Texas A&M University – Texarkana
MGT395.01W – Principles of Management
Course Syllabus

Effective Date: Summer I, 2011: June 6 – July 7

Instructor: Richard Herrera, Ph.D.
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Office Hrs: Mon: 3:00pm-6:00pm
            Tues: 3:00pm-6:00pm
            Wed: 4:00pm-4:00pm
            Thurs: 4:00pm-6:00pm
            Other times by appointment

Semester Credit Hours: 3 SCH

Course Description:

A study of management principles that apply to all types of business organizations with special emphasis on planning, organizing, leading, and controlling.

Required Textbook/Resources: Robbins, S.P. & DeCenzo, D.A., Fundamentals of Management, 7th Edition, 2011. Prentice Hall. ISBN – 978013610982. The Blackboard Learning System will be used to deliver all resources needed for students to successfully complete this course. This includes the course syllabus, a gradebook section that manages assignments and grades, and a discussion section that allows for communication between the student and professor throughout the course. Student PowerPoint slides and Study Guides for Exams, covering each of the chapters, will also be available on Blackboard under Student Learning Resources.

Students can access My Blackboard from A&M-Texarkana’s homepage and choosing Current Students and then Blackboard. From the webcourses page click on the graphic that says MyBlackboard. Also, the web address (or URL) for the A&M-Texarkana web server is at http://webcta.tamut.edu/webct/entryPageIns.dowebct. That will take you to MyBlackboard where you will login. To login you will need a UserID and a Password. Your UserID is the first 4 letters of your last name and the last 4 of your Campus Wide ID. Example: jams5634. [If your last name is smaller than 4 characters then enter your whole last name] Your Password is your Campus Wide ID with no dashes or spaces. Example: 34523456.

Additional resources are available to assist students and include a distance learning overview, student FAQs, the A&M-Texarkana online system that takes you directly to Library and Student Services, technology and distance education services, and a student guide to blackboard.

BBA Program Goals:

- **Goal 1:** Our graduates will be competent in the broad business disciplines that underlie in the BBA degree.
- **Goal 2:** Our graduates will be competent in the discipline of their chosen major or concentration.
- **Goal 3:** Our graduates will demonstrate critical thinking skills.
- **Goal 4:** Our graduates will be able to communicate effectively in writing and in front of a group.
- **Goal 5:** Our graduates will be competent in the use of analytical tools via business software tools.
- **Goal 6:** Our graduates will be able to properly integrate business disciplines in developing holistic, multi-functional solutions.
- **Goal 7:** Our graduates will be able to correctly analyze financial statements.

**Graduate courses:**

“At the completion of your degree TAMU-T graduate students should be proficient in several areas. You can access these goals at: [www.tamut.edu/cob](http://www.tamut.edu/cob).”

**Student Learner Outcomes:**

Upon successful completion of this course, the student will be able to:

1. Describe the concept of management and the relevant management processes
2. Distinguish between the foundations of planning and decision making
3. Recall basic organizational designs and current issues in Human Resource management
4. Identify the effective use of work teams and individual/group behavior
5. Recognize effective communication and interpersonal skills in organizations
6. Assess theoretical leadership theories within the scope of actual practice and a changing environment

**Course Requirements:**

Students will be responsible for all chapter content listed in the schedule of assignments and any additional assigned readings as may be posted on the web. Due to the nature of this course as web-based, students are expected to read the assigned chapters by the due dates and to check the discussion board for any updates at least once weekly. Exams will be taken through blackboard and will be posted under the assessments link. The exams will be available for you to take online from 12:30am to midnight on the exam dates listed on the course schedule. The timer is computer generated and will automatically turn on when you begin the exam and automatically shut off after one hour and thirty minutes, so you will need to time yourself accordingly. If time permits, you will have the opportunity to go back to check or change your answers if you wish.

**Methods of Evaluation:**

Each student’s performance will be evaluated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Exam #1 (Chapters 1-4)</td>
<td>30 %</td>
</tr>
<tr>
<td>Exam #2 (Chapters 6-9)</td>
<td>30 %</td>
</tr>
<tr>
<td>Exam #3 (Chapters 10, 12-14)</td>
<td>30 %</td>
</tr>
<tr>
<td>Course Assignment (Measures of Center)</td>
<td>10 %</td>
</tr>
</tbody>
</table>

Examinations: Each of the examinations will consist of a combination of multiple choice and true/false questions. Each exam will consist of 25 multiple choice questions, each worth 2 points; and 25 true/false questions, each worth 2 points. You will have approximately 90 minutes to complete the exam. Exams will be taken on Blackboard and will compute and post your grade for you to view at the end of the testing period.

Course Assignment: The course assignment will consist of an exercise on Measures of Central Tendency worth 10% of your final grade. An eight page document on Measures of Central Tendency will
be posted onto BlackBoard, under Assignments for you to study. A short quiz over this material will need to be completed by each student and will be due online no later than Jun. 22nd. This assignment may be submitted earlier if desired, but no later than the due date.

**Please Note:** There are no make-up assignments for missed exams. A grade of zero will be assigned for an exam not taken on the day and time scheduled.

**Grading Scale:**

A >= 90-100  
B >= 80-89  
C >= 70-79  
D >= 60-69  
F <  60

**Disability Accommodations:**

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062

**University Email Policy:**

“Upon application to Texas A&M University-Texarkana, an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.”

**University Drop Policy:**

To drop this course after the 12th class day, a student must complete the Drop/Withdrawal Request Form, located on the University website [http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html](http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html) or obtained in the Registrar’s Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an “approval” to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar’s office for processing in person, email (Registrar@tamut.edu), mail (P. O. Box 5518, Texarkana, TX 75505) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar’s Office for processing. It is the student’s responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

**Academic Integrity:**

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism and undocumented use of materials from any source, constitute academic dishonesty, and may be grounds for a grade of “F” in the course and/or disciplinary actions. For additional information see the university catalog. Examples of plagiarism can be found at [http://www.turnitin.com](http://www.turnitin.com)

**Student Participation:**

a. **Participation Policy:** Due to the nature of this course as web-based, students are expected to read the assigned chapters by the dates listed on the course schedule and be prepared for each of the three exams. You may work ahead of schedule, but do not allow yourself to get behind. In
addition to the text material, students will also be responsible for any other material listed on the discussion board section of the syllabus. In order to remain up to date, students will need to check this section for any updates at least once weekly.

b. Course Etiquette: Students are expected to conduct themselves professionally and respectfully at all times when interacting with other class members or with the instructor. Any subject matter or conduct considered to be unacceptable or inappropriate will not be tolerated.

Student Technical Assistance:

- Solutions to common problems and FAQ’s for your web-enhanced and online courses are found at this link: http://tamut.edu/webcourses/index.php?pageid=37
- If you cannot find your resolution there, you can send in a support request detailing your specific problem here: http://www.tamut.edu/webcourses/gethelp2.php
- Blackboard Helpdesk contacts:

  Office hours are: Monday - Friday, 8:00a to 5:00p

  Kevin Williams (main contact) 903-223-1356 kevin.williams@tamut.edu
  Frank Miller (alternate) 903-223-3156 frank.miller@tamut.edu
  Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu

Complete Course Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
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<tbody>
<tr>
<td>Jun. 6</td>
<td>Overview of Course/Syllabus; Introductions</td>
<td>Robbins</td>
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<tr>
<td></td>
<td>Managers and Management</td>
<td>Chap. 1</td>
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<tr>
<td>Jun. 8</td>
<td>The Management Environment</td>
<td>Chap. 2</td>
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<td></td>
<td>Foundations of Decision Making</td>
<td>Chap. 3</td>
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<tr>
<td>Jun. 13</td>
<td>Foundations of Planning</td>
<td>Chap. 4</td>
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<tr>
<td>Jun. 15</td>
<td><strong>Exam 1 (Chap’s 1-4)</strong></td>
<td></td>
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<tr>
<td>Jun. 20</td>
<td>Managing Human Resources</td>
<td>Chap. 6 &amp; 7</td>
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<td></td>
<td>Managing Change and Innovation</td>
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<tr>
<td>Jun. 22</td>
<td>Foundations of Individual Behavior</td>
<td>Chap. 8 &amp; 9</td>
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<tr>
<td></td>
<td>Understanding Groups &amp; Managing Work Teams</td>
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<td></td>
<td><strong>Course Assignment Due (Measures of Central Tendency)</strong></td>
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<tr>
<td>Jun. 27</td>
<td><strong>Exam 2 (Chap’s 6-9)</strong></td>
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<tr>
<td>Jun. 29</td>
<td>Motivating and Rewarding Employees</td>
<td>Chap. 10</td>
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<tr>
<td>Jul. 4</td>
<td>Communication and Interpersonal Skills</td>
<td>Chap. 12 &amp; 13</td>
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<tr>
<td></td>
<td>Foundations of Control</td>
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<tr>
<td>Jul. 6</td>
<td>Operations Management</td>
<td>Chap. 14</td>
</tr>
<tr>
<td>Jul. 11</td>
<td><strong>Exam 3 (Chaps. 10, 12-14)</strong></td>
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