

MGT 301: Principles of Management

Course Description:

It is an introduction in management as a discipline and a process. Major topics include the evolution and scope of management, decision-making, planning and strategy, organizing and staffing, leading and control and change. The importance of management in the global environment and ethical considerations of management decisions are also included.

Prerequisite:

ENG 122 and second-semester sophomore standing

Textbooks:

The Textbook information which appears on our Saint Leo Bookstore ordering site is as follows:

Robbins. *Fund of Management* (Custom). 11th edition. Pearson Custom. ISBN: 9780135809761

Your Custom package was created from the following National products:

Robbins, S. P., Coulter, M. K., & DeCenzo, D. A. (2020). *Fundamentals of Management* (11th ed.). New York, NY: Pearson. ISBN: 978-0-13-489884-1

This course is a part of the Common Body of Knowledge that all business majors take. You will be tested on this course content when you take the Peregrine Comprehensive Program Assessment. You are strongly encouraged to keep all notes, access to your eBook through your Vitalsource bookshelf, and if applicable, your print upgrade, for this course to enable you to prepare adequately for the test.

Learning Outcomes:

Upon completion of the course, you will be able to:

1. Recall the scope of management and its processes.
2. Illustrate the principle concepts of management including planning, organizing, leading, controlling, decision making, and integrating issues.
3. Discuss the effects of culture on the management environment.
4. Exhibit clear and concise oral communication skills.
5. Explain the goals of organizational behavior.
6. Discuss operation and value change management.
7. Explain a topic in the form of a team presentation to the class.
8. Apply critical thinking skills to solve business problems.
9. SLU Core Value: Demonstrate the core values of community and respect through collaboration and participation in the team project.

Core Value:

Community - Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect - Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity, and strive to foster their commitment to excellence in our work.

Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas, and on learning, living, and working harmoniously.

Evaluation:

Item	Points	Weight
Midterm Exam (1)	100	12.5%
Final Exam (1)	100	12.5%
Quizzes (2)	100	15%
Discussion (8)	100	10%
Written Assignments (6)	100	15%
Team Article Analysis Project (1)	100	35%
Total	1,800	100%

Quizzes:

Test your knowledge of course content in modules two and six. Quizzes are multiple choice and worth 100 points each.

Discussions:

There are 8 discussion assignments worth 100 points each. Students are required to make at least one original post, and comment on two of their classmates' postings in each module.

Source Analysis Assignments:

There are 6 source Analysis Assignments worth 100 points each. Written assignments include short research reports and reflection assignments. Apply course theories to your responses. You may find rubrics and additional information on each assignment within the weekly modules.

Midterm & Final Exam:

The midterm and final exam are worth 100 points each. Midterm and final exams occur in modules four and eight. Both exams include multiple choice and short-answer questions.

Article Analysis Project (Team Assignment):

In this project, students apply their knowledge of the four functions of management (planning, leading, organizing and controlling) to current events. Locate an article that represents each of the functions (you should have four articles). The article should be no more than five years old. Use the project instructions sheet to analyze each article. Present the articles to the class in a PowerPoint presentation. Each team member submits a copy of the assignment via Chalk & Wire.

Grading Scale:

Grade	Percentage
A	94% to 100%
A-	90% to 93%
B+	87% to 89%
B	84% to 86%
B-	80% to 83%
C+	77% to 79%
C	74% to 76%
C-	70% to 73%
D+	67% to 69%
D	60% to 66%
F	Below 60%

Course Schedule:

Module 1 **Managers and Management**

Objectives When you complete this module, you should be able to:

- ✦ Compare and contrast managers and their roles.
- ✦ Explain levels of management.

- ✦ Describe management functions.
- ✦ Summarize the importance of management.
- ✦ Discuss factors shaping the field of management.

Readings Read Chapter 1 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an introduction to the class	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Submit <i>Module 1 Assignment</i>	Sunday 11:59 PM EST/EDT

Module 2 The Management Environment

Objectives When you complete this module, you should be able to:

- ✦ Explain the importance of environments and how they affect management.
- ✦ Examine organizational culture and its importance.
- ✦ Describe views of management and how it affects organizations.

Readings Read Chapter 2 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Submit <i>Module 2 Assignment</i>	Sunday 11:59 PM EST/EDT
Complete <i>Quiz 1</i>	Sunday 11:59 PM EST/EDT

Module 3 Integrative Managerial Issues

Objectives When you complete this module, you should be able to:

- ✦ Discuss globalization and its impact.
- ✦ Distinguish between ethical and unethical behaviors.
- ✦ Describe changing societal expectations and their organizations.
- ✦ Identify types of diversity and their importance.
- ✦ Compare and contrast ethical approaches to decision making.
- ✦ Apply arguments for and against corporate social responsibility.

Readings Read Chapter 3 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Submit <i>Module 3 Assignment</i>	Sunday 11:59 PM EST/EDT

Module 4 Foundations of Decision Making & Foundations of Planning

Objectives When you complete this module, you should be able to:

- ✦ Describe the decision-making process.
- ✦ Discuss managerial approaches to decision-making.
- ✦ Summarize decision making pitfalls and constraints.
- ✦ Identify decision-making tools.
- ✦ Correlate the planning process and its importance to managers. ✦ Compare and contrast to goal setting and planning.

Readings Read Chapters 4 & 5 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Submit <i>Module 4 Assignment</i>	Sunday 11:59 PM EST/EDT
Complete the <i>Midterm Exam</i>	Sunday 11:59 PM EST/EDT

Module 5 Organizational Structure and Design, Managing Human Resources

Objectives When you complete this module, you should be able to:

- ✦ Discuss six characteristics of organizational design.
- ✦ Compare and contrast traditional and contemporary organizational design.
- ✦ Identify the factors influencing models of organizational design.
- ✦ Describe the key components of the HRM process and important influences on that process.
- ✦ Explain the tasks associated with identifying and selecting competent employees.
 - ✦ Discuss contemporary issues in managing HR.

Readings Read Chapters 6 & 7 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Submit <i>Module 5 Assignment</i>	Sunday 11:59 PM EST/EDT

Module 6 Managing Change and Innovation, Foundations of Individual Behavior, Understanding Groups and Managing Work Teams

Objectives When you complete this module, you should be able to:

- ✦ Define organizational change and compare and contrast the change process.
- ✦ Discuss some reasons why employees resist change and its role in stress.
- ✦ Explain organizational behavior and the role that individual characteristics such as attitude, personality and perception play in it.
- ✦ Compare and contrast learning theories.
- ✦ Identify groups and their stages of development.

- ✦ Analyze the process by which groups are turned into effective teams.

Readings Read Chapters 8, 9, & 10 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Complete <i>Quiz 2</i>	Sunday 11:59 PM EST/EDT
Submit <i>Module 6 Assignment</i>	

Module 7 Motivating and Rewarding Employees, Leadership & Trust, Managing Communication & Information

Objectives When you complete this module, you should be able to:

- ✦ Explain motivation and related theories.
- ✦ Discuss issues associated with motivating employees.
- ✦ Analyze leadership and related theories
- ✦ Describe the relationship between effective communication and technology. ✦ Compare and contrast contemporary issues in communication.

Readings Read Chapters 11,12, & 13 in our textbook: Fundamentals of Management

Assignments

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT

Module 8 Foundations of Control, Operations Management Objectives

When you complete this module, you should be able to:

- ✦ Evaluate the control process and theories.
- ✦ Discuss the types of controls used by managers and organizations.
- ✦ Define operations management and explain its role.
- ✦ Analyze the purpose and process of value chain management.

Readings Read Chapters 14 & 15 in our textbook: Fundamentals of Management **Assignments**

Items to be Completed:	Due No Later Than:
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to two classmates	Sunday 11:59 PM EST/EDT
Complete the <i>Final Exam</i>	Sunday 11:59 PM EST/EDT
Submit the <i>Final Project</i>	Sunday 11:59 PM EST/EDT