

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Number & Title: MGMT 301S Principles of Management TELECLASS
Session: May/Aug 1995, Spring/Summer Trimester,
Block I
Instructor: Dr. Z. A. Malik
Phone: 708/534-4953
Secretary: Dorothy Kennedy, 708/534-4938
Office Hours: M/Tu: 5:00-7:30 p.m.
Textbook: Ivancevich, Lorenzo, Skinner with Crosby,
Management, Quality and Competitiveness,
1994, Richard D. Irwin, Inc., Illinois.



A Note for the Student:

"Principles of Management" is probably the first of a series of formal courses on the subject of Management that you will be taking before you graduate from this University. This course will provide you the opportunity to explore the art and science of management and will encourage you to focus on developing a framework for thinking about management as you never have done before. It will make you reflect upon the different kinds of organizations that you might have seen--at your school, at places where you or someone else in your family may have worked, at this or another college, and probably, at many other places.

In this course, you will be able to examine the philosophies and practices that guide managers. You will, thus, begin to better appreciate the organizational experience that you might already have had and you will be better prepared to meet the challenges which will face you as a manager.

For some of you, this course might be something which you have been looking forward to; for some others, it might appear to be a somewhat dry subject with a lot of seemingly "busy" work and a large amount of material to be assimilated. But, rest assured that for all of you, this course can open the doors to a vast and exciting system of human activities without which we would probably still be living in caves and hunting for our daily bread.

Course Overview and Objectives:

This course is an introduction to classical management, behavioral and management sciences. It reviews the fundamental functions of management, emphasizing the interrelationship among planning, organizing, directing, and controlling different models of organizational behavior. The impact of organizations upon participants and the impact of participants upon organizations are studied. The course also examines the management science approach to solving production and operational management problems.

Several approaches to learning are included in the class:

- Text. This material allows the student to pace himself/herself and to work through management issues.
- Video Tapes. Serve as practical, real life examples and as supplement to the textual material.
- Exams. Exams will require thinking and integration.
- Review Sessions. Review and discussion sessions may be arranged in advance.
- Discussion with other students and the instructor. The instructor will be available for telephone discussion of the material as needed.

Competencies:

By the end of the semester, students should be able to:

- think strategically and organizationally about management issues.
- analyze management issues, using the various models presented in the text.
- communicate effectively orally or written, the results of students' thinking and analysis.

READING LISTWEEK

- 1/2 **PART I MANAGING AND THE ENVIRONMENT**
1. The Management Challenge
 2. The Evaluation of Management
 3. Environment, Social Responsibility and Ethics
 4. The Global Management Environment
- 3/4 **PART II PLANNING**
5. Decision Making
 6. Planning and Quality
 7. Strategy and Quality
 8. Information for Decision Making
- 5/6 **PART III ORGANIZING**
9. Organizational Structure and Design
 10. Job Analysis, Design and Redesign
 11. Human Resource Management
- MID-TERM EXAM (Parts I, II and III)
- 7/8 **PART IV LEADING**
12. Group Dynamics and Team Building
 13. Motivation
 14. Leadership
 15. Interpersonal and Organizational Communication
- 9/10 **PART V CONTROLLING**
16. Control Systems
 17. Managing Production and Operations
 18. Managing Services
 19. Managing Organizational Change
- 11/12 **PART VI GROWTH, TECHNOLOGY, AND INNOVATION**
20. Growth, Technology and Innovation
 21. Technology and Innovation
- FINAL EXAM (Parts IV, V and VI)

Exams:Mid-TermFinal

TERM PAPER: Each student will prepare a paper analyzing and making recommendations on a management issue (see page 6 below).

Basis for Course Grade:

Two Exams (Text and Video Tapes) @ 30% each	60%
*Three Case Reports @ 5% each	15%
Term Paper	<u>25%</u>
	100%

<u>Grade Criteria:</u>	Score of 90% or above	---	A
	Score of 80% to 89%	---	B
	Score of 70% to 79%	---	C
	Score of 60% to 69%	---	D
	Score below 60%	---	F

Incompletes will not be given except when the student has been sick for a substantial period during the semester.

No make-up exams will be given except for proven emergencies.

- * Cases will be assigned during the first review session on June 17, 1995, and Case Reports are due on August 5, 1995. No Case Reports will be accepted for grade after this date.

REVIEW SESSIONS

First Session:

Saturday, June 17, 1995 -- 10:00 a.m.

Second Session:

Saturday, July 22, 1995 -- 10:00 a.m.

Examinations:

Chapters 1-11 The Mid-Term is scheduled for Saturday,
July 8, 1995

Chapters 12-24 The Final Exam is scheduled for Saturday,
August 5, 1995

Note: The video tapes may be viewed on a regular basis through
the trimester.

GUIDELINES FOR TERM PAPER--MGMT 301 (TELECLASS)

CONTENT:

The term paper will describe and analyze a management situation with which the student is familiar and will be between four and six double-spaced, typed pages.

The paper should begin with an introduction of the organization or situation, followed by the identification of a managerial problem (or problems) observed by the author.

After a discussion of the environmental factors affecting the organization (or situation), a list of alternatives should be developed in order to solve the problem. These should be evaluated and a selection made of the best solution by the author, who should then explain how the solution can be implemented.

GRADING CRITERIA:

1. ORGANIZATION OF THE PAPER

Grammar, Composition, Spelling, etc.: Neatness Headings, Sub-Headings, Paragraphs, etc.
Graphs, charts, etc., if any

2. CREATIVE THOUGHT, ORIGINALITY OF IDEAS

3. EFFECTIVE UTILIZATION OF THE THEORY AND PRINCIPLES OF MANAGEMENT AS LEARNED DURING THE COURSE

4. EVIDENCE OF INTELLECTUAL EFFORT

5. EFFECTIVENESS OF THE REPORT

Background and description of the organization or situation;
Definition of the problem(s); Environmental Analysis;
Alternatives, Evaluation, Recommendations, Conclusion

DUE DATE:

The Term Paper, properly captioned, dated, and placed in a portfolio or binder, is due on August 5, 1995. No paper will be accepted for grade after August 5, 1995.

dak
5/95