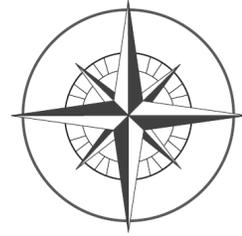


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Micah 6:8



MGT 210: Principles of Management
ANDERSON UNIVERSITY (SC)
Syllabus

I. COURSE INFORMATION: MGT 210 Principles of Management (3 credits)

Analysis of the role of management in an organization; topics include theories of management; leadership; social responsibility of management; functions of management in planning, supervision, communications, budget control, quality control, and resources development. Prerequisites: Either PSY101 or SOC101.

This class meets Online.

Expectations for time spent on class-related activities such as in class versus out of class. A three to one formula is expected. For every hour in class you are expected to spend three hours out of class on class related activities.

II. COURSE PURPOSE, OBJECTIVES, AND STUDENT LEARNING OUTCOMES:

Purpose of the course:

This course supports the College of Business (COB) student learning outcomes and IDEA objectives by helping the learner develop a basic understanding of the fundamentals of management. This course will examine many of the people and ideas that have shaped management practice and theory throughout the twentieth century. Included in the study will be the historical roots of management practice, foundations of planning and decision making, organizational designs, leadership and teamwork, as well as the foundations of controlling an organization.

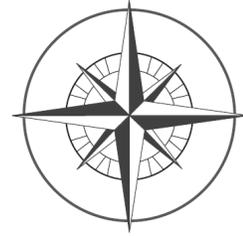
COB Student Learning Outcomes for Undergraduate Programs

SLO 1: Demonstrate basic understanding of business knowledge

- a. To introduce the students to twentieth century management innovators and their contribution to management thought and practice.
- b. To introduce the student to many of the challenges and opportunities they will face in planning, organizing, leading, and controlling organizations they are and will be associated with.
- c. To begin to develop the student's managerial skills and thought process.
- d. Identify many of the factors and forces managers must confront both internally and externally to the organization.



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- e. Understand the purpose of an organization, the importance of management, the management functions, and the notion of an organization as a network of systems.
- f. Identify aspects of the decision-making process, the various types of decisions made in the organization, the concept of problem definition, and the various approaches to decision-making.
- g. Recognize and define the general literature and terminology of management.
- h. Formulate a basic understanding of the concept of strategic management.

SLO 2: Demonstrate application of business knowledge

- a. Develop knowledge of core behavioral principles and theories upon which important management skills are based.
- a. Develop a framework to analyze organizational systems.
- b. Develop knowledge of fundamental management concepts and principles.

SLO 4: Demonstrate integration of Biblical principles

To consider management theory from an ethical, moral, and Biblical perspective.

IDEA Learning Objectives:

- 1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
- 2. Learning to apply course material (to improve thinking, problem solving, and decisions)
- 3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

III. METHOD OF ASSESSING ACHIEVEMENT OF STUDENT LEARNING OUTCOMES:

- 1. The learners’ knowledge will be continually assessed based on their participation in class discussion. (SLO 1, 2, & 4)
- 2. Exams, MyManagementLab homework assignments, written assignments, discussion forums will be used to assess the learner’s ability to integrate the material with current business issues. (SLO 1, 2 & 4)
- 3. Discussion assignments covering business cases or scenarios will be used to cover learner’s application knowledge of the material. (SLO 2)

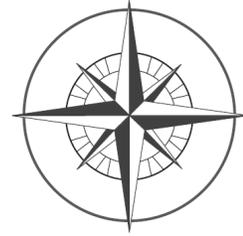
IV. STUDENT FEEDBACK AND GRADING POLICIES AND PROCEDURES

Grading: Course grades are based on the following elements and points:

COURSE ELEMENTS	Weight
Written Assignments	20%



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Exams	30%
MyManagementLab Homework	25%
Discussion Forums	25%
TOTAL	100%

The final grade cutoff points are as follows:

Final grade cutoff percentage:	
100 – 90% = A	69 – 60% = D
89 – 80% = B	59% or less = F
79 – 70% = C	

Late work, make up work. You are expected to turn in assignments on or before their due dates. No assignment may be turned in late. **If in extenuating circumstances a late assignment is allowed,** assignments that are turned in late will receive an automatic **15% deduction** to the earned score. Assignments not submitted by the date and ending time of the semester final examination will result in no credit (zero points) for that assignment. Once an assignment is submitted and the submission deadline has passed, the professor considers it to be the complete work of the student(s) for that assignment. Items or components left out of any submitted assignment will not be included in the assignment after the assignment’s due date. A *corrupted* electronic file of the student’s work is considered by the Professor to be the complete work of the student for that assignment. If an assignment is submitted in this form, it will result in a score of zero (0) points.

Class Discussions. The professor will select topics to explore in class discussions that are relevant to but do not necessarily overlap 100% of the material covered in the textbook. However, you are responsible to read the textbook. The professor will not take the time to explain everything you read about in the text. Rather, he will be selective in the textbook material we explore in class. In addition, he may choose to bring in topics not covered in or only referred to in the textbook.

Writing Style Requirements: APA style should be followed. All written reports must be typed, double-spaced. Use section headings where appropriate. Place your name, the Course Number, topic/title and date on the first page. Number the pages. References must also follow the APA style manual.

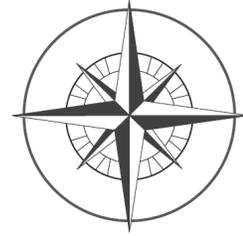
Discussion Forums:

The success of our class session is largely determined by your input to class discussions. You are expected to come to class prepared so that you are able to provide well thought out points, instead of “shoot from the hip” answers. Your participation in the discussion forums will determine 25% of your grade.



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Exams:

There are four multiple choice exams throughout the course. Questions will be relative to the course material of the chapters covered in the modules. You are expected to know the definition of the terms and understand principles and theories covered in the text. The exams will assess your understanding of the definitions, principles, and theories as well as your ability to analyze and apply information relative to them.

Written Assignments:

During the course you will be required to complete three written assignments. The written assignments are to be completed in Modules 1, 3, and 5. They can be found within Canvas. The written assignments can be accessed by clicking on the Canvas written assignment tab within the module.

MyManagementLab Homework:

Each student will be required to complete the MyManagementLab homework assignments for each chapter that we cover in the textbook. The homework questions must be completed for each learning objective assigned within each chapter. Additionally, one simulation exercise will be assigned per chapter and must be completed. Please click on the Pearson MyManagementLab All Assignments tab within Canvas. Then click on the appropriate chapter assignment and simulation. Complete both the questions and the simulation.

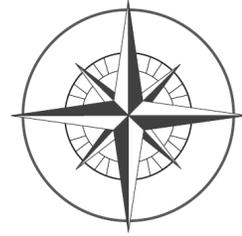
Instructions for registration are within the course site in Canvas. You may use your access code that comes with your text or you may purchase an access code to MyManagementLab or one with the accompanying e-text on the Pearson MyManagementLab link provided within Canvas.

Grade appeal: All grade appeals will follow the guidelines in the Anderson University Catalog. The first step in this process is to appeal to the instructor, this must be completed within 10 days as exams and papers will be shredded. As such, all grade appeals for this course should be submitted in writing. The content of the appeal should outline the reason for the appeal and the expected outcome of the appeal.



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V. METHOD OF INSTRUCTION

This is an online course so all of your work will need to be completed online (forum discussions, individual analyses of project, Internet research and assigned textbook exercises and questions). The course is organized in eight week segments. Each week begins on a Monday and ends on a Sunday. You will have virtual activities to complete online for the remainder of the week. Classwork must be submitted as specified in the syllabus.

VI. COMPUTER AND INFORMATION TECHNOLOGY USAGE; E-MAIL POLICY, STATEMENT ON PERMISSION OR PROHIBITION OF RECORDING LECTURES AND/CLASS MEETINGS

UNIVERSITY EMAIL

All students are expected to establish and maintain an e-mail address on the Anderson University e-mail system. Students are expected to check their e-mail at least once each week during the Fall and Spring semesters. Students are responsible for all material, assignments, and announcements sent by e-mail. Ignorance of course requirements, instructor statements and directions, and University announcements or policy statements sent through University e-mail is not an acceptable excuse for failure to meet the requirements of a course or to adhere to University policy.

RECORDING OF CLASS LECTURES

Audio or video recordings of lectures and classroom discussions are not permitted in this class. AU values the open exchange of ideas, which occurs more freely if the participants know that comments and discussions will not be recorded and shared.

Recording of lectures is permitted only if permission is secured in advance from the Center for Student Success and the course instructor is notified. Recordings can be used only to assist the individual student in that class. Publishing, distributing, or using classroom recordings in violation of these restrictions is a violation of the student code of conduct and may be a violation of federal copyright laws.

VII. COURSE POLICIES

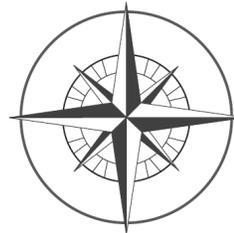
COB ATTENDANCE POLICY

The College of Business at Anderson University expects regular and punctual attendance. Attendance in a business class will be recorded for each scheduled class meeting. Students enrolled in a course in the College of Business are expected to attend scheduled classes according to the instructor's written attendance policy found in the syllabus for



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that course. It is the student’s responsibility to read and understand the attendance policy as stated in the course syllabus for each course the student is enrolled to attend.

ACADEMIC DISHONESTY

Academic dishonesty will be dealt with in accordance with the University policy as described in the Anderson University Student Handbook (See page 265)

STATEMENT ON DISABILITIES AND ACADEMIC ADJUSTMENTS

If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic adjustment to help provide you with an equal opportunity to participate in and benefit from this course. Please contact the staff of the Center for Student Success, who will advise you on appropriate documentation, determine reasonable adjustments, and notify me of any adjustments for which you are eligible. Once you have been approved for an academic adjustment through the Center for Student Success, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or adjustment without your written consent. This process must be repeated for every semester you are enrolled at Anderson University and wish to receive an adjustment. Academic adjustments are intended to “level the playing field” so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an adjustment, so please attend to this early in the semester.

WITHDRAWAL DATES

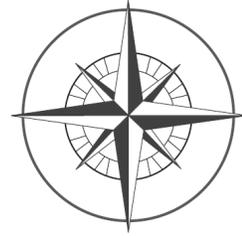
TERM	Course begin:	<u>Last Day to Drop with NO GRADE and NO CHARGE</u> Students will not be charged for the course if dropping on/before this date Course will not appear on student transcript	<u>Last day to withdraw with a grade of “W”</u> Student will be charged for the course if dropping after the date in the previous Course will appear on the student transcript	Course End:

- * Request must be conveyed to the Registrar’s Office by the end of business on the date indicated.
- * Drop fee applies once Self Service has closed



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NOTE REGARDING THE MAJOR FIELD TEST IN BUSINESS

If you are a business major, sometime during your senior seminar you will take the Major Field Test in Business. This test is a comprehensive test covering the things you have studied in the “Core Courses.” Material addressed in the course MGT 210 may be included in the Major Field Test. If you are a Management Major or Minor, you will be exposed to some of these management issues and material in other courses. But if you are an accounting, finance or marketing major, this course may be your only exposure to some of the material in management that is covered in the Major Field Test. Take notes from this course. Save your notes. Review them when preparing for the Major Field Test during your senior year. The professor cannot tell you specific questions that will be on the Major Field Test.

CHANGES TO SYLLABUS

This Syllabus is subject to change at the sole discretion of the Professor. Announcements made by the professor regarding changes to the Syllabus take precedence over any other communication.

VIII. LEARNING FACILITIES AND RESOURCES FOR STUDENTS

No additional resources are required beyond the text, the library, and computer lab.

NetTutor

A free online tutoring program available to our online AU students. Tutoring is available in a variety of subjects, and you do not have to be on campus to access it. You can access the NetTutor resources from within any of your Canvas courses by clicking on the NetTutor button located in the course’s main menu on the left.

Thrift Library

Hours are posted at <https://www.andersonuniversity.edu/library> (Closed on all university holidays.)

Bunton Lab

Located in Thrift Library, 2nd floor.

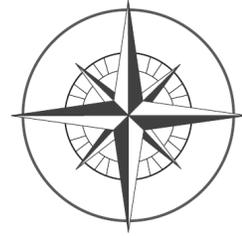
The Writing and Multi-Media Center

Located in Thrift Library, 2nd floor. For drop-in hours and appointment-based tutoring for all your writing needs, see <https://www.andersonuniversity.edu/writing-center>. Schedule an appointment by visiting <https://anderson.mywconline.com>. If you are an Online or University Center student, or unable to make it to the physical writing center, please feel free to make an



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online appointment by selecting the option that reads "online appointment". Instructions for setting up an account are provided on the page.

The Center for Student Success

Located in in Thrift Library, 2nd floor. The Center provides support for academic assistance, tutoring services, as well as study skills seminars. Call 864-328-1420 to contact the Center or visit their website at <http://www.andersonuniversity.edu/student-success>.