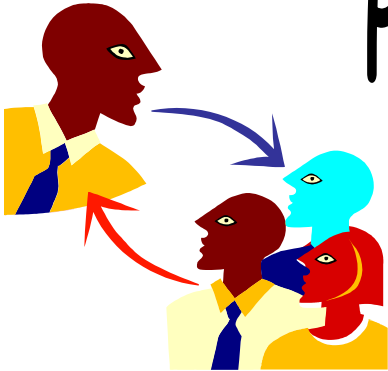


# Principles of Management



It is expected that you will read and follow the syllabus. Changes to the syllabus may be made if it is necessary due to time constraints or the ability of the class. Any changes will be announced in class and posted on the class website. If you are not in class, you must find out about changes from one of your classmates or by checking the website.

Spring 2006  
Tuesday/  
Thursday  
9:30-10:45 a.m.

**Instructor:**

Dr. Laura Saret

**E-mail:**

[lsaret@oakton.edu](mailto:lsaret@oakton.edu)

You can expect me to check my e-mail once a day (Monday through Friday) and one time on the week-ends.

**Class Website:**

[www.oakton.edu/~lsaret](http://www.oakton.edu/~lsaret)

**Office:**

Des Plaines Campus Room 2751, 847-635-1929

(You may call me at home (847-433-5313) from 8:00 a.m. – 8:00 p.m. Monday through Friday if you are unable to reach me in my office).

RHC Campus Faculty Support Office Room B206, 847-635-1434

**Office Hours:** Office hours are when I schedule office time to work with students. These hours are posted on my office door and on the web. If you need an extensive amount of time, please schedule an appointment with me. Occasionally, I will not be able to be in my office due to other college commitments. In those cases, I will leave a note on my door indicating where I will be. If it is necessary to change my office hours for some reason, I will announce the changes in class.

**Prerequisite:** none

**Course (Catalog) Description:** This course presents the principles of planning, organizing, leading, and controlling in modern business.

**Learning Objectives:**

By the end of this course you will be able to:

1. Understand how management has evolved from its earliest days to today's modern concept.
2. Understand the theory of management.
3. Develop skills a manager requires and know how to apply these skills effectively.
4. Discover the inter-relationships between the principles of management and communication skills and motivation techniques.
5. Be able to explain how the inter-relatedness of the parts of an organization and the role of the manager in the total organizational system are important to the success of the operation.

**Academic Integrity:** Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,
- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

**Use of Computers and Information Technology:** When you apply at Oakton as a credit student, you are automatically assigned a computer network account and email address. While you are registered for classes and any financial obligations to the College are fulfilled, you may use this account to log into workstations in any of the open or classroom computer labs. Your account gives you access to the wide variety of application programs available on Oakton's Network and on-campus access to the Internet.

Rules for computer use are posted in computer labs as well as available in writing in each of the labs. Lab assistants and tutors are available to assist you in the lab regarding software and hardware questions.

Users of the College's information technology facilities and resources, including hardware, software, networks, and computer accounts, are expected to use computer resources responsibly and appropriately, respecting the rights of other information technology users and respecting all contractual and license agreements.

*Under no circumstances is any of the software used at Oakton to be copied.* Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, you do not have the right (1) to make copies of software for yourself or others, (2) to receive and use unauthorized copies of software, or (3) copy all or parts of a program written by someone else.

**College Policy on the Observance of Religious Holidays:** Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors well in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again.

**College Policy on Disabilities:** If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office (635-1658) in the Learning Center (Room 2400 Des Plaines). All students are expected to fulfill essential requirements. The college will not waive any essential skill or requirement of a course or a degree program.

**Schedule of Topics, Readings and Exams:** The following is a tentative schedule of reading due dates and exams. Assignment due dates will be announced in class. The schedule may be adjusted during the semester. All changes will be announced in class and posted on the class website.

WEEK	DATE	TOPICS	READING
1	1/17 1/19	Course Introduction Managers and Management History of Contemporary Management	Chapter 1 History Module
2	1/24 1/26	The Management Environment	Chapter 2
3	1/31 2/2	Foundations of Planning	Chapter 3
4	2/7 2/9	TEST	
<b>Sat., 2/11 (noon)—last day to withdraw &amp; have course dropped from record or change to Audit</b>			
5	2/14 2/16	Foundations of Decision Making Quantitative Decision Making	Chapter 4 Quantitative Module
6	2/21 2/23	Basic Organization Designs	Chapter 5
7	2/28 3/2	Staffing and Human Resource Management Building Your Career	Chapter 6 Career Module
8	3/7 3/9	Managing Change, Stress, and Innovation	Chapter 7
<b>Sat., 3/11 (noon)—Last day to withdraw with a W (no withdrawals after mid-term). Students will receive a grade in all courses in which they are enrolled after March 11.</b>			
<b>3/13-19. Spring Recess. No classes.</b>			
9	3/21 3/23	Foundations of Individual and Group Behavior	Chapter 8
<b>Mon., 3/27—Registration opens for Summer 2006.</b>			
10	3/28 3/30	TEST Understanding Work Teams	Chapter 9
11	4/4 4/6	Motivating and Rewarding Employees	Chapter 10
<b>Mon., 4/10—Registration opens for Fall 2006.</b>			
12	4/11 4/13	Leadership and Trust	Chapter 11
13	4/18 4/20	Communication and Interpersonal Skills	Chapter 12
14	4/25 4/27	Foundations of Control	Chapter 13
15	5/2 5/4	Operations Management	Chapter 14
16	5/9 5/11	TEST	

**Methods of Instruction:** Class discussion, lecture, in- and out-of-class individual and group assignments and activities, web-based and other audio-visual materials, handouts and tests.

## Instructional Materials:

- Required Text: *Fundamentals of Management: Essential Concepts and Applications* by Stephen P. Robbins and David A. DeCenzo, 5th Edition, Pearson Prentice Hall, 2005, ISBN 0-13-148736-1.
- We will be using a variety of materials from the World Wide Web

## Useful Web Addresses:

- <http://www.oakton.edu/~lsaret>—Instructor’s page—you can access the course webpage from this site. The class webpage has links to resources as well as materials for the course.

## Course Practices Required:

- **Attendance** is required.
  - You must let me know if you will not be in class.
  - You are responsible to keep up with the class if you do not attend.
  - I will not provide notes for classes that you miss. If you must be absent for some reason, obtain the notes from one of your classmates.
- **Be on time for class and stay for the entire class period.** If arriving late for class results in turning in an assignment after it has been collected, your assignment will receive a lowered grade. Do not pack up your “stuff” before the end of class creating noise and distractions for your classmates.
- **Take exams.**
  - If you need to miss a test, you **MUST** contact me about it **BEFORE** the test. If I am not contacted before the test, you will **NOT** be allowed to make it up. All tests must be made up **BEFORE** the time the quiz/test is returned to the class. Late tests may be taken **ONLY** in cases of illness, a death in your family, or other extenuating circumstances. Early tests may be given for other reasons. No more than one early or late test may be taken in a semester.
  - Dictionaries and translating dictionaries are **NOT** allowed during tests and quizzes.
- **Use a word processor to complete all written assignments.** Handwritten assignments will **NOT** be accepted.
- **Do assigned reading prior to class.** Students are expected to complete all reading assignments **PRIOR** to the class in which the topic is to be discussed. You should bring your book to each class session.
- **Participate in class discussion and group activities.**
  - It is expected that you will volunteer to speak on a regular basis and be a polite and respectful listener when others are speaking.
  - If you disagree with someone, show respect for them by explaining why you disagree with their ideas. It is disrespectful to attack them personally.
  - Be conscious of the amount of time you hold the conversational floor in class. Make sure other people have a chance to ask questions and voice their opinions.
  - Do not have long, whispered conversations with your neighbor—it is distracting to your classmates and the instructor.
  - Be a team player when doing group activities.
- **Show respect and be polite to your instructor and classmates.**
  - All cell phones, pagers, etc. must be turned off in class. If you have an emergency that requires that a cell phone or pager must be left on during class, let me know before class.
  - Participate regularly in class, but do **NOT** speak to your “neighbor” while others are talking.
  - It is ok to criticize ideas, but do not criticize individuals!
- **Request special accommodations.** If you have special needs, **PLEASE** see me early in the semester. There are many ways that these needs can be accommodated so that you can successfully complete this class. If you have a disability requiring special assistance or accommodations, you must let me know your needs well in advance of when the accommodation will be required. In addition, documentation must be on file and arrangements for such services must be made with the **ASSIST** office prior to requesting classroom accommodations.

- **Do your own work.** Since the evaluation of your work eventually results in a grade recorded on your official transcript, it is expected that you do your own work unless specified otherwise in class. Any work that is not your own is academic dishonesty (cheating) on your part and for the person who helped you. It violates the college's Code of Academic Conduct (see syllabus section on *Academic Integrity*) and will be dealt with as such.
  - If you need help with an assignment, ask your instructor or a tutor in the Learning Center. We are happy to assist you.
  - It is acceptable to discuss homework solutions with classmates, but DO NOT show your solution to a classmate until both assignments have been graded and returned.
  - DO NOT copy another person's work or represent the work of others as your own.
  - DO NOT use or obtain unauthorized assistance in any academic work.
  - DO NOT give unauthorized assistance to other students.

### Methods of Evaluating Student Progress:

- **Evaluation Methods**
  - **Exams (50%).** Each exam is weighted equally. There is no final exam for the course. You must earn a 65% test average to pass the course.
  - **Attendance and Participation (10%).** Each class period is worth 5 points. You start each day with 5 points. If you are absent, you lose all 5 points. If you arrive late, you lose 1 point. If you leave early, you lose 1 point. Activities and participation are worth 3 points.
  - **Assignments (40%).** The purpose of this assignment is to let you explore a topic that interests you related to the course. See Design Your Own Assignment handout.
- **Grades.** In determining final grades, the following is used:

Letter Grade	Average
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%
I	Incompletes will be given in extenuating circumstances only