GOVERNORS STATE UNIVERSITY  
College of Business and Public Administration

Course: MGMT 301 Principles of Management
Session: Winter 1997
Instructor: Constance Cook
Telephone: (708) 534-4946 (Office)  
(773) 254-7769 (Home)
Office Hours: M - 6:00 - 7:00; T - 12:30 - 1:45 and 6:00 - 7:00  
TR - 12:30 - 1:45 and 6:00 - 7:00
Credit Hours: 3 credit hours

Catalog Description: Introduces classical management, behavioral,  
and management science. Reviews the fundamental  
functions of management emphasizing the interrela-  
tionships among planning, organizing, directing,  
and controlling. Both the impact of organizations  
upon participants and the impact of participants  
on organizations are studied. Examines systems  
approach to solving operational problems.

Prerequisites: None

Text: Miller, Donald S., Stephen E. Catt, and  
James R. Carlson., Fundamentals of Management,  

Office: C3317

Instructional Modality: Lecture/Discussion/Case Studies

Rationale:
1. Master ideas, theories and concepts of principles of  
management and be able to discuss issues in management  
2. Enhance ability to learn from experience, to test what is learned  
against new experience and to extract new learning in a  
continuing fashion;  
3. Develop skills in analysis and diagnosis of management  
working situations.

General Education Issues:  
The course will exercise students writing skills through various  
case exercises and will develop critical thinking skills through  
the process of identifying and evaluating management situations.
Grades:

Attendance and participation 10%
Mid-term examination 40%
Final examination 50%

100%

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
59 and below = F

Class participation includes but is not limited to attendance, assigned team presentations, participation in class discussions, and all papers assigned.

Term papers should be double-spaced, typed, and include a title page with your name(s), table of contents, headings, subheadings, footnotes or endnotes, and bibliography. All footnotes/endnotes/bibliography will include the following: author, title of article/book, journal/publisher, date, and page number(s). Papers are compulsory.

No make-up exams will be given. If a mid-term is missed for a reason acceptable to the instructor, the final exam will be increased to include the value of the missing exam. Permission to miss an exam will rarely be given and then only for the most unusual cases.

STATEMENT FOR PERSONS WITH DISABILITIES:
It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

ASSIGNMENTS:

1 - 14 Introduction
1 - 16 Chapter One: Management and the Workplace
1 - 21 Chapter Two: Philosophies of Management
1 - 23 Chapter Three: The Role of Communication
1 - 28 Chapter Four: Decision Making
1 - 30 Chapter Five: Planning
Chapter Six: Organizing

Chapter Seven: Staffing and Training

Chapter Eight: Leading

Chapter Nine: Controlling

Case Selection, Chapter Ten

Test Prep

Mid-Term Case

Mid-Term Examination

Chapter Eleven: Social Responsibilities and Ethics

Chapter Twelve: International Management

Chapter Thirteen: Production/Operations Management

Chapter Fourteen: Working With Groups

Chapter Fifteen: Managing Change and Conflict

Chapter Sixteen: Employee-Management Relations

Case Practice

Chapter Seventeen: Promoting Job Satisfaction and Productivity

Chapter Eighteen: Human Resource Issues

Chapter Nineteen: Current Trends in Management

Chapter Twenty: Preparing for Management Careers

Case Selection/Case Practice

Test Prep

Final Case

Final Examination