

Beirut, Lebanon
Department of Management
Course Syllabus
Fall 2012

Course Number:	10828 – MGT201
Course Name:	Introduction to Management
Credit Hours:	3
Section Number:	13
Meeting Time and Place:	MWF 2:00 – 2:50 p.m., Room BB904
Tutorial Lab Hours:	
Instructor:	Dr. Wissam AlHussaini
Office:	15302
Phone extension:	1828
e-mail:	wissam.alhussaini@lau.edu.lb
Office Hours:	MWF 12:00 – 14:00
Course Description:	This course is a study of the management principles and concepts, specifically its history and philosophy, in addition to the processes, decision-making, planning, organizing, actuating and controlling.
Prerequisites:	N/A

Course Learning Objectives:

The first part, *Management*, focuses on understanding managers, what they do, the existing new workplace, lessons of the past and present, an ethics and social responsibility.

The second part, *Environment*, explores the contemporary environment in terms of competition, diversity, organization cultures, globalization, and entrepreneurship.

The third part, *Planning*, addresses how managers use information, information technology, and decision making for planning and controlling, and in process of the strategic management.

The fourth part, *Organizing*, reviews traditional and new developments in organization structures, organizational designs alternatives, as well as systems and work process.

The fifth part, *Leadership*, presents the major models on leadership, including in depth coverage of motivation and rewards, and individual performance and job design.

The sixth part, *Controlling*, addresses how managers use information for controlling, and in the process of operations management and services.

Relationship to Program Learning Goals:

- Work with their peers to solve relatively complex business problems, using the appropriate technologies and decision making tools, within their respective areas of concentration, and communicate their decisions both written and orally.
 - Possess an understanding of their ethical and social responsibilities in the global marketplace.
- Have an understanding of the global impact of economic conditions and cultural dimensions on their respective areas of concentration

Teaching Methodology:

Class time is devoted to lectures, case discussions, problem solving and project presentations.

Required Textbook(s):

Management by Stephen Robbins & Mary Coulter , 11th Global Edition, Pearson, 2012.

Required Technology Skills:

Students are expected to use MS-Word, Excel and MS PowerPoint in completing their projects. They are also expected to have a student account for “Turn-it-in”.

Summary of Topical Coverage:

Week	Material Covered / Chapter Title
Week 1	Ch 1 - Management and Organizations + <i>Management History Module</i>
Week 2	Ch 2 - Understanding Management’s Context: Constraints and Challenges
Week 3	Ch 3 - Managing in a Global Environment + Ch 4 - Managing Diversity
Week 4	Ch 5 - Managing Social Responsibility and Ethics
Week 5	Exam 1 Chapters 1 - 5
	Ch 7 - Managers as Decision Makers
Week 6	Ch 8 - Foundations of Planning
Week 7	Ch 9 – Strategic Management
Week 8	Ch 9 – Strategic Management
Week 9	Ch 10 - Basic Organizational Design
Week 10	Ch 12 - Managing Human Resources
Week 11	Exam 2 - Chapters 7, 8, 9, 10, 12
	Ch 14 - Understanding Individual Behavior
Week 12	Ch 16 – Motivating Employees
Week 13	Ch 17 - Managers as Leaders
Week 14	Ch 18 - Introduction to Controlling
	Final Exam - Chapters 2, 8, 9,10, 12,14,16,17,18

Topic Performance Evaluation: Number of hours /week

Student performance evaluation will be based on exams, class discussion, case presentations, attendance, and other assignments according to the following distribution:

<i>Component</i>	<i>Points allocated/percentage allocated</i>
Two exams @ 100 points each/ 25% each	200 / 50%
Group Project	100 / 10%
Case Studies-Group work	100 / 5%
Other: Attendance & Class Participation	100 / 5%
Final Exam	100 / 30%
Total	600/ 100%

A letter grade will be determined based on the University grading scale, as follows:

Grade	Quality Points	Guidelines over 100
A	4	≥ 90
A ⁻	3.67	87 - 89
B ⁺	3.33	83 - 86
B	3.0	80 - 82
B ⁻	2.67	77 - 79
C ⁺	2.33	73 - 76
C	2	70 - 72
C ⁻	1.67	67 - 69
D ⁺	1.33	63 - 66
D	1	60 - 62
F	0	≤ 59

Attendance Policy:

Students are not allowed to miss more than 6 sessions MWF or 4 sessions TTh (TR).

The Deadline for withdrawing from the course with a “W” grade is **Dec. 7, 2012**.

Cell phones should be turned off during classes and exams.

Students are held responsible for all the material presented in the classroom, even during their absence. Students missing more than 6 class sessions MWF or 4 sessions TTh (TR) of instruction may be penalized. Students missing more than ten class sessions of instruction may be dropped without notice.

Students are held responsible for all the material presented in the classroom, even during their absence. In any semester, or term, students can miss no more than the equivalent of five weeks of instruction, in any course, and still receive credit for that course.

However, instructors have the right to impose specific attendance regulations in their courses, provided that the above-stated limit of absences is not exceeded, and the minimum number of absences allowed is no fewer than the equivalent of two weeks of classroom instruction, after the Drop and Add period.

Make-up Policy:

- a. Missing an exam: *No make-up exam will be given unless under extreme circumstances and at the instructor’s discretion.*
- b. Late submitting projects/assignment: *Students are expected to submit their work on time as specified by the instructor. However, late work submissions will be penalized.*
- c. Lost sessions due to instructor’s absence: *Note the following University Policy:*

All lost sessions are to be made up. When the number of lost days (resulting from suspension of classes, for any reason) in a regular semester add up to 10, they are to be made up as follows:

Three days, to be made up according to a schedule set at the discretion of each Faculty member.

Seven days, to be scheduled by a decision of the University Planning Council, in consultation with the Faculty. The 10 day period is seen as the period beyond which no makeup can be considered, and credit loss becomes inevitable. Alternately, the semester may be extended, and

students may have to bear any additional expenses resulting from such an extension.

University Policies:

Student Code of Conduct:

The provisions and stipulations of LAU Student Code of Conduct are applicable to all students taking courses in the School of Business, regardless of whether or not they are pursuing a degree in the School. Refer to LAU's website for the complete policy
http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf

Copyright laws:

Refer to LAU's policy on Copyrights and Patents on the web or the academic catalogue
http://www.lau.edu.lb/governance-policies/policies/copyright_patent_policy.pdf

Academic Dishonesty and Plagiarism:

Students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, forgery, or plagiarism. Plagiarism is defined as the use of someone else's ideas, words, or work, as if it were one's own, without clearly acknowledging the source of that information. Any student found cheating in an exam, fabricating, falsifying, or using any other form of academic dishonesty in the preparation of a paper or a project, shall receive a zero on that exam, project or paper and will be issued a Disciplinary Warning. A student found plagiarizing or cheating for a second time shall receive an F grade for the course, as well as a second Disciplinary Warning. Refer to the policy on academic dishonesty on LAU's website
http://www.lau.edu.lb/academics/arp/g/rules_procedures.php

Policy on Incompletes:

A grade of "I" indicates incomplete work. This grade is exceptionally given by the instructor when a student, with a valid excuse, did not sit for the final exam, and/or did not present the final project. Students will not be entitled to an "I" grade, unless they have a passing grade of the completed material, throughout the course, and so long as they have not exceeded the allowed number of absences. Not completing the course or not sitting for Final exam does NOT entitle you for a grade of "I". A student will have to complete a request form for an Incomplete Grade and submit it to the School Academic Council with the necessary input from the instructor of the course.