

MGT 201 – Management Principles and Practices  
Fall 2011

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Section 07: 2pm – 3.50pm (BB226)  
Section 08: 2pm – 3.50pm (BB226)  
Office hours: T/F 12pm – 1.50pm

### Course Overview

Managing requires sound competencies - competencies that can be translated into specific skills. Today's effective managers must have the ability to adapt to the ever-changing environment. But, what distinguishes managers who succeed from those that don't? What will be the role of a manager in tomorrow's business organizations, non-profits, or public agencies?

This course will provide an understanding of the fundamental theories of management and also help participants acquire an appreciation for the basic skills necessary for managerial success. This course will aid students in developing critical thinking and problem solving skills through the analysis of specific managerial situations and help them develop methods for identifying and analyzing social and organizational issues from different stakeholder perspectives. Finally, the course will contribute to the development of communication and teamwork skills that the students will need to work effectively in an organization.

This course will provide students with the basic knowledge of the functions and roles of a manager, ethical and social responsibility of management, managerial decision making, individual and team management, and leading skills. This management perspective is essential to understand the role of the manager as an organizer, a leader, and a change agent in the development of the organization.

### Learning Outcomes

By the end of the course, students will be able to:

1. Demonstrate understanding of the functions of management and the management process at various levels within the organization.
2. Identify contemporary issues in the global environment and recognize the need for and the opportunities of managing diverse work forces.
3. Understand the issues of diversity as they affect today's managers.
4. Identify the main goals and tasks of organizational planning and control and apply important concepts in the analysis of business situations.
5. Explain the nature of leadership in organizations and contrast different theories of leadership.

### Course Materials:

1. Jones, G., and George, J., **Contemporary Management**, 4<sup>th</sup> edition, 2011, McGraw-Hill/Irwin ISBN #978-0-813722-8
2. Cases, exercises and additional readings will be posted on SOCS or distributed in class.

### Grading

All assignments are graded using a 0-100 point scale, and the final grade is calculated with the following weights:

Exam 1	40%
Exam 2	40%
Participation	20%

I do not grade on a curve nor do I "round up" to the next whole number. I do not give "extra credit" so please do not ask. The course grade is based on the weighted average of all assignments and the following scale will be used:

A	94 – 100	B-	80 – 82.99	D+	67 – 69.99
A-	90 – 93.99	C+	77 – 79.99	D	60 – 66.99
B+	87 – 89.99	C	73 – 76.99	F	0 – 59.99
B	83 – 86.99	C-	70 – 72.99		

## **Exams**

The exams are designed to assess the understanding of key concepts and terminology presented in the textbook, in the handouts, and in class. There will be two closed-book exams during the semester; this includes the final exam. **NO MAKEUP EXAMS WILL BE GIVEN.** In extreme (and officially excused) emergencies, a makeup exam may be given.

Case analysis is an important tool used extensively in business schools to help students apply theoretical concepts to real world situations. In this course we will be discussing cases in class to help you develop skills in analyzing cases while introducing you to important management concepts.

## **Class preparation, participation and attendance**

Class participation is very important in a management course. Students are expected to come to class on time, answer questions pertaining to the material presented in assigned chapters and readings, participate in discussions and debates, and actively cooperate in experiential exercises. Preparation includes reading the material and preparing any questions you may have about the material.

Attendance is also an important aspect to this course. One cannot learn from the class if you do not attend it. Therefore, students are expected to attend class and chronic absence will result in grade penalties. Should unforeseeable illness, work responsibilities, or family obligations preclude your attending class, please recognize that you are responsible for all missed lectures and discussions. During class an attendance sheet will be passed around and it will be the students' responsibility to sign your name to the sheet.

- A The student participates actively, is always prepared, and attends at least 11 classes.
- B The student engages less often but in an acceptable manner in class discussions, is generally prepared and attends at least 11 classes.
- C The student engages sporadically in class discussions, is not constant in their quantity and quality of class preparation and attends at least 9 classes.
- D Student attends at least 9 classes, or shows little or no participation.
- F Student misses 6 or more classes.

## **Academic Honesty**

All students at The College of New Jersey are bound by the conditions and statements of the Academic Honesty system. I am also bound to report any unethical behavior or evidence of dishonesty in this course. Please refer to the honor system for specifics on proper conduct.

## **Students with Disabilities**

The College of New Jersey is committed to a policy of reasonable accommodation and services to persons with disabilities. Any student with special needs must bring this to my attention as soon as possible with written documentation, but not later than the second week of class.

### Tentative Class Schedule – Topics/Activities/Assignments Subject to Change

	<b>Date</b>	<b>Topic</b>	<b>Class activities</b>	<b>Assignments</b>	<b>Due</b>
T	January 18	Intro to Management	Review Syllabus -		
F	Jan 21	Management Process Today		Chapter 1	
T	Jan 25	Continued			
F	Jan 28	Management History		Appendix A	
T	Feb 1	Continued			
F	Feb 4	Global Environment		Chapter 4	
T	Feb 8	Review			
F	Feb 11	Exam 1	Test	Chapters 1, A, 4	
T	Feb 15	Planning		Chapter 6	
F	Feb 18	continued			
T	Feb 22	Organizational Structure		Chapter 7	
T	Feb 22	Continued			
F	Feb 25	Leadership		Chapter 10	
T	March 1	continued			
F	March 4	Review			
T	March 15	Exam 2	Test	Chapters 6, 7, 10	