

# ***Management 340, Evening Section-074 Syllabus***

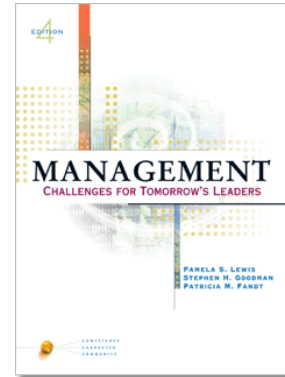
Principles of Management, Fall 2005 Semester

Thursday, 7:30p-10:20p, AH-2401

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(Announcements)

**Course Description:** Introduction to management process. Importance of management to success of organizations; history of management; organizations as systems; decision making; planning systems; organization structure/design; control systems; managing human resources. Pre-requisites: GBA 300 (or concurrent enrollment), Acct 200.



**Text:** Management, Challenges for Tomorrow's Leaders; Lewis, Pamela S., Goodman, Stephen H., and Fandt, Patricia M.; 4<sup>th</sup> Edition; Copyright 2004 by South-Western, a division of Thomson Learning,

<http://www.swlearning.com/management/lewis/mc4e/mc4e.html>

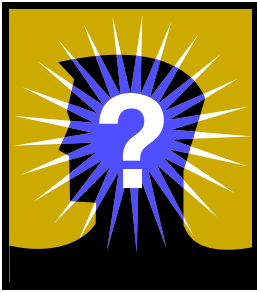
**Expectations:** Chapter assignments are to be read before class. Given the size of the class and the fact we have a lot of material to cover, please arrive on time. If you must arrive late or leave early, your assistance by sitting in the rear of the classroom (if possible) would be appreciated. Please be considerate of others by keeping private conversations with your neighbor to a minimum. Cell phones are to be turned off.

**Office Hours:** Should you have any questions or concerns, please e-mail me or come by during office hours. Appointments are not required, however, they are advisable.

Monday	9:00 am – 11:00 am, 2:00 pm – 4:00 pm
Tuesday	No appointments
Wednesday	9:00 am – 11:00 am, 2:00 pm – 4:00 pm
Thursday	1:00 pm to 6:00 pm
Friday	9:00 am – 11:00 am, 2:00 pm – 4:00 pm

**Exams:** There will be four (100 point) exams. All exams will consist of fifty (50) multiple choice/matching questions. All textbook material, lecture information, handouts, cases, videos, exercises, team skits, individual presentations, reviews, reading assignments, homework, pop-quizzes, guest speakers, and classroom discussions are subject to examination. You will need four (4) Scantron test forms for the semester. Cheating will result in a grade of zero (0) for that exam.

Exam #1	100 points	50q, C1–C4
Exam #2	100 points	49q, C5-C9 and 1q, C1-C4
Exam #3	100 points	48q, C10-C14 and 2q, C1-C9
Exam #4	100 points	47q, C15-C18 and 3q, C1-C14



**Assessment Center:** Each student enrolled in Management 340 is required to complete an exercise called the Assessment Center (AC). The intent of this exercise is to assess the degree to which your business education has helped you develop the managerial skills that you will need to successfully embark on a business career. You will receive detailed feedback on your management-related skills along with suggestions on how to strengthen these skills in the future.

The AC will take place on campus on Friday, October 14 and Saturday, October 15. Your participation is limited to one 3-hour session on either day and there will be several sessions available on each of those days. Sign up (registration) for individual sessions will be done on the web.

The Assessment Center is worth up to twenty (20) points and will be determined by your participation and performance in the AC. Students who do not participate in the Assessment Center will not receive a course grade for Management 340.

**Grading:** The grading scale for this course is based on 420 points as follows:

A	378-420 pts	90-100%
B	336-377 pts	80-89%
C	294-335 pts	70-79%
D	252-293 pts	60-69%
F	251 or less pts	59% or less

**Make-up Exams:** All make-up exams (regardless of the reason) will consist of 10-15 essay questions, will be administered after the scheduled test date, will be based on 100 raw points, and will not receive a curve. Only those students representing the university on official business are excused from an essay or make-up exam.

**Attendance:** Attendance will not be taken. PowerPoint slides for each chapter and lecture are available on the instructor's homepage. Class notes are your responsibility. Attendance and/or class participation may provide you extra credit opportunities and may affect your final grade.

**Extra Credit:**

You may receive additional points by taking advantage of extra credit opportunities. All of these opportunities are optional and each is worth from 1-5 points. You may submit extra credit early or on the due date listed on page four of this syllabus. Extra credit can only be turned in during class.

**Extra Credit Option 1 – Article**

Locate an article in a newspaper, magazine, or on the Internet. Identify two management principles we covered in Chapters 1-4. Submit your understanding of how these management principles are applied in this article. Submit a copy of the article, your typewritten paper (one page max), your source, along with your name and date.

**Extra Credit Option 2 – SWOT Analysis**

Submit a SWOT, self-analysis of all four areas (mentioned in Chapter 5) as if you were trying to impress me as a potential employer to hire you for a supervisory position with my company. Assume that I have already reviewed your resume and I am considering you for a possible interview. Submit your typewritten analysis (one page max) along with your name and date.

**Extra Credit Option 3 – Advertisement**

Locate an advertisement in a newspaper, magazine, or on the Internet. Identify two management principles we covered in Chapters 10-14. Submit (typewritten, one page max) your understanding of how these management principles are applied in this advertisement. Submit a copy of the advertisement, your paper, your source, along with your name and date.

**Extra Credit Option 4 – TV Commercial**

Identify a television commercial that focuses on two management principles we covered this semester (Chapters 1-18). Submit your typewritten paper (one page max) along with a visual copy, your source, name, and date.

***Mgt 340-074 (Evening Section), Class Assignment Calendar***

1	Th	Aug 25	Syllabus, Call Roll, C1
2	Th	Sept 1	C2, C3a
3	Th	Sept 8	C3b, C4, x1 option due
4	Th	Sept 15	<b><u>Exam 1</u></b>
5	Th	Sept 22	Arbitrary Numbers, C5, C6
6	Th	Sept 29	C7, C8
7	Th	Oct 6	C9, x2 option due
8	Th	Oct 13	<b><u>Mid-Term Exam</u></b>
--	Fr	Oct 14	Assessment Center
--	Sa	Oct 15	Assessment Center
--	Th	Oct 20	C10, C11a
9	Th	Oct 27	C11b, C12
10	Th	Nov 3	C13, C14, x3 option due
11	Th	Nov 10	<b><u>Exam 3</u></b>
12	Th	Nov 17	C15, C16a
13	Th	Nov 24	Thanksgiving (no class)
14	Th	Dec 1	C16b, C17, x4 option due
15	Th	Dec 8	C18
16	Th	Dec 15	<b><u>Final Exam</u></b> (Time: 6:30 pm)



**Contingency Plan:** In case the university is closed on the day of an exam due to inclement weather or other unforeseen circumstances, exams will be given on the next scheduled class day.

**Exam 1, 2, & 3 Dates:** Normally, there is no lecture during the second half of exam sessions and you are dismissed immediately after the exam unless the weather has an adverse impact on the semester calendar.