COURSE SYLLABUS
COLLEGE OF BUSINESS
SPRING SEMESTER 2011
MG 330 PRINCIPLES OF MANAGEMENT

INSTRUCTOR Dr. Dan Hallock, CPA, CMA

OFFICE HOURS
Monday 10:45 to 11:30 AM
3:00 to 4:30 PM
Tuesday 10:00 to 11:30 AM
1:30 to 4:30 PM
Wednesday 10:45 to 11:30 AM
3:00 to 4:30 PM
Thursday 10:00 to 11:30 AM
1:30 to 4:30 PM
And by appointment

Communications via e-mail or phone Monday - Friday

OFFICE 131 Keller Hall
PHONE 256-765-4937 (Office)
256-767-4849 (Cell)
256-765-4234 (Administrative Assistant)

E-MAIL Please correspond through your class e-mail account. Only use dehallock@una.edu as a last resort.

FAX (256) 765-4959

COURSE TIME Raburn 104 Monday and Wednesday 1:30 to 2:45 PM
CRN NUMBER 20106

COURSE DESCRIPTION A basic course in general management designed to acquaint students with theories and principles of organization as they are developing in modern society. (Fall, Spring & Summer).

CREDIT HOURS 3

PREREQUISITE Junior Standing or permission of instructor.

COURSE DELIVERY METHOD In-class
REQUIRED TEXTBOOK, SOFTWARE AND SUPPLIES
Please read my email regarding the textbook required and the various options!!!!!
Management 9th edition, 2010
Author: Daft
Cengage publisher
ISBN: 1111470243
   (Access Key only with electronic text eBook)
   or
ISBN: 1111493413
   (Bundle with hard copy of text and Access Key)

COURSE OBJECTIVES
This course is designed to provide the student with a basic understanding of the various roles and responsibilities of managers in an era of global competition. Upon successful completion of this course, students should be able to:

1. Know and understand the terms and basic concepts of management. (COB Goal 1)
2. Know and understand the basic functions of management. (COB Goal 6)
3. Understand the theory behind the application of the basic functions of management. (COB Goal 3)
4. Understand the role management plays in the US and abroad. (COB Goal 2)

TOPICS COVERED
Management history
Organizational culture
Ethics and social responsibility
Global dimensions of management
Decision Making
Planning and strategy processes and techniques
Organizational culture, design and change
Human resource management
Individual behavior and motivation
Teamwork
Communication
Leadership
Control processes and operations management

COURSE EVALUATION PROCESS

| Bulletin board discussion participation (1 @ 10 points and 6 @ 30 points each) | 190 points |
| Individual timed online exams (6 @ 135 points each) | 810 points |
| Total Points | 1000 points |
GRADING SCALE
Your letter grade is determined using the grade distribution that follows. Your percentage is found by dividing your total points earned by the total points available. This percentage is then matched to a letter grade. You can determine your standing in the class at any point in the semester by tracking your points and the total points to date.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900 or more points</td>
</tr>
<tr>
<td>B</td>
<td>800 – 899 points</td>
</tr>
<tr>
<td>C</td>
<td>700 – 799 points</td>
</tr>
<tr>
<td>D</td>
<td>600 – 699 points</td>
</tr>
<tr>
<td>F</td>
<td>Less than 600 points</td>
</tr>
</tbody>
</table>

CLASS ATTENDANCE and DISCUSSION BOARD PARTICIPATION
Students are expected to complete the chapter readings and actively participate in the in-class discussions and bulletin board discussions of the topics posted on separate bulletin boards by the instructor. In order to earn the full 190 points, you must participate in all bulletin board discussions, and that includes the “Howdy” board. There will six discussion boards covering three chapters each which are worth 30 points each (6 times 30 = 180 points) plus the “Howdy” board which is worth 10 points for a total of 190 points. Discussion topics will be established throughout the class and the dates these discussion boards open and close can be found on the course schedule under the “Lessons” tab. To earn points, you must participate by either stating your comments to the topic and/or responding to your classmates’ posts. You are required to have the minimum of one original post and two responses to classmates’ posts. This does not guarantee you the full 30 points (it will get you 15 points at the minimum). To earn all 30 points, your posts need to be well-thought out, clearly worded using complete sentences and value-added. You should also respond to more than just two of your classmates’ posts in order to earn all 30 points. Treat each of the six discussion boards as if you were in class discussing a topic face-to-face. You need to read all of your classmates’ posts, not just a few. Enjoy the discussion boards and view them as an intellectual conversation and not as something that you have to do in order to earn points. Do not wait until the due date to make all of your posts on a discussion board. If you do that, the maximum points you will earn is 15 out of the possible 30.

INDIVIDUAL ONLINE, TIMED CHAPTER EXAMS
There will be six exams this semester. Each of the six exams will cover three (3) chapters and consists of 54 multiple choice questions worth 2.5 points each (54 x 2.5 = 135 points per exam times x 6 exams = 810 points total). You can take each exam twice but be aware the exam will be different each time you take it. If you take an exam twice, I will count the higher of the two scores. If you are satisfied with your first score on an exam, you can stop there; you are not required to take the exam twice but every point you can earn in this class is worth it in the end. You will have 75 minutes to take each exam.
These exams are open book, open notes but must be done individually—these are NOT team exams. Please do your own work on these exams. If anyone shares answers or assists another classmate or gets any type of outside assistance and the instructor finds out through whatever means---the student(s) will receive a “0” for the exam, no exceptions.

You can use your books, notes, PowerPoint’s, etc. but please remember that these are individual exams, so no additional outside help. The course schedule and course calendar reflects the timing of these exams, so please plan accordingly. After you complete your exam, please do not discuss the exam with anyone until after the exam “window” is closed.

It is critical that you are not late in taking your exams. If you are, you will not be able to make it up unless you have contacted me prior to the end of the exam “window”. You may contact me by email or phone; see the first page of this syllabus. I will work with you any way I can but you must stay in touch with me if something prevents you from taking an exam on time.

There is also a sample exam available for each of the 6 exams in this course and the end of each of the 6 units. The questions for these exams come from the same question pool as the actual exam so although you will not earn any points for taking the sample exam, it will assist you in scoring higher on the actual exam. All of the sample exam questions and actual exam questions are MC format. The more times that you take the sample exams, the better you should perform on the actual exams. It is a great and painless way to prepare for the chapter exams.

OPTIONAL COMPREHENSIVE FINAL EXAM
There will also be the option of taking a comprehensive final exam if you are not satisfied with your grade after taking the 6 exams. The comprehensive final exam will take the place of a missed exam or it will take the place of your lowest of the six exams described above. The final will be a timed, online exam with 75 MC questions worth 1.8 points each with a 90-minute time limit. A study guide will be provided for those who opt to take the comprehensive final. If you make lower than your lowest exam score on the comprehensive final, no harm done so it is a good way to earn some extra points. In the past students have done very well on the comprehensive final if they prepare using the detailed study guide that will be provided to you.

OPTIONAL EXTRA CREDIT PROJECT
You can earn up to 30 points by doing the following individual assignment by the due date listed on the course schedule. You are to write a 3 to 5 page position paper on a current management issue. The instructor will make available several issues which will be acceptable for this assignment. You will earn anywhere from 0 to 30 points depending upon the quality of your work.

LATE EXAMS
You will not be allowed to take an exam late unless there is an unforeseen emergency. Should you fail to take an exam, the comprehensive final will replace your missed exam.
Additional missed exams will be recorded in the grade book as a zero. Be sure to review the availability dates of exams on the course schedule and the course calendar. It benefits you to keep up and complete the material as it is assigned.

TEACHING AND LEARNING PARTNERSHIP
Teaching and learning is a partnership between faculty and students. I will fulfill my partnership obligations by being prepared for every class, serving as an advisor, consultant, mentor and providing clarifications of difficult or confusing concepts. You will fulfill your partnership obligations by being prepared for each class quiz and discussion and being fully participative, responsive, working team member of the class.

The exams and discussion board all play an important role in your education in this course. They are an essential part of the learning process in that they require the synthesis and extension of concepts. They also help both the student and the instructor to evaluate one’s progress in mastering the material. Past experience indicates that generally the course material cannot be adequately mastered without active involvement on your part.

ACADEMIC HONESTY—UNIVERSITY POLICY
Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project, failure in course; and/or expulsion from the University. For more information refer to the “Academic Dishonesty” policy in the University Undergraduate

ADA ACCOMODATION STATEMENT—UNIVERSITY POLICY
In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256-765-4214).

EMAIL DROP PROCEDURE—UNIVERSITY POLICY
Any student wishing to drop a class may logon to their secure UNA email account and send an email to their instructor of record and a copy of the email to the Registrar’s Office at registrar@una.edu. This will be valid for online courses as well as regular courses. The email MUST come from the student’s UNA portal account. The Registrar's Office will officially drop a student from the course after receiving a response from the instructor which includes permission to drop with a grade of W, WP, or WF. In the email, be sure that you include your full name, UNA ID number, course section and 5-digit course registration code.
IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION

- UNA Angel Learning Management System Support: angelsupport@una.edu (from your UNA portal e-mail if possible)
- UNA Portal FAQs: http://unaportal.una.edu/site/faqlogin.html
- UNA Computer Services Support: cpsupport@una.edu (from your UNA portal e-mail if possible).

Note: This syllabus is subject to change at the discretion of the instructor but any changes made to this syllabus will not unjustly or adversely impact any student with regard to a final grade in the course.

UNA College of Education: Alignment of Alabama State Department of Education Standards for Business and Marketing Education

<table>
<thead>
<tr>
<th>Standard</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>290-3-3--25(1)(a)1.(iv) Knowledge of marketing fundamentals including product/service management.</td>
<td>Selected exam questions that cover the College of Business Goal #1: “Know and understand the terms and basic concepts of management.” – Passing score</td>
</tr>
<tr>
<td>290-3-3--25(1)(a)1.(v) Knowledge of marketing fundamentals including channel management.</td>
<td>Selected exam questions that cover the College of Business Goal #6: “Know and understand the basic functions of management” – Passing score</td>
</tr>
<tr>
<td>290-3-3--25(1)(a)2. Knowledge of business principles including owning and operating for profit a service or business in the free enterprise system.</td>
<td>Selected exam questions that cover the College of Business Goal #6: “Know and understand the basic functions of management” – Passing score</td>
</tr>
<tr>
<td>290-3-3--25(1)(a)5. Knowledge of concepts related to international business.</td>
<td>Selected exam questions that cover the College of Business Goal #2: “Understand the role management plays in the US and abroad” – Passing score</td>
</tr>
<tr>
<td>290-3-3--25(1)(b)2. Ability to communicate business functions and processes, including legal requirements and economic principles.</td>
<td>Selected exam questions that cover the College of Business Goal #3: “Understand the theory behind the application of the basic functions of management” – Passing score</td>
</tr>
<tr>
<td>290-3-3--25(1)(b)5. Utilize concepts pertaining to human resource management, interpersonal skills, and career development.</td>
<td>Selected exam questions that cover the College of Business Goal #6: “Know and understand the basic functions of management” – Passing score</td>
</tr>
</tbody>
</table>