

**MANAGEMENT OF ORGANIZATIONS – MGT 351
COURSE SYLLABUS
SPRING, 2017**

MWF: 9:30am – 10:20am

Room: FH 251-C

Suggestor: “Dr. Joe” Aniello...*trying to become the Bruce Springsteen of academia*
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FMU SCHOOL OF BUSINESS MISSION:

***TO TEACH STUDENTS TO THINK LOGICALLY, COMMUNICATE
EFFECTIVELY; DEVELOP AN UNDERSTANDING AND APPRECIATION OF
THE GLOBAL BUSINESS ENVIRONMENT AND TO BE GUIDED BY ETHICAL
STANDARDS.***

I. Catalog Description

The foundations of Management, emphasizing the Managerial functions of planning, decision-making, leading and controlling are fully explored. Fundamental organizational theories and principles are presented with emphasis on how they affect the Management of organizations, both domestic and international.

II. Course Objectives and Goals

- 1.) To provide students with an understanding of the basic functions of Management: including planning, organizing, motivating, staffing and evaluating.
- 2.) To prepare students for upper-level Management courses, including Small Business Management, Organizational Behavior and Human Resource Management.
- 3.) To expose students to important issues in the area of ethics and cultural diversity, explaining how they can impact one’s ability for optimal Management of a business.
- 4.) To enable students’ application of the principles and procedures learned in class to policies and practices in ‘real-world’ situations.

III. Required Background and Experience

Admission to the School of Business or permission of the Dean is necessary.

IV. Text and References

Ricky W. Griffin, Management, 12th Edition, *Cengage Learning*, 2017, 2013
ISBN: 978-1-305-50129-4

V. Assignments and Examinations

There will be a total of six (6) topics presented and tested as well as a FINAL, (cumulative) EXAMINATION in order to bring the entire course together.

- Introduction to Management (2 chapters) 1, 2
- Environmental Context (3 chapters) 3-5
- Planning/Decision Making (4 chapters) 6-9
- Organizing (4 chapters) 10-13
- Leading (5 chapters) 14-18
- Controlling (2 chapters) 19, 20

VI. Method of Evaluating Outcomes

Class Attendance	10%
Class Preparation & Participation	10%
'Sectional' Exams (6, @ 10% each)	60%
Final Exam	22%

<u>Total</u>	<u>100%</u>

Grading Scale

92 and above	A
88-91	B+
82-87	B
78-81	C+
72-77	C
68-71	D+
62-67	D
61 and below	F

Class preparation will include having read all material and completed all required assignments for class. Participation is the ability to discuss what was learned and integrate it with the perspectives of the other members of the class.

Class attendance is critical for keeping up with the aggregation of knowledge that builds upon itself. **SIX** absences for the semester are allotted to provide for life circumstances (no excuses necessary but appreciated). Beyond **SIX** absences, points will be deducted up to a maximum of 10% of the total grade.

All university standards of conduct must be followed at all times, especially as it applies to academic cheating and plagiarism.

VII. Study Commitments

This course requires both reading and research, analysis and application, both individual and group efforts. It is the integration, synthesis and synergy of all factors of the course that enable students to successfully assimilate the total effect. This provides for a positive transference from the classroom into the real world of work. As a general guideline, please expect to spend at least **ONE** hour outside of class time for every credit hour or, in other words, **THREE** hours on average of homework each and every week.

VIII. Absences, Withdrawal Policies and Important Dates

January 11:	Classes Begin
January 13:	Last day to drop/add - Late fee applies
February 13:	Last day to withdraw from course with a 'W'
April 25:	Reading Day
April 28:	Final Exam (8:30am – 10:30am)

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Week #	Dates	Topic	Chapter Readings
1	--, 1/11, ***	Housekeeping & Administration	
2	MLK , 1/18, 20	“Introduction to MGMT”	1
3	1/23, 25, 27		2 <u>TEST</u>
4	1/30, 2/1, 3	“Environment”	3, 4
5	2/6, 8, 10		4, 5 <u>TEST</u>
6	2/13, 15, ***	“Planning/Decision-Making”	6, 7
7	2/20, 22, 24		7, 8
8	2/27, 3/1, 3		8, 9 <u>TEST</u>
9	3/6, 8, ***	“Organizing”	10, 11
10	3/13, 15, 17	<i>SPRING BREAK</i>	
11	3/20, 22, 24		12, 13 <u>TEST</u>
12	3/27, 29, 31	“Leading”	14, 15
13	4/3, 5, 7		16, 17, 12
14	4/10, 12, 14		18 <u>TEST</u>
15	4/17, 19, 21	“Controlling”	19, 20
16	4/24		<u>TEST</u>
17	4/25	Reading Day	
18	4/28	Final Exam (8:30 am – 10:30 am)	

NOTE: This syllabus is subject to change so therefore, please be prepared for the same flexibility necessary in the classroom as in the business world. Please be familiar with your responsibilities for each week. *** **out for conference**

