

# Course Syllabus

[Jump to Today](#)

 [Edit](#)



## MGMT 2013

## Principles of Management

## Course Description

This course explores fundamental management principles and concepts. Emphasis is placed on the theories and principles of organization and the decision-making processes of management.

## Course Prerequisites

Minimum of 30 hours of coursework completed

## Required Materials

Open Text Library (2015). Principles of management. University of Minnesota. Retrieved from <http://open.lib.umn.edu/principlesmanagement/>

All course materials are free, open source content provided via a Creative Commons AttributionNonCommercial-ShareAlike 4.0 License

Available in multiple formats via the Open Text Library (<http://open.lib.umn.edu/principlesmanagement/>)

## Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

# Program Learning Outcomes:

Students completing the Bachelor of Science (BS) in Business Administration are expected to:

- **Business Communication:** Become effective in both oral and written communication.
- **Teamwork and Collaboration:** Demonstrate leadership in effective collaboration, interacting and contributing as a team member to meet stated goals.
- **Social and Corporate Responsibility:** Exercise the ability to articulate the impact of corporate social responsibility for business and society.
- **Ethics and Christian Servant Leadership:** Model a clear perception of business ethics based on Christian principles and utilize leadership skills that reflect Christian servant leadership principles.
- **Problem-Solving and Decision Making:** Apply critical thinking skills to identify and solve problems using various analytical tools and technology.

## Course Learning Outcomes

|       |  |
|-------|--|
| CLO#1 | Upon completion of this course, you will be able to identify and apply basic functions and theories of management.   |
| CLO#2 | Upon completion of this course, you will be able to develop statements that articulate organizational mission and vision and guide strategy.                           |
| CLO#3 | Upon completion of this course, you will be able to utilize management planning tools to evaluate business decisions.  |
| CLO#4 | Upon completion of this course, you will be able to analyze various supervisory approaches that embrace servant leadership and promote a positive working environment. |
| CLO#5 | Upon completion of this course, you will be able to create strategies for stewarding human capital in organizations from a Christian worldview.                        |

## Course Learning Assignments and Assessments

### Grading

|                           |     |
|---------------------------|-----|
| Concept Check Quizzes (7) | 10% |
|                           |     |

|                                 |             |
|---------------------------------|-------------|
| Discussions (14)                | 20%         |
| Case Studies (4)                | 25%         |
| Business Plan                   | 25%         |
| Organizational Development Plan | 20%         |
| <b>Total</b>                    | <b>100%</b> |

## Concept Check Quizzes – 10%

All modules will have a brief concept check quiz to ensure you are reading and understanding the material. The quizzes include multiple choice, true/false, and matching question types. You will be given two attempts for each quiz. No late quiz submissions will be accepted. Once the quiz date closes it will not be reopened.

## Discussions – 20%

Discussions in each session module serve to help us explore the topics, receive clarification, and build a community of learning. Your opinions and insights on the topics covered are valuable and you bring knowledge and experience that no other person can.

**Instructor role:** I will monitor discussions, contribute ideas and probing questions, and respond to questions directed specifically to me.

**Student role:** You will engage with the discussion prompts using the steps below:

- Respond to the prompts prior to Thursday, 11:59PM of the particular session. Your posted response should

include initial opinions and ideas supported by learning materials and using APA citation.

- Review the contributions of your classmates and respond prior to Sunday, 11:59PM with appreciation for their contribution and follow-up questions or substantive statements related to their ideas.

Discussions will be graded using the Discussion Rubric (located in Canvas)

## Case Studies – 25%

Case studies allow you to look at real-life scenarios and provide solutions that reflect the readings and resources you have encountered in the class.

Case studies must be formatted as such:

- Introduction & summary of the case
- Suggestion for action (using support from your readings/resources)
- Conclusion
- Reference page

Case studies should be 1.5 to 2 pages and must conform to APA standards and be double-spaced in 12-point, Times

New Roman font. Citations must be included and formatted correctly, and a reference page must also be included. You do not need a title page.

Case studies will be graded using the Case Study Rubric (located in Canvas)

## **Business Plan – 25%**

Whether you have ambitions to open your own business or manage an existing company, a business plan can assist you in crafting key areas that skilled managers will need to demonstrate to achieve success.

Your business plan may be for an existing company or for a company you would like to build. The business plan will not be a complete plan, but will focus on the following areas:

- Executive Summary
- Company Description
- Organization

The plan will also include a short response essay explaining the rationale for your decisions in setting up the business based on the materials from our readings.

A full description and grading rubric is available in Canvas.

## **Organizational Development Plan – 20%**

After reviewing the readings and looking at strategic measures that other organizations are making to improve human capital within their workplace, you will make an organizational development plan for an organization of your choice.

The organizational plan will include the following elements:

1. Description of organization
2. Identified areas for improvement

3. Key suggestions for the following areas:

- a. Selection and placement
- b. Diversity management
- c. Job Design
- d. Group dynamics and motivation
- e. Compensation and rewards

4. Addressing how servant leadership can foster these areas and demonstrate Christ's redemptive work in your organization.

A full description of the organizational development plan requirements and grading rubric is available in Canvas

## GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as "A" through "F" with appropriate plus and minus additions reflecting the following scheme:

| Percentage Value | Letter Grade | Numeric Value for GPA |
|------------------|--------------|-----------------------|
| 93-100           | A            | 4.0                   |
| 90-92            | A-           | 3.7                   |
| 86-89            | B+           | 3.4                   |
| 83-85            | B            | 3.0                   |
| 80-82            | B-           | 2.7                   |
| 76-79            | C+           | 2.4                   |
| 73-75            | C            | 2.0                   |
| 70-72            | C-           | 1.7                   |
| 65-69            | D+           | 1.4                   |

|       |   |     |
|-------|---|-----|
| 60-64 | D | 1.0 |
| <60   | F | 0.0 |

## Course Policies

### Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

### Late Assignment Policy

#### Assignments

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified. Students can expect a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment.

In the case of extenuating circumstances (such as hospitalization, child birth, major accident, injury or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. The instructor may waive the late penalty if the circumstances are justified.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

#### Discussions

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

### Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

## Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](https://www.swu.edu/online/computer-requirements/) [\(https://www.swu.edu/online/computer-requirements/\)](https://www.swu.edu/online/computer-requirements/) provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to [helpdesk@swu.edu](mailto:helpdesk@swu.edu) or call 864.644.5050.

## Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (under *Academic Honesty*).

## Accommodations for Students with Disabilities

Southern Wesleyan University provides a variety of services for students with documented learning disabilities on a case-by-case basis. To qualify for services, students must contact SWU's Executive Director of Student Learning to begin the process of requesting accommodations. Contact Dr. Tonya Strickland at [tstrickland@swu.edu](mailto:tstrickland@swu.edu) (<mailto:tstrickland@swu.edu>) or 864-644-5082 for more information.

Students can be assured of reasonable academic accommodations based on appropriate documentation as well as confidentiality in all matters of documentation and educational record.

Southern Wesleyan University is committed to creating a learning environment that meets the needs of its diverse student body without barriers to learning.

### **Tutoring, Writing Coaches, and Success Coaches**











Peer tutoring is available for many SWU courses by advance appointment in the Student Success Center (2nd floor of Rickman Library in 225) or online. Drop-in appointments are also welcome as available.

Peer writing coaches are available in the Writing Center (inside the Student Success Center) or online by advance appointment. Students can submit their writing for review ahead of time. Drop-in appointments are also welcome as available.














Success coaches, who help with academic skills and connection to the SWU community, are also available in the Student Success Center by advance appointment. Drop-in appointments are also welcome as available.






Sign up here: [swu.mywconline.com](https://swu.mywconline.com) [\(https://swu.mywconline.com/\)](https://swu.mywconline.com/)

## Course Summary:

| Date | Details   | Due |
|------|---|-----|
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484405">Business Plan - Mission and Goals</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11484405">(https://swu.instructure.com/courses/2052948/assignments/11484405)</a> |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484407">Case Study 1</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11484407">(https://swu.instructure.com/courses/2052948/assignments/11484407)</a>                      |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484404">Case Study 2</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11484404">(https://swu.instructure.com/courses/2052948/assignments/11484404)</a>                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484394">Case Study 3</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11484394">(https://swu.instructure.com/courses/2052948/assignments/11484394)</a>                    |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484401">Case Study 4</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11484401">(https://swu.instructure.com/courses/2052948/assignments/11484401)</a>                    |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483185">Discussion 1.1</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11483185">(https://swu.instructure.com/courses/2052948/assignments/11483185)</a>                  |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483187">Discussion 1.2</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11483187">(https://swu.instructure.com/courses/2052948/assignments/11483187)</a>                  |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483216">Discussion 2.1</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11483216">(https://swu.instructure.com/courses/2052948/assignments/11483216)</a>                  |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483218">Discussion 2.2</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11483218">(https://swu.instructure.com/courses/2052948/assignments/11483218)</a>                  |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483219">Discussion 3.1</a><br><a href="https://swu.instructure.com/courses/2052948/assignments/11483219">(https://swu.instructure.com/courses/2052948/assignments/11483219)</a>                  |     |



| Date | Details  | Due |
|------|--|-----|
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483220">Discussion 3.2</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483220">https://swu.instructure.com/courses/2052948/assignments/11483220</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483228">Discussion 4.1</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483228">https://swu.instructure.com/courses/2052948/assignments/11483228</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483230">Discussion 4.2</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483230">https://swu.instructure.com/courses/2052948/assignments/11483230</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483231">Discussion 5.1</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483231">https://swu.instructure.com/courses/2052948/assignments/11483231</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483233">Discussion 5.2</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483233">https://swu.instructure.com/courses/2052948/assignments/11483233</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483242">Discussion 6.1</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483242">https://swu.instructure.com/courses/2052948/assignments/11483242</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483253">Discussion 6.2</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483253">https://swu.instructure.com/courses/2052948/assignments/11483253</a> )                                     |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483272">Discussion 7.1</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483272">https://swu.instructure.com/courses/2052948/assignments/11483272</a> )                                   |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483274">Discussion 7.2</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483274">https://swu.instructure.com/courses/2052948/assignments/11483274</a> )                                   |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484389">Organizational Development Plan (9977)</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11484389">https://swu.instructure.com/courses/2052948/assignments/11484389</a> )           |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11484403">Organizational Development Plan Draft (Optional)</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11484403">https://swu.instructure.com/courses/2052948/assignments/11484403</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11479973">Session 1 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11479973">https://swu.instructure.com/courses/2052948/assignments/11479973</a> )                                   |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11479982">Session 2 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11479982">https://swu.instructure.com/courses/2052948/assignments/11479982</a> )                                   |     |

| Date | Details  | Due |
|------|--|-----|
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483174">Session 3 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483174">https://swu.instructure.com/courses/2052948/assignments/11483174</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483175">Session 4 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483175">https://swu.instructure.com/courses/2052948/assignments/11483175</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483176">Session 5 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483176">https://swu.instructure.com/courses/2052948/assignments/11483176</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483177">Session 6 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483177">https://swu.instructure.com/courses/2052948/assignments/11483177</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/2052948/assignments/11483178">Session 7 Quiz</a><br>( <a href="https://swu.instructure.com/courses/2052948/assignments/11483178">https://swu.instructure.com/courses/2052948/assignments/11483178</a> ) |     |