



TROY UNIVERSITY  
**MASTER SYLLABUS**  
SORRELL COLLEGE OF BUSINESS

**MGT 3371-TGWA**  
**Principles of Management**  
**Spring 2007**

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**CLASS**

1:00pm-1:50pm Monday, Wednesday, Friday  
General Academic Building Room 305

**OFFICE HOURS**

Generally in from 8am-5pm, Monday – Friday  
Students are welcomed to drop in, or call ahead to ensure I will be available.

**INTRODUCTION** What will you be doing in the “real world?”

Your chosen profession might be accounting, marketing, sales, IT, military, etc. At sometime almost all people will need to control and direct people, materials, equipment, or resources. In reality, you will all be managers of some degree. The scope or size of the organization makes no difference. If you are doing services, manufacturing, self employment, or basket weaving, we will all manage and will be managed.

In addition to the objectives listed below, it is the goal of the class to expose you to the realistic challenges you will see in the work place. Two things (among many) are required of people in the workplace: 1- show up for work everyday (attendance) and 2- know what is going on (be ready to discuss material). Relax, this is a 3000 level class, not boot camp. But I want to try to give you a preview of your future jobs.

**ATTENDANCE**

Just as you are expected to show up for work, you are expected to attend class. In the event of a planned or unplanned absence due to necessary circumstances, you are expected to notify the instructor via email as quickly as possible (you will be doing this in the workplace). An unexcused absence is one in which the student fails to notify the instructor and provide written documentation (if requested by the instructor).

We all know life is full of unplanned situations. All that is being asked is for you to make the reasonable effort that your career will require.

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

Class attendance will be taken at my option.

### **PREPARATION FOR CLASS**

Think of this in relation to your future job. You are not expected to have all the answers all the time, but show a working knowledge so that you can join a discussion about problems (important) and solutions (real important). An employee without a clue turns into an employee without a paycheck.

Are you being asked to memorize the book? No! But read it ahead of time for discussion. The book is laid out well so key terms and concepts are easy to find. I want to make this class as interesting as possible, but your input is required.

### **GRADES**

TEST #1	24%
TEST #2	24%
TEST #3	24%
POP TESTS	8%
CLASS DISCUSSION PARTICIPATION	4%
PRESENTATION OF CURRENT EVENT	8%
PRESENTATION OF CASE IN BOOK	8%

TESTS -The book is 18 chapters. Test after each 6 chapters. Final is not comprehensive.

POP TESTS - If you listen in class you will do well on pop tests. There will be no make ups on pop tests. You must be in class to take them.

CLASS DISCUSSION – No one is going to pay you to sit still and do nothing. Crash test dummies earn less than college graduates.

PRESENTATIONS – One will be from a current event, article in Businessweek, Wall Street Journal, etc. Do a 10-15 minute discussion in class on topic, management principles involved in story, and what is right and wrong about it. Also give instructor 1-2 page memo on topic. Remember, this is not a research paper or restatement of what is already written. Explain to me problem, why it happen, and possible solutions. Case in book will be same format, I will assign from book.

**GRADE SCALE**

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

**PREREQUISITES**

ECO 2252.

**DESCRIPTION**

An introduction to management functions, principles, and techniques. The course includes a discussion of planning, organizing, influencing through leadership, and control within the organization.

**OBJECTIVES**

On completion of the course, the student should be able to:

1. List and describe major management theories as represented through the history of modern management thought.
2. Define and describe the planning, organizing, leading, and controlling functions of management.
3. Describe the internal and external environments of management.
4. Demonstrate written communication skills appropriate to the profession of management.
5. Discuss ethics and social responsibility in the context of management.

**PURPOSE**

To provide a basic knowledge of the management functions and prepare for upper-level management courses. Core requirement for all undergraduate business programs.

**APPROVED TESTS**

Bateman, T. S., & Snell, S. A. ([2004](#) or current). *Management: The new competitive landscape* (7th ed.). Boston, MA: McGraw-Hill.

**SUPPLEMENTS**

It is strongly advised that student read current popular business literature such as:

*Businessweek*

*Wall Street Journal*

*Forbes*

*The Economist*

*Local Newspapers*

These publications offer traditional paper or online versions that are available for free.

This is a cheap investment in your career (especially those of you considering MBA's one day). Thumbing through the current issue to a great way to stay informed about the world. The library has these magazines and others in the reading room.

### **AMERICANS WITH DISABILITIES ACT**

Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for this course.

Students who have or may be dealing with a disability or learning difficulty should speak with the instructor, contact the Office of Adaptive Needs Program (Wright 226), or call 670-3220/3221. Various accommodations are available through the Adaptive Needs Program. The faculty in the School of Business makes every effort to accommodate unique and special needs of students with respect to speech, hearing, vision, seating, or other possible disabling conditions. Please notify the instructor as soon as possible of requested accommodations or ways to help.

### **MAKEUP TEST POLICY**

Make-up exams will be given **only** for **documented** (on letterhead), excused absences. Make up exams are administered only to students who have received approval from the instructor **prior** to the test date. The make-up exam must be taken within one week of the student's return to class. Make-ups are different from exams given in class. A grade of **zero** will be assigned for an exam missed due to an unexcused absence.

**Excused absences:** Excused absences have the following characteristics:

- a. Professor was informed **prior** to the absence.
- b. Professor determines that the absence is excused.
- c. Absence is of the following type:
  1. Participation in a documented official **university function** that does not permit the student's class attendance (e.g., participation in athletic events, field trips, etc.)
  2. **Severe illness** (this **does not** include scheduled medical appointments nor driving someone else to doctor), a hospital stay, or a doctor's excuse saying that it is **impossible** for student to attend class(es)
  3. **Death** of immediate family member (grandparent, parent, sibling, or child)
  4. **Appearance** in court
  5. Personal situations that are approved by the professor in advance of the time the student is to be absent.
- d. Written documentation (on letterhead) **must** be provided.

### **LATE OR INCOMPLETE WORK POLICY**

Generally speaking, late or incomplete assignments will not be accepted. The only exception to this policy will be contingent upon life threatening or emergency situations, therefore, incomplete grades will only be given in extreme circumstances and only with a detailed plan for accomplishment of the missing work. Students should be prepared to provide appropriate documentation if requested by the instructor.

### **ACADEMIC MISCONDUCT**

The student Standards of Conduct can be found in the 2007-2008 student handbook, the Oracle, and describes Troy University policy concerning more than just plagiarism. Other issues include falsification of information, cheating, criminal activity, etc. Instances of misconduct will be handled as noted in the Oracle.

### **PLAGIARISM**

Any issue involving student activity that is in violation of the student Standards of Conduct concerning plagiarism, cheating, or dishonesty toward instructors will be handled according to the student handbook, the Oracle. Assignments turned in electronically will be checked for plagiarism issues with turn-it-in.com software. Students are strongly encouraged to check their own assignments prior to submitting them to the instructor for grading.

### **CELL PHONES**

Use of any electronic device by students in the instructional environment is prohibited unless explicitly approved on a case-by-case basis by the instructor of record or by the Office of Disability Services in collaboration with the instructor. Cellular phones, pagers, and other communication devices may be used for emergencies, however, but sending or receiving non-emergency messages is forbidden by the University. Particularly, use of a communication device to violate the Troy University "Standards of Conduct" will result in appropriate disciplinary action (See pp. 42-52 of the *Oracle*.)

In order to receive emergency messages from the University or family members, the call receipt indicator of devices must be in the vibration mode or other unobtrusive mode of indication. Students receiving calls that they believe to be emergency calls must answer quietly without disturbing the teaching environment. If the call is an emergency, they must move unobtrusively and quietly from the instructional area and notify the instructor as soon as reasonably possible. Students who are expecting an emergency call should inform the instructor before the start of the instructional period.

### **NOTE**

Instructor may change anything contained here in at his discretion.

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MON	WED	FRI
	1/9/2008 1ST DAY OF CLASS (INTRODUCTION)	1/11/2008 LAST DAY TO WITHDRAW W/ FULL REFUND / CH1
1/14/2008 CH1	1/16/2008 CH2	1/18/2008 CH2
1/21/2008 MLK HOLIDAY	1/23/2008 CH3	1/25/2008 CH3
1/28/2008 CH4	1/30/2008 CH4	2/1/2008 CH5
2/4/2008 CH5	2/6/2008 CH6	2/8/2008 CH6
2/11/2008 CASE PRESENTATION	2/13/2008 TEST 1 REVIEW	2/15/2008 TEST1
2/18/2008 CH7	2/20/2008 CH7	2/22/2008 CH8
2/25/2008 CH8	2/27/2008 CH9	2/29/2008 CH9
3/3/2008 CH10	3/5/2008 CH10	3/7/2008 CH11
3/10/2008 SPRING BREAK	3/12/2008 SPRING BREAK	3/14/2008 SPRING BREAK
3/17/2008 CH11	3/19/2008 CH12	3/21/2008 LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY / CH12
3/24/2008 CASE PRESENTATION	3/26/2008 TEST 2 REVIEW	3/28/2008 TEST2
3/31/2008 CH13	4/2/2008 CH13	4/4/2008 CH14
4/7/2008 CH14	4/9/2008 CH15	4/11/2008 CH15
4/14/2008 CH16	4/16/2008 CH16	4/18/2008 CH17
4/21/2008 CH17	4/23/2008 CH18	4/25/2008 CH18
4/28/2008 LAST DAY OF CLASS / TEST 3 REVIEW	4/30/2008 DEAD DAY	5/2/2008 5-7PM FINAL (TEST 3)

NOTE: CHAPTER PRESENTATION & DISCUSSION MAY VARY SLIGHTLY FROM CALENDAR, BUT TEST DATES WILL BE FIRM.

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<u>PART</u>	<u>CHAPTER</u>	<u>TITLE</u>
1 FOUNDATIONS OF MANAGEMENT	1	MANAGING
	2	THE EXTERNAL ENVIRONMENT AND ORGANIZATIONAL CULTURE
	3	MANAGERIAL DECISION MAKING
2 PLANNING: DELIVERING STRATEGIC VALUE	4	PLANNING AND STRATEGIC MANAGEMENT
	5	ETHICS AND CORPORATE RESPONSIBILITY
	6	INTERNATIONAL MANAGEMENT
	7	ENTREPRENEURSHIP
3 ORGANIZATION: BUILDING A DYNAMIC ORGANIZATION	8	ORGANIZATION STRUCTURE
	9	ORGANIZATIONAL AGILITY
	10	HUMAN RESOURCES MANAGEMENT
	11	MANAGING THE DIVERSE WORKFORCE
4 LEADING: MOBILIZING PEOPLE	12	LEADERSHIP
	13	MOTIVATING FOR PERFORMANCE
	14	TEAMWORK
	15	COMMUNICATING
5 CONTROLLING: LEARNING AND CHANGING	16	MANAGERIAL CONTROL
	17	MANAGING TECHNOLOGY AND INNOVATION
	18	CREATING AND MANAGING CHANGE

## CASES

CH	NAME	CASE
2	EXTERNAL ENVIRONMENT & ORGANIZATION	BUTCH'S BOX SHOP
3	MANAGERIAL DECISION MAKING	WALLINGFORD BOWLING CENTER
4	PLANNING & STRATEGIC MANAGEMENT	THE COMPUTER GURU
5	ETHICS & CORPORATE RESPONSIBILITY	J & G GARDEN CENTER
6	INTERNATIONAL MANAGEMENT	GORDY GOES GLOBAL
7	ENTREPRENEURSHIP	TEACHERS TURNING TO ENTREPRENEURSHIP
		GLOBAL CHALLENGES FOR EXXON-MOBILE
8	ORGANIZATION STRUCTURE	DOWN EAST SPUD BUSTERS
9	ORGANIZATIONAL AGILITY	UNITED TRAINERS
10	HUMAN RESOURCES MANAGEMENT	UNIVERSITY OF DISSENSION
11	MANAGING THE DIVERSE WORKFORCE	THE NEW GUYS TAKE OVER
12	LEADERSHIP	LAW OFFICES OF JETER.....
13	MOTIVATING FOR PERFORMANCE	BIG RAY'S CUSTOM CHAIRS
14	TEAMWORK	ROCKY GAGON, GENERAL CONTRACTOR
15	COMMUNICATING	ROCK ON
16	MANAGERIAL CONTROL	PARKER MOUNTAIN PRODUCTS
17	MANAGING TECHNOLOGY & INNOVATION	S & Z EAST COAST IMPORTERS
18	CREATING & MANAGING CHANGE	BARBARA'S WORLD OF WINDOWS