

## MGMT130: PRINCIPLES OF MANAGEMENT

**Course Overview:** This course examines the principles and functions of management with an integration of line and staff relationships, theories of management, authority and responsibility, centralization and decentralization, team building, and developing policies, strategies, and tactics.  
13 credits

### Grading:

Discussion & Questions	12%
Managerial Interviews & Analysis	20%
Article Reviews	20%
Quizzes	10%
Corp Social Responsibility paper	9%
Management vs. Leadership paper	9%
Reflection Paper	20%

### Attendance:

Attendance is recorded for each discussion or assignment that is submitted. Students are encouraged to log on about 4 times per week and dedicate about 6 hours each week to their coursework.

### Assignments:

**Article Reviews:** Select an article from *Wall Street Journal*, *Forbes*, *Fortune*, *Newsweek*, etc. and write a 3-4 page paper in APA style. You will be asked to analyze the article by using critical thinking skills and referencing at least 2 additional sources.

**Discussions:** Students write a post to a discussion question and reply at least twice to posts from other students.

**Quizzes:** Each quiz is multiple choice and/or short answer questions based on the readings and videos. Students have 1 attempt and 90 minutes to complete each quiz.



15 week course  
Not self-paced;  
assignments  
Have weekly  
deadlines.



Students can access  
their course any time,  
from any location.  
A laptop or desktop is  
recommended.



Students will set up a  
university email & use  
this while in the  
course.  
Orientation will be  
required prior to the  
start of the course.

## COURSE SCHEDULE

Week	Readings/Videos/etc.	Assignments
1-2	<b>Basic Management Functions</b> <ul style="list-style-type: none"> <li>• Management Basics - p 7-17</li> </ul>	Week 1 <ul style="list-style-type: none"> <li>• Quiz 1</li> <li>• Discussion - Experience in Management (initial post)</li> </ul> Week 2 <ul style="list-style-type: none"> <li>• Discussion - Experience in Management (peer replies)</li> <li>• Management Article Review #1</li> </ul>
3-6	<b>Stewardship and Servant Leadership, Corporate Social Responsibility, Globalization</b> <ul style="list-style-type: none"> <li>• Servant Leadership readings</li> <li>• Stewardship articles</li> </ul>	Week 3 <ul style="list-style-type: none"> <li>• Quiz 2</li> <li>• Discussion - Workplace Ethics (initial post)</li> <li>• Managerial Interview #1</li> </ul> Week 4 <ul style="list-style-type: none"> <li>• Discussion - Workplace Ethics (peer replies)</li> <li>• Management Article Review #2</li> </ul> Week 5 <ul style="list-style-type: none"> <li>• Discussion - A Class Divided (initial post)</li> </ul> Week 6 <ul style="list-style-type: none"> <li>• Discussion - A Class Divided (peer replies)</li> <li>• Corporate Social Responsibility Report</li> </ul>
7-10	<b>Setting Goals, SWOT Analysis</b> <ul style="list-style-type: none"> <li>• Management Basics - p 18-28</li> <li>• SWOT Analysis slideshare</li> <li>• SWOT Analysis video</li> </ul>	Week 7 <ul style="list-style-type: none"> <li>• Quiz 3</li> <li>• Discussion - How We Make Decisions (initial post)</li> <li>• Managerial Interview #2</li> </ul> Week 8 <ul style="list-style-type: none"> <li>• Discussion - How We Make Decisions (peer replies)</li> <li>• Management Article Review #3</li> </ul> Week 9 <ul style="list-style-type: none"> <li>• Discussion - How Managers and Leaders Make Decisions (initial post)</li> <li>• Management vs. Leadership Report</li> </ul> Week 10 <ul style="list-style-type: none"> <li>• Discussion - How Managers Make Decisions (replies)</li> <li>• Managerial Interview #3</li> </ul>
11-12	<b>Resources, Capital Needs</b> <ul style="list-style-type: none"> <li>• Management Basics - p 31-47</li> </ul>	Week 11 <ul style="list-style-type: none"> <li>• Quiz 4</li> <li>• Discussion - Motivation (initial post)</li> <li>• Management Article Review #4</li> <li>• Management Interview #4</li> </ul> Week 12 <ul style="list-style-type: none"> <li>• Discussion - Motivation (peer replies)</li> </ul>
13-15	<b>Leadership</b> <ul style="list-style-type: none"> <li>• Management Basics - p 49-76</li> </ul>	Week 13 <ul style="list-style-type: none"> <li>• Quiz 5</li> <li>• Discussion - Team Player (initial post)</li> <li>• Management Article Review #5</li> </ul> Week 14 <ul style="list-style-type: none"> <li>• Discussion - Team Player(peer replies)</li> </ul> Week 15 <ul style="list-style-type: none"> <li>• Personal Reflection Paper with SWOT Analysis</li> </ul>

This is a sample course schedule and the actual course layout could change each term.