Survey of Management

MGT 8063
Summer II 2014

Professor:
Dr. Tim Barnett
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325-2419 (office)
tim.barnett@msstate.edu (email is the preferred means of communicating about routine class issues/questions).

Office Hours and Class Message Board
I check and respond to e-mail (even on weekends, although I may be somewhat slower to respond on weekends). However, I also encourage you to join the optional Blackboard Collaborate sessions online if you have questions or believe you need additional clarification of points made in the daily online lectures. These Blackboard Collaborate sessions should be particularly helpful during the last two weeks of the course, as we cover the Operations Management material. The schedule for the Blackboard Collaborate sessions is included in the Course Outline section at the end of this syllabus.

Required Materials:
OR Operations Management, 10th edition by Stevenson. 2009. (Available on many online locations that sell books). Please do not purchase any other edition of this book, as the page numbers, etc. will not all be the same if you do.

Course Description & Objectives:
MGT8063: Survey of Management: Three hours lecture. Survey of management principles and techniques including: objective, policies, functions, leadership, organization, and production control procedures and systems as applied to all fields of business.

The Management half of this course is designed to convey the basic concepts of the management function in organizations, including defining management, business environments, ethics, planning, strategy, organizational structures, job design, human resources, motivation, leadership, employment law, teams, communication and organizational control.

The Production Management half of the course is designed to examine the specific management processes used to create goods and services. This section of the course will cover production strategies, decision making, forecasting, capacity planning, facilities layout, quality, statistical process control, inventory management, and just-in-time management techniques.

Evaluation:
The grading in this preparatory course is very simple. Each exam is worth 100 points and each of four weekly assignments is worth 10 points, as follows:

Exam 1 (Principles of Management): 100 points
Exam 2 (Principles of Management): 100 points
Exam 3 (Production Management): 100 points
Exam 4 (Production Management): 100 points
Answers to Assignment Questions/Problems: 40 points
A = 396-440 points   D = 264-307 points  
B = 352-395 points   F = < 264 points  
C = 308-351 points

**Exams:**
Exams will consist primarily, although not necessarily entirely, of multiple-choice questions and will of course be on-line exams. Once an exam is posted, you will have a time limit within which to complete the exam. Complete exam information and instructions for each exam will be posted on the course web site at least two days prior to each exam period opening (see below for access information). Exams are closed book and closed-note. **It is not acceptable to access any material from any source while taking the exam, other than the material that I provide to you as part of the exam packet.** I do reserve the right to offer a variety of question formats on the exams, in addition to multiple choice. The exam schedule is on the last page of the syllabus – please make sure in advance of the course that you will be able to take each exam as scheduled. There will generally be no-make up exams and no extension of the exam window for each exam.

**Assignments:**
Assignments will consist of discussion questions and homework problems. Typically, you’ll have one graded assignment per week. Instructions for turning in these assignments will be posted on the course web site.

**Class:**
As distance graduate students with considerable education and experience, you are expected to (and indeed must) do a considerable amount of the coursework on your own. You will have access to PowerPoint Slides, audio-visual lectures based on these slides, regular Blackboard Collaborate sessions, examples of worked problems, and your textbooks. Please keep in mind that the Operations Management portion of the course will include working quantitative problems – **you must be proficient in basic statistics and algebra** for this portion of the course.

**How to be successful in this class:**

1. **Strive to learn.** You have to **want** to learn the material. You aren’t in a traditional classroom setting to keep you focused, so you must be self-motivated.
2. **Read the textbooks.** The textbooks, audio and/or visual files, PowerPoint Slides, and Blackboard Collaborate sessions are your primary resources. If you don’t understand something from the audio file of the lecture, follow up with the textbook and by participating in the Blackboard Collaborate sessions.
3. **Do your work.** You need to keep up throughout the semester. We will have to MOVE EXTREMELY FAST given the short duration of summer sessions. Read chapters. Do homework in order to prepare for exams. Complete your homework assignments as posted on the schedule at the end of this syllabus.
4. **Play fair.** Academic misconduct will not be tolerated. You are expected to take your exams without assistance and without use of ANY of your study materials and without ANY OTHER materials, except those I may specifically authorize (such as a calculator for the quantitative questions).
5. **Manage Your Time & Be Timely.** Most people don’t have enough time to get everything done. So we have to make choices about what gets done and what doesn’t. Without the schedule of a “regular” class, you must manage how and when you listen to lectures. And, to complete this class, you must get exams completed on time. The burden of your schedule rests entirely
with you.

6. Practice Professional Communication. Emails requesting assistance or asking for information should be constructed in a professional manner and each student should show the proper respect for the instructor and for classmates. I will do my best to reciprocate and treat each of you in a professional manner.

Academic Misconduct:

The Bulldog Handbook defines academic misconduct as:
....any activity which may compromise the integrity of the University. Academic misconduct includes, but is not limited to, deceptive acts such as the following:
a. using unauthorized materials (crib notes, books, etc.) as an aid during an examination;
b. looking at or using information from another person’s examination, report, or assignment;
c. providing assistance to, or receiving assistance from, another person in any manner prohibited by the instructor;
d. possessing or providing an examination or assignment, or any part thereof, at any time or in any manner not authorized by the instructor;
e. taking a quiz, examination, or similar evaluated assignment for another person; or utilizing another person to take a quiz, examination, or similar assignment in place of oneself;
f. submitting any course materials or activities not the student's own, allowing such a submission to be made for oneself, or making such a submission for another;
g. using the ideas, organization, or word of another from a book, article, paper, computer file, or other source in any assignment without giving proper credit following accepted citation rules (plagiarism);
h. altering, stealing, and or falsifying research data used in research reports, theses, or dissertations; and/or;
i. disregarding policies governing use of human subjects or animals in research.

Page 12, Bulldog Handbook

MISWEB: The Course Management System for MGT 8063
Registering for MISWEB

To register for MISWEB, use the following link:
http://misweb.cbi.msstate.edu/editor

To register for MISWEB, you need your MSU NetID and Password:

Welcome to the COBI misweb Student Information System.
Use this page to register for the COBI misweb Student Information System.
You will also use this page in the future to log into your misweb Student Edit Routine.

MSU Banner Net Id:
(example: abc123)

Password:

You can always use your Banner net password to log into misweb.
Additionally, if you have set up a special misweb password (using the option in your Edit
Routine), you can use that password to login.

You will create a password-protected account that will allow you to do many things, including: (1) checking your grades, (2) viewing the course calendar (3) receiving course e-mail, (4) accessing archived course e-mails, (5) downloading notes, lectures, & assignments for the course, and (6) posting to the class message board.

When you register for MISWEB, you must:
(1) Complete the information under the first link, “main information”
(2) Provide a valid e-mail address. Without your correct e-mail address, you will NOT receive course e-mails. If your e-mail address changes during the semester, update your e-mail address at: http://misweb.cbi.msstate.edu/editor
It is your responsibility to maintain the correct contact information.

MISWEB -Checking Grades, Class Calendar, E-mail Archives, Course web site, Notes, Message Board, & Audio:

After registering, to access your grades, the class calendar, e-mail archives, or the course web-site with notes and audio files for the first time, you can go the web site: http://misweb.business.msstate.edu
Click on your instructor’s name, for this course, Tim Barnett. Scroll down the page to the section Courses Taught. Select your course, MGT8063, and click on the link for Online Grades. This will take you to a login page. You should bookmark the login page so you don’t have to go through the above steps again. After logging in to MISWEB with the password you selected when registering for MISWEB, you can check your grades, access the course web site (which hosts all course materials including audio/visual lectures, PowerPoint slides, homework assignments, etc.), e-mail archives, and the class message board system.
Course Outline

Audio/Visual Files for each week’s lecture(s) will be posted to the MGT8063 course web site no later than the beginning of each week (Mondays, except for the first week.). The lecture & exam schedule are posted below:

**Principles of Management** Section of Course
All Assignments for this portion of the course come from Bateman/Snell’s Management.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day(s)</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>7/8-7/9</td>
<td>Register for MISWEB if you haven’t already. Must complete the “main information” section and provide correct e-mail address. Go to <a href="http://misweb.cbi.msstate.edu/editor">http://misweb.cbi.msstate.edu/editor</a> to begin. Managing in a Changing Environment: Lectures from Chapter 1, pp. 2-20. Chapter 2, pp. 26-45. Access audios from the course web site on MISWEB. Optional Blackboard Collaborate Session: 4:00 p.m. to 5:00 p.m. CDT on 7/9</td>
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<tr>
<td>1</td>
<td>7/10</td>
<td>Ethics and Social Responsibility: Lecture from Chapter 3, pp. 50-71. Access audios from course web site on MISWEB. Optional Blackboard Collaborate Session: 8:00 to 9:00 a.m. CDT on 7/10</td>
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<tr>
<td>1</td>
<td>7/11</td>
<td>Strategic Planning: Lecture from Chapter 4, pp. 72-98. Access audios from the course web site on MISWEB. First assignment due by 12 midnight CDT.</td>
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<tr>
<td>1</td>
<td>7/11-7/13</td>
<td>Exam Window 1: Timed Exam can be taken between 12 noon CDT on 7/11 and 12 noon CDT on 7/13 (must be fully completed and submitted by 12 noon). Exam must be completed within the specified time limit and must be completed in one sitting once the student begins the exam.</td>
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<td>2</td>
<td>7/14</td>
<td>Entrepreneurship: Lecture from Chapter 5, pp. 100-124. Access audios from the course web site on MISWEB.</td>
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<td>2</td>
<td>7/15 and 7/16</td>
<td>Organizing and Human Resource Management: Lectures from Chapter 6, pp. 126-144 and Chapter 7, pp. 154-176. Access audios from the course web site on MISWEB.</td>
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<td>2</td>
<td>7/17</td>
<td>Leadership: Lecture from Chapter 9, pp. 206-227. Access audios from the course web site on MISWEB. Optional Blackboard Collaborate Session: 4:00 p.m. to 5:00 p.m. CDT on 7/17.</td>
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<tr>
<td>2</td>
<td>7/18</td>
<td>Motivation and Teamwork: Lectures from Chapter 10, pp. 228-249 and Chapter 11, pp. 252-266. Access audios from the course web site on MISWEB. Second assignment due by 12 midnight CDT on the 18th.</td>
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<td>2</td>
<td>7/18-7/20</td>
<td>Exam Window 2: Timed Exam can be taken between 12 noon 7/18 and 12 noon on 7/20 CDT (must be fully completed and submitted by 12 noon on 7/20). Exam must be completed within the specified time limit and must be completed in one sitting once the student begins the exam.</td>
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**Operations Management** Section of Course
All assignments for this portion of the course come from Stevenson’s Production Management

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<th>Week</th>
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<th>Topic</th>
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<tr>
<td>3</td>
<td>7/21 and 7/22</td>
<td>Introduction to Operations Management: Lectures from Chapters 1 and 2. Access audios from the course web site on MISWEB.</td>
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<tr>
<td>3</td>
<td>7/23</td>
<td>Forecasting: Lecture from Chapter 3. Access audios from the course web site on MISWEB. Optional Blackboard Collaborate Session: 3:30 p.m. to 5:00 p.m. CDT on 7/23</td>
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<tr>
<td>3</td>
<td>7/24 and 7/25</td>
<td>Capacity Planning: Lecture from Chapter 5. Access audios from the course web site on MISWEB. Third assignment due by 12 midnight CDT on the 25th. Optional Blackboard Collaborate Session: 8:00 a.m. to 9:30 a.m. CDT on 7/25.</td>
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<tr>
<td>3</td>
<td>7/25-7/27</td>
<td>Exam Window 3: Timed Exam can be taken between 12 noon on 7/25 and 12 noon on 7/27 CDT (must be fully completed and submitted by 12 noon on 7/27). Exam must be completed within the specified time limit and must be completed in one sitting once the student begins the exam.</td>
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<tr>
<td>Date</td>
<td>Lectures and Activities</td>
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<td>7/28</td>
<td><strong>Process and Layout:</strong> Lecture from Chapter 6. Access audios from the course web site on MISWEB.</td>
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<td>7/29, 7/30, 7/31</td>
<td><strong>Management of Quality and Quality Control:</strong> Lectures from Chapter 9 and Chapter 10. Access audios from the course web site on MISWEB. Optional Blackboard Collaborate Session: 8:00 a.m. to 9:30 a.m. CDT on 7/30.</td>
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<tr>
<td>8/1 and 8/4</td>
<td><strong>Inventory Management:</strong> Lectures from Chapters 11 and 12. Access audios from the course web site on MISWEB. Optional Blackboard Collaborate Sessions: 8:00 a.m. to 9:00 a.m. CDT and 4:00 p.m. to 5:00 p.m. CDT on 8/4.</td>
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<tr>
<td>8/6 and 8/7</td>
<td><strong>Exam Window 4:</strong> Timed Exam can be taken between 8:00 a.m. CDT on 8/6 and 11:59 p.m. CDT on 8/7 (must be fully completed and submitted by 11:59 p.m. on 8/7). Exam must be completed within the specified time limit and must be completed in one sitting once the student begins the exam.</td>
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