



**International Business Management Program  
Faculty of Business Administration  
First Semester, Academic Year 2014**

- I. Course Code: MG 109  
Course Title: Organization and Management  
Course Type: Core Course  
Number of Credits: 3(3-0-6)  
Prerequisite: None  
Class Time: Monday/Wednesday 12:30 – 14:00  
Course website: <https://sites.google.com/site/payapmg109/>

II. Course Description

Basic concepts of business, business functions, business environment, types of organizations, principles of management, management functions, planning, organizing, directing and controlling. The management code of ethics.

- III. Instructor: Aj. Mark Crawford  
Position: Instructor, IBM  
Email: [adjarnmark@gmail.com](mailto:adjarnmark@gmail.com)  
Telephone:

IV. Course Objectives

Upon completing this course, students should be able to:

- Comprehend the complex nature of corporate organizations, understand business environments and their influence on society.
- Understand and apply the general functions of management to any business.
- Appreciate that several management theories evolved alongside a known body of knowledge regarding management techniques and its ability to guide corporations. Know that this knowledge has a profound effect on life both in and out of the corporate world and understand the

world could be further improved with a more ethical use of this knowledge.

- Understand the significance of motivation and the power of leadership for employees.
- Comprehend strategies used in different functional areas for effective and efficient performance.
- Realize the importance of diversity and cultural issues in business.
- Appreciate the growing significance of corporate social responsibility and ethics in businesses.
- Appreciate the great importance of corporate social responsibility and business ethics and understand how much further it could be improved.

## V. References

Required: *Introduction to Management*, 12<sup>th</sup> Edition, Wiley, 2013

Supplemental reading: As assigned throughout the semester

## VI. Expectations

1. Demonstrated proficiency in the use of the English language is expected for writing assignments. Grammatical errors and writing that do not clearly express ideas will affect your grade.

*I highly recommend proofreading all assignments prior to handing them in.*

2. Ability to participate in oral presentations, public debate and commentary during class periods.

*I highly recommend practicing with your entire group for all presentations.*

3. Assigned readings are meant to be completed prior to class.
4. You will ask for help when you need it.
5. The course website should be accessed regularly to follow postings and schedule changes.

## VII. Course Policies

### 1. Academic Honesty

The IBM department has a zero tolerance for plagiarism. This includes downloaded material from the Internet, copied passages from a book or a fellow classmate without proper acknowledgment of the source(s). Breaches of academic integrity which includes submitting other peoples work as your own will result in an automatic grade of zero for the assignment/ exam, and may be reported to the judicial affairs officer. All students are responsible for learning the proper forms of citation required by the course instructor.

### 2. Handing in Assignments

Unless otherwise noted, all assignments are due in class, on the date specified, and typed. Please use 12 point font and 1.5 spacing between lines. Late assignments suffer a 50% penalty, starting at the end of the class on the due date; no late assignments will be accepted more than 1 week after the due date.

### 3. Contacting Me

I am available during office hours or you can schedule an appointment to see me. I am available via email; however, plan in advance to give me reasonable time to respond (i.e. emailing at 3:00 AM the night before an assignment is due will not be responded to until the next business day).

#### 4. Attendance

Regular attendance is expected for all students enrolled in the course. Students who arrive late or leave early will be counted as late and three will equal an absence. Every student is responsible for all material covered in class when absent. Students who miss more than 80% of the classes will not be eligible to take the final examination.

If you miss class due to an illness, please bring in a signed note from your doctor. Any assignments missed due to an illness with a doctor's note is your responsibility to make up and hand in to the instructor.

#### 5. Disruptions to class

Your participation in class discussions on material and questions is important, welcome and integral to the class. However; private conversations in class are disruptive, and prevent other students from hearing and learning from the material presented. You may be asked to leave the class if you are disruptive to other students. All mobiles must be turned to silent and put away. You can only use your electronic devices (Smartphones, Ipads, Netbooks, etc.) if they are being used to follow the lecture PowerPoints or research relevant information to the topic being discussed.

#### 6. Leaving the classroom

Prior to entering the classroom, please prepare yourself to participate in the class for 90 minutes. Have all books and materials that you need prepared. Use the restroom before coming to class. If you need to be excused from the classroom momentarily, please raise your hand and ask to be excused and wait for the instructor to acknowledge the request. The need to leave a class while in session should be an exception and not a daily occurrence. Please do not just get up and walk in and out of the classroom.

## VIII. Course Assessment Scheme

### **Participation** **10 %**

Involvement in class discussions and activities as well as completing all homework assignments and case studies. Note: It is impossible to participate without attending class.

### **Group Paper 1** **5%**

Select a current company and describe its management values and methods.

### **Group Presentation 1** **5%**

Present your group's findings to the larger class in a 5 minute presentation.

### **Group Paper 2** **5%**

Select a current company and describe how it manages the functions of planning, controlling, leading and organizing.

### **Group Presentation 2** **5%**

Present your group's findings to the larger class in a 5 minute presentation.

### **Quiz 1** **5%**

Cumulative knowledge from class discussions, homework assignments and chapters 1 -3; 5.

### **Quiz 2** **5%**

Cumulative knowledge from class discussions, homework assignments and chapters 11-12; 14-15

### **Midterm** **30%**

Cumulative knowledge from class discussions, homework assignments and focusing on chapters 1 -3; 5; 7-9

### **Final** **30%**

Cumulative knowledge from class discussions, homework assignments and focusing on chapters 11-12; 14-18

IX. Course Grading & Requirements

Class grading will be based on points in the following distribution (Percent):

Participation	10%
Group Papers	10%
Group Presentations	10%
Quiz 1	5%
Quiz 2	5%
Midterm	30%
Final	30%

Individual	80%
Pair work / Group	20%

X. Evaluation Criteria

1. Students are required to attend at least 80% of the classes to be eligible for the final examination.
2. This course employs the standardized grading system:

80 - 100	A
75 - 79	B+
70 - 74	B
65 - 69	C+
60 - 64	C
55 - 59	D+
50 - 54	D
0 - 49	F

3. The following grades may also be given:

'I'	Incomplete
'W'	Withdrawn
'IP'	Course work in progress

## XI. Class Schedule

The details of this document may be changed during the course of the semester. Any changes will be announced in class or/and posted on the course website.

Week	Chapter	Topic	Assignments	Due
1	1	The Management Process		
2	1	The Management Process		
3	2	History of Management Thought		
4	3	Ethical Behavior and Social Responsibility		
5	5	International Management	Quiz 1 (5%)	Thursday, Sept 4th
6	7	The Decision Making Process		
7	8	Fundamentals of Planning	Group Presentations (5%) and Papers (5%)	Thursday, Sept 18th
8	9	Fundamentals of Control		
			MIDTERM (30%)	Please check Payap Registrar room and date
9	11	Fundamentals of Organizing		
10	12	Organizational Change and Development		
11	14	Essentials of Leadership		

12	15	Foundations of Individual Behaviour	Quiz 2 (5%)	Thursday, October 30th
13	16	Motivation Theory and Practice		
14	17	Teams and Teamwork	Group Presentations (5%) and Papers (5%)	Thursday, November 13th
15	18	Communication, Conflict and Negotiation		
			FINAL (30%)	