

University of Kentucky  
Independent Study Program  
Lexington, KY 40506

Management 301  
Business Management

16 Assignments  
3 Semester Hours

This independent study course was prepared by Scott Droege, MBA, Ph.D. Program, School of Management, Carol Martin Gatton College of Business and Economics, University of Kentucky.

### **Purpose of the Course**

Completion of this course fulfills the requirements for Management 301 at the University of Kentucky. It serves as an introduction to the body of research comprising the field of management. According to the UK course catalogue, Management 301 is "a study of planning, organizing, leading, and controlling from an interdisciplinary approach, utilizing actual decision-making cases." Understanding the dynamics of the business environment and investing in rudimentary tools toward achieving career success are the goals of this course.

### **Textbook Requirements**

Bateman & Snell. (2001). *Management*, 5<sup>th</sup> Edition. McGraw-Hill Irwin.

### **Course Objectives**

This course will lay the historical foundations of the field of management and consider the many facets of a manager's job. It highlights issues facing the modern manager in today's global environment and competitive marketplace. The critical objectives of the course include the following:

- To gain a basic understanding of the internal and external environments central of business organizations and the implications of these environments for managers.
- To understand and appreciate the magnitude of a manager's responsibilities in planning, organizing, leading, and controlling in organizations.
- To become familiar with basic concepts of managing people including motivating, empowering, and other human resource skills.
- To develop a constructively critical view of management issues and practices, ultimately leading to the development of feasible alternatives to management problems resulting in creative, informed decision making.

## Course Overview and Grading

The course consists of 16 assignments and a final comprehensive exam. Each assignment is composed of 25 multiple choice questions that will be used to assess the competencies developed as the student works through the course. The final exam contains 100 multiple-choice questions. The average of the assignment scores will count as 65% of the final grade and the final exam will count as 35% of the final grade as summarized below. **Students must achieve a score of at least 60% on the final exam to receive a passing grade for the course.**

### *Final course grade*

Average of 16 assignments	65%
Final exam	35%*

90-100%	=A
80-89%	=B
70-79%	=C
60-69%	=D
<60%	=F

***\*To receive a passing grade for the course, students must achieve at least a 60% or higher grade on the final exam. Final exam scores less than 60% will result in a failing grade for the course, regardless of the total cumulative average.***

### **Information for Students Submitting Assignments by Mail**

The answer sheets provided with this study guide must be used for all assignments. A Assignment Cover Sheet must be included with all assignments.

### **Information for Students Submitting Assignments by E-Mail**

Inform the ISPO of your interest in submitting completed assignments by e-mail. They will provide you with the ISPO and instructor e-mail addresses.

Please use the following format:

- On the top line of the test, type your name and Management 301
- On the second line, type your enrollment number and assignment number
- *Answer all the questions in the body of the e-mail, not as an attachment.*
- Send all assignments to *both* your instructor and the ISPO.

## **Suggestions for Successful Course Completion**

- Read each chapter thoroughly before attempting to answer the questions. Take notes as you read the chapter. Carefully written notes will be useful in preparing for the final exam.
- Complete each assignment carefully and check your responses before submitting them for grading. Once tests are submitted, answers cannot be changed. Take your time.
- Once you receive your grade for each of the assignments, revise your notes based on the questions you answered incorrectly. This will help you in preparing for the final exam.
- To prepare for the final exam, study your notes and assignments to determine areas of weakness. Reread the applicable sections of the text until you feel confident that you have mastered the material. As a final step, read each chapter summary just prior to taking the final exam.
- The final exam consists of 100 multiple-choice questions. Although the final exam questions are different from the assignment questions, the content is the same. If you understand the topics addressed in the assignments, you should do well on the final exam.

## Assignments

<b>Assignment Number</b>	<b>Chapter Number</b>	<b>Topic</b>
1	1	Managing
2	2	The External Environment
3	3	Managerial Decision Making
4	4	Planning and Strategic Management
5	5	Ethics and Corporate Responsibility
6	6	International Management
7	7	New Ventures
8	8	Organization Structure
9	9	The Responsive Organization
10	10	Human Resources Management
11	11	Managing the Diverse Workforce
12	12	Leadership
13	13	Motivating for Performance
14	14	Managing Teams
15	15	Communicating
16	16	Managerial Control