

GONZAGA-IN-FLORENCE SYLLABUS

Course: MGMT 350 Management and Organizations
Credits: 3 Credits
Instructor: Staff



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COURSE OBJECTIVES:

This course is designed to provide a broad overview of the functions and applications of management in organizations. Because of the wide nature of the topic and the limited time of the course, coverage will be broad. The main objective will be to provide a solid foundation of knowledge of basic management topics. It is assumed that this is the first management class for most students, so coverage will emphasize the basics. The course will begin with an overview of employment law and continue with topics such as planning, controlling, decision making, leadership, motivation, strategy, and teams.

REQUIRED MATERIALS

- Text: Management, Gomez-Mejia, Balkin, & Cardy. McGraw-Hill.
- Access to Blackboard.

ASSIGNMENTS:

1. Readings: Students are expected to complete the reading assignments by the date noted on the class outline.
2. Exercises/Cases (400 points): Students will be assigned a series of exercises/cases to be worked on individually and in groups throughout the semester. These exercises provide practical application of management tools and are considered an essential component of your learning about management.
3. Quizzes (600 points): Six quizzes will be given.
4. Class contribution and preparation (100 points): While this is a subjective measure, I will try to standardize it as much as possible by tracking your attendance and productive participation in class discussions and activities.
5. **Extra credit:** I may, periodically, give quizzes or other assignments that will be worth various points.

OTHER ISSUES

Make Ups, Late Assignments, Absences, Etc.

In general, I am very strict on class attendance and participation. However, I do understand that deviations from the normal flow of things will happen. When they do, please discuss them with me as far in advance as possible. Quite simply, if you contact me ahead of time I am much more likely and able to accommodate your needs. Your presence, preparation, and participation are critical determinants of the value of this course to you and your classmates. In other words, make every effort.

Academic Dishonesty

An obvious but important note: any academic dishonesty will be dealt with to the fullest extent of university policies. You did not work so hard and come this far in school to blow it now.

COURSE OUTLINE

Jan	Introduction to the course.	
Jan	Employment Law	CRA of 1964 handout
Jan.	Employment Law	ADA handout
Jan.	Employment Law	ADEA handout
Jan.	Employment Law	
Jan.	Quiz 1	
Jan	Management an its Evolution	Chapter 1
Jan	Managing in a Global Environment	Chapter 2
Jan	Managing Social Responsibility and Ethics	Chapter 3
Jan	Managing Social Responsibility and Ethics	Chapter 3
Feb	Quiz 2	
Feb	Managing Organizational Culture and Change	Chapter 4
Feb	Managing Organizational Culture and Change	Chapter 4
Feb	Managing Diversity	Chapter 11
Feb	Managing Diversity	Chapter 11
Feb	Managing Diversity	Chapter 11
Feb	Quiz 3	
Feb	Managing the Planning Process	Chapter 5
Feb	Managing the Planning Process	Chapter 5
Feb	Managing the Planning Process	Chapter 5
Feb	Decision Making	Chapter 6
Feb	Decision Making	Chapter 6
Mar	Decision Making	Chapter 6
Mar	Quiz 4	
Mar	Strategic Management	Chapter 7
Mar 10	Strategic Management	Chapter 7
Mar	Human Resource Management	Chapter 10
Mar	Human Resource Management	Chapter 10
Mar	Motivation	Chapter 12
Mar	Motivation	Chapter 12
Mar	Quiz 5	
Mar	Leadership	Chapter 13
Mar	Leadership	Chapter 13
Apr	Managing Teams	Chapter 14
Apr	Managing Teams	Chapter 14
Apr	Managing Teams	Chapter 14
Apr	Managing Communication	Chapter 15
Apr	Managing Communication	Chapter 15
Apr	Quiz 6	