



Department of Management, Marketing and Business Administration

**Murray State University**  
**Department of Management, Marketing & Business Administration**  
**MGT 350-04; 11:00-12:15 TTH; Room BB 552**  
**MGT 350-05; 2:00-3:15 TTH; Room BB 552**  
**Fundamentals of Management**  
**Spring 2009**  
**Dr. Roger C. Schoenfeldt**

<b>Office Location:</b>	BB 553 C
<b>Office Hours:</b>	10:00-11:00 TTH, 3:30-4:30 TTH Other Times by Appointment
<b>Office Telephone:</b>	270-809-6208
<b>Email:</b>	<a href="mailto:roger.schoenfeldt@murraystate.edu">roger.schoenfeldt@murraystate.edu</a>
<b>Course Prerequisites:</b>	Junior Standing
<b>Required Text:</b>	Jones, Garreth R. & George, Jennifer M. <u>Contemporary Management</u> , 5 <sup>th</sup> ED McGraw-Hill/Irwin, 2008.
<b>Catalog Description:</b>	The fundamental concepts, relationships and principles of managing organized activities are studied. Special emphasis is given to human behavior in organized systems, with attention to the diverse workforce, inter-personal relations, group processes, and the philosophy for managing human resources effectively.
<b>Course Purpose:</b>	The purpose of MGT 350 (Fundamentals of Management) is to introduce students to the art and science of management through the discussion of the managerial functions of planning, organizing, leading and controlling.
<b>Course Objectives:</b>	After completing the MGT 350: Fundamentals of Management class the student will:  1. Understand that the process of management involves the four functions of planning, organizing, motivating and controlling.

2. Know the steps in managerial decision making.
3. Have an understanding of how the task (immediate) environment and the general environment can affect a business.
4. Recognize the importance of international management as we increasingly operate in a global world.
5. Be able to recognize the ethical implications of managerial decisions and realize the social responsibility of business enterprises.
6. Appreciate the benefits and the challenges of a culturally diverse workforce.

### **Assurance of Learning**

**Bachelor of Arts in Business (BAB) and Bachelor of Science in Business (BSB) programs:** Graduates of the Bachelor of Arts in Business (BAB) and Bachelor of Science in Business (BSB) programs shall be able to:

#### **Goal 1: Fundamental Knowledge**

- Demonstrate a fundamental knowledge of the core business disciplines.

#### **Goal 2: Problem-Solving and Decision-making**

- Demonstrate effective problem solving and decision making skills in business situations.

#### **Goal 3: Information Technology**

- Apply information technology tools appropriately in the analysis of business problems.

#### **Goal 4: Ethical Issues**

- Perform a structured analysis of ethical issues in business.

#### **Goal 5: Global and Multicultural Dimensions**

- Demonstrate knowledge of the global and multicultural dimensions of the modern business environment.

#### **Goal 6: Oral and Written Communication**

- Communicate effectively in oral and written formats.

#### **Goal 7: Foreign Language [Bachelor of Arts in Business Programs Only]**

- Understand, speak, read, and write a second language at the intermediate level.

**Grades:**

	<b>Number</b>	<b>#Pts</b>	<b>Total Points</b>
<b>Test</b>	<b>3</b>	<b>100</b>	<b>300</b>
<b>Current Events</b>	<b>2</b>	<b>25</b>	<b>50</b>
<b>Total Points</b>			<b>350</b>

- Three equally weighted exams will be given during the semester.
- The final exam will not be comprehensive but will cover the material since the previous exam.
- Make-ups for exams if not taken on the announced dates may be made up at the discretion and convenience of the professor.
- Students will informally present their current event to the class. The student will turn in a written one page or less summary of the event they are reporting on. Students will sign a schedule listing the due dates of their presentations. Further details will be given in class.
- Extra points may be awarded to students for exceptional class participation.
- Distribution of letter grades is based on a percentage of the total points earned in the class:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	E

**Lectures:** Class lectures are used to highlight, explain, and clarify the most important material in the text. The amount of time allocated to lecture will not permit the content of each chapter to be covered in detail. Therefore, it is the student's responsibility for reading the text and absorbing its content outside of class.

**Attendance Policy:** Each student is expected to be prompt and regular in class attendance. Any students missing more than 4 classes throughout the semester may have his/her final grade lowered. (3 classes for evening course)

**Academic Honesty Policy:** It is the policy of the College of Business and Public Affairs that all instances of academic dishonesty will Receive appropriate punitive action from the instructor and the names of students involved in academic dishonesty will be reported to the dean. Visit this website:  
<http://www.murraystate.edu/cbpa/PDF/Honesty.pdf>

**Changes in the Syllabus:** The class requirements, class schedule, or other aspects of the syllabus are subject to change as dictated by the needs of the class and any unforeseen circumstances that may arise.

**PowerPoint Slides:**

- [Chapter 1](#)
- [Chapter 2](#)
- [Chapter 3](#)
- [Chapter 4](#)
- [Chapter 5](#)
- [Chapter 6](#)
- [Chapter 7](#)
- [Chapter 8](#)
- [Chapter 9](#)
- [Chapter 10](#)
- [Chapter 11](#)
- [Chapter 12](#)
- [Chapter 13](#)
- [Chapter 14](#)
- [Chapter 15](#)
- [Chapter 16](#)
- [Chapter 17](#)
- [Chapter 18](#)

**Statement of Affirmative Action and Equal Opportunity**

Murray State University does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, or disability in employment, admission or the provision of services, educational programs and activities, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. For information regarding nondiscrimination policies contact the Office of Equal Opportunity, 270-809-3155 (V) or 270-809-3311 (TDD). Appeals and Grievance Procedure: BPA Link: <http://www.murraystate.edu/cbpa/PDF/Appeals.pdf>  
MSU Link: <http://www.murraystate.edu/registrar/acad-appeals.htm>

BPA's 2003-2008 Strategic Plan can be viewed at  
<http://www.murraystate.edu/cbpa/stategic>

BPA's Code of Ethics can be viewed at  
<http://www.murraystate.edu/cbpa/PDF/Ethics.pdf>

**MGT 350-04 and MGT 350-05  
Class Schedule & Outline**

<b>WEEK</b>	<b>DATES</b>	<b>ASSIGNMENTS</b>
1	1/13-1/15	Introduction & Chapter 1
2	1/20-1/22	Chapters 1 & 2
3	1/27-1/29	Chapters 2 & 3
4	2/3-2/5	Chapters 3 & 4
5	2/10-2/12	Chapter 4 & Review
6	2/17-2/19	Exam Chapters 1-4 & Chapter 5
7	2/24-2/26	Chapters 5 & 6
8	3/3-3/5	Chapters 6 & 7
9	3/10-3/12	Chapters 7 & 8
10	3/17-3/19	Spring Break <u>ENJOY!!</u>
11	3/24-3/26	Chapters 8 & 9
12	3/31-4/2	Chapter 9 & Exam Chapters 5-9
13	4/7-4/9	Chapters 10 & 11
14	4/14-4/16	Chapters 11 & 12
15	4/21-4/23	Chapters 12 & 13
16	4/28-4/30	Chapters 13 & 14
17	Monday May 4 10:30 A.M.	Final Exam Over Chapters 10-14 MGT 350-04 (11:00-12:15 Class)
	Wednesday May 6 1:30 P.M.	Final Exam Over Chapters 10-14 MGT 350-05 (2:00-3:15 Class)