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.

1 3 credits

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion &amp; Questions</td>
<td>12%</td>
</tr>
<tr>
<td>Managerial Interviews &amp; Analysis</td>
<td>20%</td>
</tr>
<tr>
<td>Article Reviews</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Corp Social Responsibility paper</td>
<td>9%</td>
</tr>
<tr>
<td>Management vs. Leadership paper</td>
<td>9%</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>20%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings/Videos/etc.</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1-2  | Basic Management Functions  
- Management Basics - p 7-17 | Week 1  
- Quiz 1  
- Discussion - Experience in Management (initial post)  
Week 2  
- Discussion - Experience in Management (peer replies)  
- Management Article Review #1 |
| 3-6  | Stewardship and Servant Leadership, Corporate Social Responsibility, Globalization  
- Servant Leadership readings  
- Stewardship articles | Week 3  
- Quiz 2  
- Discussion - Workplace Ethics (initial post)  
- Managerial Interview #1  
Week 4  
- Discussion - Workplace Ethics (peer replies)  
- Management Article Review #2  
Week 5  
- Discussion - A Class Divided (initial post)  
Week 6  
- Discussion - A Class Divided (peer replies)  
- Corporate Social Responsibility Report |
| 7-10 | Setting Goals, SWOT Analysis  
- Management Basics - p 18-28  
- SWOT Analysis slideshare  
- SWOT Analysis video | Week 7  
- Quiz 3  
- Discussion - How We Make Decisions (initial post)  
- Managerial Interview #2  
Week 8  
- Discussion - How We Make Decisions (peer replies)  
- Management Article Review #3  
Week 9  
- Discussion - How Managers and Leaders Make Decisions (initial post)  
- Management vs. Leadership Report  
Week 10  
- Discussion - How Managers Make Decisions (replies)  
- Managerial Interview #3 |
| 11-12 | Resources, Capital Needs  
- Management Basics - p 31-47 | Week 11  
- Quiz 4  
- Discussion - Motivation (initial post)  
- Management Article Review #4  
- Management Interview #4  
Week 12  
- Discussion - Motivation (peer replies) |
| 13-15 | Leadership  
- Management Basics - p 49-76 | Week 13  
- Quiz 5  
- Discussion - Team Player (initial post)  
- Management Article Review #5  
Week 14  
- Discussion - Team Player(peer replies)  
Week 15  
- Personal Reflection Paper with SWOT Analysis |

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