

## **PRINCIPLES OF MANAGEMENT MGT 204**



**Course:** Principles of Management MGT 204

**Description:**

Basic course in management with emphasis on the application of sound managerial practices and techniques in the field of management. The functions of management, planning, organizing, leading, and controlling, are studied as the framework for this course.

**Prerequisite:** None

**Textbook: Management: Principles and Applications 3<sup>rd</sup> edition  
Bierman, Ferrell, Ferrell**

ISBN paperback black and white: 978-1-942041-02-3

ISBN paperback color: 978-0-989-0496-8-9

**Order from the website for best pricing. Academic Media Solutions**

**Outcome Objectives of Course:**

*Upon successful completion of this course, students will be able to complete the following tasks:*

1. Describe the management functions of planning, organizing, staffing and leading, and controlling.
2. Discuss management concepts as they relate to the global environment.
3. Debate ethical dilemmas in management.
4. Demonstrate appreciation for diversity as a business management strategy.
5. Utilize technology to increase managerial productivity problems.
6. Identify future trends in management.
7. Apply management concepts in a practical way.

### **Method for Evaluation Student Performance:**

Introduction on Black Board	10 pts
Chapter 1 Questions	140 pts
5 Reflection Papers (50 pts each)	250 pts
Test over chapters 1-4	200 pts
Discussion Board (5) 50 pts each	250 pts
Final exam (1) 150 pts each	<u>150 pts</u>
Total points	1000 pts

### **Assignments**

All work turned in late will need to have prior approval. Points will be deducted for any late work accepted.

### **Cheating/Plagiarism**

College policy states that the consequences for cheating in a course are suspension or dismissal from the University. Students are expected to submit their own work at all times. In addition, students are reminded that any form of plagiarism is not acceptable and will result in a failing grade on the assignment and possible failure in the course.

Grades will be assigned based on the following percentages of the total points possible:

<b>96 – 100 %</b>	<b>A</b>
<b>94 – 95.9%</b>	<b>A-</b>
<b>90 – 93.9%</b>	<b>B+</b>
<b>87 – 89.9%</b>	<b>B</b>
<b>84 – 86.9%</b>	<b>B-</b>
<b>80 – 83.9%</b>	<b>C+</b>
<b>76 – 79.9%</b>	<b>C</b>
<b>72 – 75.9%</b>	<b>C-</b>
<b>70 – 71%</b>	<b>D</b>
<b>69.9% and below</b>	<b>F</b>

**Yes, I understand this is a tough grading scale, but all your work can be spellchecked before turning it in. Additionally, tests can be open-book.**

**Most importantly, learn and have fun!**

# COURSE INFORMATION

**1. ALL CHAPTERS SHOULD BE READ BEFORE COMPLETING HOMEWORK.**

**2. *DISCUSSION BOARD ASSIGNMENTS (ON BLACKBOARD)* SHOULD BE WRITTEN IN A MATURE, EDUCATED FORMAT. YOUR DISCUSSION BOARD POSTS SHOULD ADD SUFFICIENT KNOWLEDGE AND ORIGINAL THOUGHT TO OBTAIN FULL POINTS. NO RUDE OR UNPROFESSIONAL COMMENTS WILL BE TOLERATED. SPELLING AND GRAMMAR WILL BE GRADED. See rubric at the end of the syllabus for expectations and grading.**

**3. *REFLECTION PAPERS* should be a way to relate the videos to the book information. To get started, you may want to do the following:**

**Ask yourself questions to guide your response.** If you are struggling to gauge your own feelings or pinpoint your own response, try asking yourself questions about the experience or reading and how it relates to you. Sample questions might include:<sup>[3]</sup>

- Does the reading, lecture, or experience challenge you socially, culturally, emotionally, or theologically? If so, where and how? Why does it bother you or catch your attention?
- Has the reading, lecture, or experience changed your way of thinking? Did it conflict with beliefs you held previously, and what evidence did it provide you with in order to change your thought process on the topic?
- Does the reading, lecture, or experience leave you with any questions? Were these questions ones you had previously or ones you developed only after finishing?
- Did the author, speaker, or those involved in the experience fail to address any important issues? Could a certain fact or idea have dramatically changed the impact or conclusion of the reading, lecture, or experience?
- How do the issues or ideas brought up in this reading, lecture, or experience mesh with past experiences or readings? Do the ideas contradict or support each other

<http://www.wikihow.com/Write-a-Reflection-Paper>

**However, you do not have to answer just the questions above. Any thoughts you have to relate the video to the terms in the text is fine. There is no 'one best way' for the reflection papers.**

<p><b>MODULE 1</b></p>	<p><b>To Begin:</b> GO TO DISCUSSION BOARD ON BLACKBOARD AND INTRODUCE YOURSELF. THIS IS A GREAT WAY TO GET TO KNOW OTHER STUDENTS.</p> <p>Chapter 1, An Overview of Management  Chapter 2, History of Management Thought</p> <p><u>HOMEWORK:</u></p> <ol style="list-style-type: none"> <li>View this video for Module 1  <a href="https://www.youtube.com/watch?v=AeHuH39M4QQ">https://www.youtube.com/watch?v=AeHuH39M4QQ</a></li> <li>DISCUSSION BOARD QUESTION FOR THIS MODULE. (Go to the 'Discussion Board' tab on the left side in Black Board.)</li> <li>Answer the following questions on Black Board (Click on the 'Chapter 1 Questions' tab on the left side of the screen to submit answers.) You may use bullet points, but be sure the answer is complete. Grammar and spelling count. (When you get to the correct tab in Black Board, you may click 'Write Submission' and type directly into Black Board or you can type a Word document and attach it as a file.) <ol style="list-style-type: none"> <li><b>Name a great organization. How do you think management contributes to making it great?</b></li> <li><b>Describe your use of the four management functions in the management of your daily life. When you are done, decide which one you are weakest in and submit a simple plan to get better at that function during the eight weeks of this course.</b></li> </ol> </li> </ol>
<p><b>MODULE 2</b></p>	<p>Chapter 3, The Environment of Management</p> <p><u>HOMEWORK:</u></p> <ol style="list-style-type: none"> <li>View the following videos for Module 2 <p>Aflac  <a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_18.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_18.html</a></p> <p>History of Management  <a href="https://www.youtube.com/watch?v=EobeHwOw3S4">https://www.youtube.com/watch?v=EobeHwOw3S4</a></p> <p>Pike Place  <a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_09.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_09.html</a></p> </li> <li>DISCUSSION BOARD QUESTION FOR THIS MODULE</li> <li>Reflection paper describing how the videos support Module 2 from the text. This should be 300-400 words, with a minimum of any <b>six terms from chapters covered</b> in the book being discussed. The reflection paper should be submitted on Black Board under 'Reflections'</li> </ol>

<p><b>MODULE 3</b></p>	<p>Chapter 4: Ethics and Social Responsibility</p> <ol style="list-style-type: none"> <li>1. View the Video at: <a href="https://www.youtube.com/watch?v=CiOHT619uj0">https://www.youtube.com/watch?v=CiOHT619uj0</a></li> <li>2. View the video at: <a href="https://www.youtube.com/watch?v=xoE8XlcDUI8">https://www.youtube.com/watch?v=xoE8XlcDUI8</a></li> </ol> <p>Chapter 6, Planning and Strategic Management</p> <p><u>HOMEWORK:</u></p> <ol style="list-style-type: none"> <li>3. View the video for Module 3</li> </ol> <p>HP scandal</p> <p><a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_15.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_15.html</a></p> <ol style="list-style-type: none"> <li>4. DISCUSSION BOARD QUESTION FOR THIS MODULE</li> </ol> <p><b>5. Test over chapters 1-4. You can find this test in Module 3. However, you may not see the tab for the test until the date/time it opens.</b></p>
<p><b>MODULE 4</b></p>	<p>Chapter 5, Managing in a Global World</p> <p>Chapter 7, Decision Making</p> <p>Chapter 8, Organizing: Designing Jobs, Departments, and the Overall Org.</p> <p><u>HOMEWORK:</u></p> <ol style="list-style-type: none"> <li>1. View videos for Module 4</li> </ol> <p>Decisions</p> <p><a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_04.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_04.html</a></p> <p>New Grads</p> <p><a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_08.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_08.html</a></p> <ol style="list-style-type: none"> <li>2. Reflection paper describing how the videos support Module 4 from the text. This should be 300-400 words, with a minimum of six terms from each chapter being discussed. The reflection paper should be submitted on Black Board under 'Reflections'</li> </ol>
<p><b>MODULE 5</b></p>	<p>Chapter 9, Human Resource Management</p> <p><u>HOMEWORK:</u></p> <ol style="list-style-type: none"> <li>1. View the video for Module 5</li> </ol> <p>Chapter 7 Zappos</p> <p><a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_10.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_10.html</a></p> <ol style="list-style-type: none"> <li>2. Reflection paper describing how the videos support module 5 from the text. This should be 300-400 words, with a minimum of six terms from the chapter being discussed. The reflection paper should be submitted on Black Board under 'Reflections'</li> </ol>

<p><b>MODULE 6</b></p>	<p>Chapter 11, Effective Leadership in Organizations  Chapter 12, Motivating People  <u>HOMEWORK:</u>  1. View the videos for Module 6  Google  <a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_11.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_11.html</a>    BMW  <a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_02.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_02.html</a>    2. DISCUSSION BOARD QUESTION FOR THIS MODULE    3. Reflection paper describing how the videos support Module 6 readings from the text. This should be 300-400 words, with a minimum of six terms from each chapter being discussed. The reflection paper should be submitted on Black Board under 'Reflections'</p>
<p><b>MODULE 7</b></p>	<p>Chapter 13, Effective Team Management  Chapter 14, Communicating in Organizations    <u>HOMEWORK:</u>  1. View the video for Module 7    IDEO  <a href="http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_13.html">http://bevideos.mhhe.com/business/video_library/0077424611/swf/Clip_13.html</a>    2. Reflection paper describing how the videos support Module 7 from the text. This should be 300-400 words, with a minimum of six terms from each chapter being discussed. The reflection paper should be submitted on Black Board under 'Reflections'</p>
<p><b>MODULE 8</b></p>	<p>Chapter 10, Organizational Change and Innovation  <u>HOMEWORK:</u>  1. DISCUSSION BOARD QUESTION FOR THIS MODULE    2. <b>FINAL EXAM.</b> This will be found on a tab on the left side of Black Board.</p>

THIS SYLLABUS IS SUBJECT TO CHANGE BY THE INSTRUCTOR.

## Rubric for Asynchronous Discussion Participation

Name \_\_\_\_\_

Asynchronous discussion enhances learning as you share your ideas, perspectives, and experiences with the class. You develop and refine your thoughts through the writing process, plus broaden your classmates' understanding of the course content. Use the following feedback to improve the quality of your discussion contributions.

Criteria	Unacceptable 0 Points	Acceptable 10%-40%	Good 41%-80%	Excellent 81%-100%
<b>Initial Assignment Posting</b>	Posts no assignment.	Posts adequate assignment with superficial thought and preparation; doesn't address all aspects of the task.	Posts well developed assignment that addresses all aspects of the task; lacks full development of concepts.	Posts well developed assignment that fully addresses and develops all aspects of the task.
<b>Follow-Up Postings</b>	Posts no follow-up responses to others.	Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion.	Elaborates on an existing posting with further comment or observation.	Demonstrates analysis of others' posts; extends meaningful discussion by building on previous posts.
<b>Content Contribution</b>	Posts information that is off-topic, incorrect, or irrelevant to discussion.	Repeats but does not add substantive information to the discussion.	Posts information that is factually correct; lacks full development of concept or thought.	Posts factually correct, reflective and substantive contribution; advances discussion.
<b>References &amp; Support</b>	Includes no references or supporting experience.	Uses personal experience, but no references to readings or research.	Incorporates some references from literature and personal experience.	Uses references to literature, readings, or personal experience to support comments.
<b>Clarity &amp; Mechanics</b>	Posts long, unorganized or rude content that may contain multiple errors or may be inappropriate.	Communicates in friendly, courteous and helpful manner with some errors in clarity or mechanics.	Contributes valuable information to discussion with minor clarity or mechanics errors.	Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors.

Examples of postings that demonstrate higher levels of thinking:

“Some common themes I see between your experiences and our textbook are....” (analysis)

“These newer trends are significant if we consider the relationship between ....” (synthesis)

“The body of literature should be assessed by these standards ....” (evaluation)

<http://lane.grann-stahl.people.cpsc.edu/otot/rubrics.html>