legal-Political Environment**  
**The Sociocultural Environment**  
**International Trade Alliances**  
**The Globalization Backlash**  
**Multinational Corporations**  
**Managing in a Global Environment**  
**A Manager's Essentials: What Have We Learned?**

**Ch 5 Managing Ethics and Social Responsibility**  
**Will You Be a Courageous Manager?**  
**What Is Managerial Ethics?**  
**Ethical Dilemmas: What Would You Do?**  
**Criteria for Ethical Decision Making**  
**Manager Ethical Choices**  
**What Is Corporate Social Responsibility?**  
**The Ethic of Sustainability**  
**Evaluating Corporate Social Responsibility**  
**Managing Company Ethics and Social Responsibility**  
**A Manager's Essentials: What Have We Learned**

**Ch 6 Managerial Planning and Goal Setting**  
**Does Goal Setting Fit Your Management Style?**  
**Overview of Goals and Plans**  
**Goals in Organizations**  
**Operational Planning**  
**Planning in a Turbulent Environment**  
**Planning for High Performance**  
**A Manager's Essentials: What Have We Learned?**

**June 10**

**Ch 7 Strategy Formulation and Implementation**  
**What Is Your Strategy Strength?**  
**Thinking Strategically**  
**What Is Strategic Management?**  
**The Strategic Management Process**  
**Formulating Corporate-Level Strategy**  
**Formulating Business-Level Strategy**  
**New Trends in Strategy**  
**Global Strategy**  
**Strategy Execution**  
**A Manager's Essentials: What Have We Learned?**

**Ch 8 Managerial Decision Making**  
**How Do You Make Decisions?**  
**Types of Decisions and Problems**  
**Decision-Making Models**  
**Decision-Making Steps**  
**Personal Decision Framework**  
**Why Do Managers Make Bad Decisions?**  
**Innovative Group Decision Making**  
**A Manager's Essentials: What Have We Learned?**

**Ch 9 Designing Adaptive Organizations**  
**What Are Your Leadership Beliefs?**  
**Organizing the Vertical Structure**  
**Departmentalization**  
**Organizing for Horizontal Coordination**  
**Structure Follows Strategy**  
**A Manager's Essentials: What Have We Learned?**

**Ch 10 Managing Change and Innovation**  
**Are You Innovative?**  
**Innovation and the Changing Workplace**  
**Changing Things: New Products and Technologies**  
**Changing People and Culture**  
**Implementing Change**  
**A Manager's Essentials: What Have We Learned?**

**June 17**

**Exam 1** (Chapters 1 - 10)

**June 24**

**Ch 11 Human Resource Management**  
**Getting the Right People on the Bus**  
**The Strategic Role of HRM is to Drive**  
**Organizational Performance**  
**The Impact of Federal Legislation on HRM**  
**The Changing Nature of Careers**  
**Finding the Right People**  
**Managing Talent**  
**Maintaining an Effective Workforce**  
**A Manager's Essentials: What Have We Learned?**

**Ch 12 Meeting Diversity**

**Do You Know Your  
The Changing Workplace  
Managing Diversity  
Factors Shaping Personal Bias  
Factors Affecting Women's Careers  
Cultural Competence  
Diversity Initiatives and Programs  
New Diversity Initiatives  
A Manager's Essentials: What Have We Learned?**

**Ch 13 Dynamics of Behavior in Organizations**

**Are You Self-Confident?  
Organizational Behavior  
Attitudes  
Perception  
Personality and Behavior  
Learning  
Stress and Stress Management  
A Manager's Essentials: What Have We Learned?**

**Ch 14 Leadership**

**What's Your Personal Style?  
The Nature of Leadership  
Contemporary Leadership  
From Management to Leadership  
Leadership Traits  
Behavioral Approaches  
Contingency Approaches  
Charismatic and Transformational Leadership  
Followership  
Power and Influence  
Leadership as Service  
A Manager's Essentials: What Have We Learned?**

**July 1****Ch 15 Motivating Employees**

**Are You Engaged or Disengaged?  
The Concept of Motivation  
Content Perspectives on Motivation  
Process Perspectives on Motivation  
Reinforcement Perspective on Motivation  
Job Design for Motivation  
Innovative Ideas for Motivating  
A Manager's Essentials: What Have We Learned?**

**Ch 16 Managing Communication**

**Are You Building a Personal Network?  
Communication and the Manager's Job  
Communicating Among People  
Organizational Communication  
Innovations in Organizational Communication  
A Manager's Essentials: What Have We Learned?**

**Ch 17 Leading Teams**

**How Do You Like to Work?  
Why Teams at Work  
How to Make Teams Effective  
Types of Teams  
Innovative Uses of Teams  
Team Characteristics  
Team Processes  
Managing Team Conflict  
Work Team Effectiveness  
A Manager's Essentials: What Have We Learned?  
and**

**Student Presentations to the Class**

**July 8**

**Ch 18 Managing Quality and Performance**

**What Is Your Attitude Toward Organizational  
Regulation and Control?  
The Meaning of Control  
Feedback Control Model  
Financial Control  
The Changing Philosophy of Control  
Total Quality Management  
Trends in Quality and Financial Control  
A Manager's Essentials: What Have We Learned?**

**Ch 19 Managing the Value Chain, Information Technology,  
and E-Business**

**Which Side of Your Brain Do You Use?  
The Organization as a Value Chain  
Facilities Layout  
Technology Automation  
Information Technology Has Transformed  
Management  
A New Generation of Information Technology  
The Internet and E-Business  
A Manager's Essentials: What Have We Learned?**

**And Student Presentations to Class**

**July 22**

**Final Exam (Chapters 11 - 19)**

**No student presentations on final test night.**