

MISSOURI VALLEY COLLEGE

500 E College St. • Marshall, Missouri 65340

Course Syllabus Spring 2009
PRINCIPLES OF MANAGEMENT
BA 212 – 2
Class meets at 12:00 pm M-W-F

Instructor: Vladimir Simic, MBA; Head Men's Soccer Coach

E-mail: simicv@moval.edu

Office Phone: (660) 831-4217 or 4129 **Office:** Burns Gym (second level) or Baity Hall 105 #2

CATALOG DESCRIPTION:

The study of the role of managers and management in organizations, emphasizing the process of planning, organizing, staffing, directing and controlling. Included is a survey of techniques in goal setting and strategy, decision making, leadership and motivation.

PURPOSE/RATIONALE:

1-to give the student a basic understanding of principles of management.

2-to introduce the student to the processes of management: planning, organizing, staffing, leading and controlling.

3-to give the student a better understanding of management so that the student may be able to develop and/or improve management skill, and develop an effective leadership style.

4-to make the student aware of how to recognize effective management and make contributions to promote effective operation of an organizational unit as an employee.

COMPETENCIES (Students should be able):

1-to recall major features of the history of management; define management; list processes of management; classify social responsibility and ethics

2-to identify the management function of planning; to explain the nature and purpose of planning; to categorize objectives in an organizational context; to identify strategies, policies, and planning premises; to explain decision making

3-to identify the management function of organizing; to explain the nature and purpose of organizing; to summarize basic departmentalization; to explain line/staff authority and decentralization; to generalize effective organizing and organizational culture

4-to identify the management function of leading; to summarize managing and the human factor; to compare and contrast motivation theories; to compare and contrast leadership theories; to identify communication theories; to classify communication problems

5-to identify the management function of control; to generalize the various systems of control; to describe the process of control

REQUIRED TEXT:

Essentials of MANAGEMENT, 8th edition, Andrew J. DuBrin, Southwestern publishing, 2009. ISBN 978-0-324-353389-1

Recommended Reading: Business Week, Fortune, Harvard Business Review, New York Business Section, and Wall Street Journal.

Enrichment Material: Students are strongly encouraged to follow current events in local and global business communities.

TENTATIVE CLASS SCHEDULE/ASSIGNMENT SCHEDULE:

WEEK	CURRICULUM / Assigned Readings	ASSIGNMENTS
1	Course orientation; Ch 1	
2	Ch 2 and Ch 3	
3	Review and Test 1 (chapters 1-3)	First article review
4	Ch 4	
5	Ch 5	
6	Ch 6	
7	Review and Test 2 (chapters 4-6)	Second article review
8	Ch 7	
9	Ch 8 and Ch 9	
10	Review and Test 3 (chapters 7-9)	Third Article Review
11	Ch 10 and Ch 11	
12	Ch 13 and Ch 14	

13	Review and Test 4 (chapters 10-14)	Fourth Article Review
14	Ch 14 and Ch 15	
15	Ch 16 and Ch 17	
16	Review for Final	Fifth Article Review
5/8/09	Test 5 (chapters 14-17) @ 8:00 AM	

PERFORMANCE EVALUATIONS (testing and evaluations will include the following):

Test I: Chapters 1-3	75 points
Test II: Chapters 4-6	75 points
Test III: Chapters 7-9	75 points
Test IV: Chapters 10-14	100 points
Test V: Chapters 14-17	100 points
Article Reviews: 5 @ 20 p	100 points
<u>Attendance</u>	<u>50 points</u>

Total **575 points**

GRADING SCALE:

A	517 – 575 total points
B	460 – 516 total points
C	403 – 459 total points
D	345 – 402 total points
F	000 – 345 total points

COURSE REQUIREMENTS, METHODS AND POLICIES:

- Lectures by instructor to clarify, and illustrate. Note taking is highly recommended as questions on tests will come partially from lecture and discussion.
- Class discussion will be used to gain current knowledge of management and other's views on management topics.
- Occasionally homework assignments of cases or book/article reviews will be turned in for grading.
- Equipment needed for class: textbook, notepad, pens/pencils, moval.edu E-mail account.
- Students are required to read all assigned material prior to class and be prepared to answer and raise questions related to those readings.
- Examinations are expected to be taken on their scheduled due date. If an exception is to be made, acceptance of an excuse will be at the discretion of the instructor.
- Assignments are to be submitted on the assigned completion date.
- The student will be graded on quality and completeness of the assignments and exams.
- Class attendance is expected of all students. Attendance will be checked at the beginning of each class.
- Arriving late disrupts the class and is disrespectful to both your fellow students and your instructor. If you are late, you may not be allowed to enter the classroom, and you may be counted as absent.
- If you must miss a class, it is your responsibility to notify the instructor in advance and submit your assignments.
- Excessive tardiness and absenteeism will affect student's final grade.
- Students who are ill and cannot attend lectures/tests should submit a medical certificate from a doctor or the campus nurse to the instructor at the earliest opportunity.
- For in class exercises and quizzes, the student must be present and participate in order to receive credit.
- Disruptive behavior including offensive use of language will not be tolerated! Such behavior may result in immediate dismissal from the current class session and an absent mark for that session.
- Personal electronic devices such as cell phones, cd/dvd/mp3 players, hand held game consoles etc. are NOT ALLOWED in the classroom.
- Under the assumption that students who are taking this class are either training for a career in business or in teaching, it is strongly suggested that they behave and dress appropriately. The same is suggested for all other majors who may be taking this class.

MISSOURI VALLEY COLLEGE ATTENDANCE POLICY STATEMENT: Administrative Withdraw - Any student who misses two consecutive weeks of class will be administratively withdrawn from class. If the withdraw takes place within the first 6 weeks of class the student will receive a grade of "W". If the withdraw takes place after the 6th week of class, the students will receive a "WF" or "WP". The student will be notified of this action by the Registrar's Office. Readmission will be considered only for extenuating circumstances as approved by the Vice President of Academic Affairs and Registrar. In such cases, where readmission is approved, a readmit fee of \$350.00 will be charged. If a student drops below full-time status of 12 hours, financial aid may be adversely affected. Resident students dropping below 12 hours will be asked to move out of campus housing.

ACADEMIC HONESTY: It is your responsibility to maintain the integrity of the academic environment. You are hereby instructed that any deviation from the norm of individual work, unless authorized, will be viewed as a violation of that responsibility. These deviations will result in you receiving a grade of "0" for whatever work is in progress or that which has been received for grading. Continued violations could result in the dismissal of the student from the course, through a petition process initiated by the instructor to the Division and Academic Deans. All research papers and written work are subject to copyright laws and the aforementioned consequences apply.

STUDENT CODE OF CONDUCT: It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records and all contracts with faculty and staff. Academic dishonesty will not be tolerated. It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the right of other students, staff and instructors to ensure a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated. Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution.

ADA STATEMENT: Special Needs - If you have special needs as addressed by the Americans with Disabilities Act, please contact your instructor immediately. After proper documentation, reasonable efforts will be made to accommodate your special needs.

NOTE: This syllabus is subject to modification upon the decision of the instructor. Any modification will be announced in class.

SPRING 2009 – FINAL EXAM SCHEDULE:
BA 212-2 12:00 MWF CLASS FINAL @ 8:00 am (5/8/2009)

Notes:

ARTICLE REVIEW INSTRUCTIONS:

- Article reviews must be based on management class relation.
- Font: **Arial**, size **12**; **double spaced**.
- Article review must be submitted to instructor (hard copy) and to www.turnitin.com


ARTICLE REVIEWS THAT YOU PREPARE FOR GRADE WILL INCLUDE:

- I. A COVER PAGE IN THE FORMAT THAT I WILL PROVIDE.
- II. AT LEAST A ONE-PAGE SUMMARY OF THE ARTICLE'S CONTENTS.
- III. AT LEAST A ONE PARAGRAPH SUMMARY OF THE ARTICLE'S RELATIONSHIP TO THE MANAGEMENT FIELD.

THE ARTICLE THAT YOU CHOOSE MUST BE LONG ENOUGH TO SUMMARIZE IN ONE PAGE. IF THE ARTICLE IS ONLY ONE PARAGRAPH LONG ITSELF, HOW COULD IT POSSIBLY TAKE YOU ONE PAGE TO SUMMARIZE IT.

THE ARTICLE REVIEWS MUST BE TYPED AND WILL BE GRADED FOR NOT ONLY CONTENT BUT GRAMMAR AND SPELLING AS WELL. GET A PROOFREADER!! THEY ARE TO BE DOUBLE SPACED AND PRESENTED ACCORDING TO THE AFOREMENTIONED FORMAT.

TURNITIN.COM INSTRUCTIONS:

CREATE A PROFILE	SUBMIT ASSIGNMENTS
<ol style="list-style-type: none">1. Go to www.turnitin.com2. Click on <u>New Users</u>3. Select <u>student</u> and click <u>Next</u>4. Enter Turnitin class ID 25476505. Enter class enrollment password mng2, and click <u>Next</u>6. Enter your e-mail address which will be your user name, and click <u>Next</u>7. Create your password, and click <u>Next</u>8. Select secret question9. Enter question answer, and click <u>Next</u>10. Enter your first and last name, and click <u>Next</u>11. Read a user agreement, click on <u>I agree-create profile</u>	<ol style="list-style-type: none">1. Go to www.turnitin.com2. Log in3. Click on a desired class4. Click on the assignment to view instructions5. Click on a  icon6. Choose to either upload a file or cut and paste from your saved document7. Make sure your name is correct8. Enter the assignment title – <u>Article #</u>9. If you are uploading a file, browse for a file, and click <u>submit</u>10. If you are cutting and pasting from a file, browse for the file, open the file, cut and paste, and click <u>submit</u>11. You will receive an electronic receipt

Each assignment will have a specified start date and due date. Due date will always be set according to the assignment schedule. You will not be able to submit any assignments after the due date.

PLAGIARISM

To plagiarize means to use work other than your own, in any form or shape, and claim it your own work. By submitting your assignments through turnitin.com your work is immediately checked and flagged for plagiarism. Your acts of plagiarism will be reported to the Chief Academic Officer and penalized as follows:

- 1st offense – you will receive a 0 (zero) for the submitted assignment
- 2nd offense – you will receive an automatic grade F in this class
- 3rd offense – disciplinary action by the College up to expulsion

To avoid such punishment you must create original work and use MLA format for citations

Notes:

THIS ARTICLE REVIEW IS PRESENTED
TO MR. SIMIC AS PARTIAL
FULFILLMENT OF
REQUIREMENTS FOR THE CLASS
PRINCIPLES OF MANAGEMENT

TITLE OF ARTICLE
JOURNAL OR MAGAZINE FROM WHICH ARTICLE COMES
AUTHOR OF ARTICLE
DATE OF MAGAZINE OR JOURNAL
PAGE OF MAGAZINE OR JOURNAL
WEB ADDRESS

YOUR NAME
TODAY'S DATE

ARTICLE NUMBER (1 - 5)

Spring Semester 2009	Spring Semester
January 7, 2009	Spring registration/check-in
January 8, 2009	Spring classes begin
January 16, 2009	Last day to drop/add
January 19, 2009	Martin Luther King Day - No Classes
January 30, 2009	Last day to apply for May/Summer graduation
February 13, 2009	Last day to declare pass/fail and withdraw "W"
March 2-6 , 2009	Mid Terms
March 9, 2009	2nd 8-week classes begin / Mid-term grades due by noon
March 16-20, 2009	Spring Break
March 23-27, 2009	Fall/Summer registration
April 3, 2009	Last day to declare pass/fail and withdraw "W"
April 10, 2009	Good Friday - No Classes & Offices Closed
April 17, 2009	New student early registration day
May 1, 2009	Last day of classes
May 4, 2009	STOP DAY
May 5-8, 2009	Final Exams
May 9, 2009	Baccalaureate & Commencement
May 13, 2009	Spring grades due
May 18-22, 2009	Spring Intersession
May 25, 2009	Memorial Day - Offices closed
May 25-29, 2009	Spring Intersession

Student's Statement

I acknowledge receipt of the syllabus for BA 212-2 – PRINCIPLES OF MANAGEMENT.

I further acknowledge that I have read and understood the requirements for this course.

Student Signature

Student Name

Date