GOVERNORS STATE UNIVERSITY
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

Course: MGMT 301 Introduction to Management Strategies
Instructor: David V. Curtis
Office Hours: Mondays 4:00-4:30
Tuesdays 1:00-2:00
7:00-7:30
Thursdays 1:00-2:00
3:15-3:45
Other times by appointment

Telephone 708/534-4950


Course Overview

This course will examine management as both a science and an art as it is practiced (and as perhaps it should be practiced) in organizations both large and small. The course will examine different management models -- classical, behavioral, and management science -- and will emphasize the interrelationships among planning, organizing, leading and controlling within a management setting.

The course will include such topics as the evolution of management, management skills and functions, the internal and external organizational environments, decision-making, planning, social responsibility, global issues, managing a diverse work force, leadership, motivation, and many other subjects.

Course objectives: Some of the more important objectives are to obtain:

- An understanding of the historical antecedents of modern business practices;
- An understanding of the fundamental functions of management -- planning, organizing, leading and controlling;
- An understanding of how both the internal and external environments affect management practices;
- An understanding of the issues regarding corporate social responsibility;
- An understanding of the importance of the global dimension in modern management;
- An understanding of the importance of dealing in a diverse and multicultural environment;
- An understanding of the relationships among managing, motivating, and leading.
Assignments: All out-of-class work is to be typed. Unless you have made prior arrangements with the instructor, work submitted after the due date will be reduced by one letter grade for each week it is late.

In order to encourage students to remain current with assigned readings, there will be unannounced quizzes from time to time. You will have a mid-term examination and a final examination. Both examinations will be combinations of true/false, multiple choice, identification, short answer, and essay questions. Certain portions of the final examination will be cumulative. You will also write a term paper which is described in detail in another handout.

Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Final Examination</td>
<td>40%</td>
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<tr>
<td>Midterm Examination</td>
<td>25%</td>
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<tr>
<td>Research Paper</td>
<td>20%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Class Participation</td>
<td>5%</td>
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The essay portions of all examinations as well as the out-of-class writing must observe the standard conventions of written English -- spelling, punctuation, grammar, syntax, and organization. **Your paper will be marked down if your writing style interferes with the information you are attempting to communicate.**

The examinations may be "curved", but generally the grading standards will be:

- 90% - 100% = A
- 80 - 90 = B
- 70 - 80 = C
- 60 - 70 = D
- Below 60 = F

The final grade will be a combination of the grades on all of the work done for the course.
Reading Assignment Sequence: The readings are assigned on a weekly basis, and you will be responsible for that week's readings on Tuesday of each week.

Night of:

August 10, Introduction
Chapter 1, "Introduction to Organizations and Management"

September 5 Chapter 2, "Management Yesterday and Today"
Chapter 3, "Organizational Culture and Environment: the Constraints"

September 12 Chapter 4, "Managing in a Global Environment"
Chapter 5, "Social Responsibility and Managerial Ethics"

September 19 Chapter 6, "Decision-Making: The Essence of the Manager's Job"

September 26 Chapter 7, "Foundations of Planning"
Chapter 8, "Strategic Management"

October 3 Chapter 9, "Planning Tools and Techniques"

October 10 Chapter 10, "Organizational Structure and Design"

October 17 Mid-Term Examination

October 24 Chapter 11, "Human Resource Management"
Chapter 12, "Managing Change and Innovation"

October 31 Chapter 13, "Foundations of Behavior"
Chapter 14, "Understanding Groups and Teams"

November 7 Chapter 15, "Motivating Employees"

November 14 Chapter 16, "Leadership"

November 21 Research Paper Due
Chapter 17, "Foundations of Control"

November 28 Chapter 18, "Operations Management"
Chapter 19, "Control Tools and Techniques"

December 5 Final Examination

The textbook has a compact disc, but all of the essential information on the disc is also included within the text in print rather than audio or video. Additional readings for
particular cases or exercises may be assigned from time to time. Also, the instructor may provide handouts for which you will be responsible.

**Persons with Disabilities:** It is the intention of Governors State University to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of her/his physical abilities in order to complete the course, please notify the instructor as soon as possible.