Course Details

Format
• 15 week course
• Not self-paced: Assignments have specific weekly deadlines
• Students login independently but will interact with classmates

Orientation
Before Class Begins
• New students must complete an online student orientation in Blackboard BEFORE the class begins.
• Students will be emailed a login link.
• Allow 2-3 hours to complete the orientation course.

Email
• Students should daily check their Concordia email for announcements and reminders.

Attendance
• Attendance is recorded when a discussion or assignment is posted.
• Login at least 5 times per week.

Payment
• Students will be emailed a bill after the course begins
• Payments are made online

Course Description: Principles of Management 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. 3 credit hours.

Grading
Discussion Questions 12%
Managerial Interviews and Analysis 20%
Article Reviews 20%
Quizzes 10%
Corp Social Responsibility Paper 9%
Mgmt vs. Leadership Paper (3-4 pg) 9%
Reflection Paper (5-6 pages) 20%

Assignment Descriptions
• Article Reviews Select an article from Wall Street Journal, Forbes, Fortune, Newsweek and write a 3-4 page paper in APA style analyzing the article using critical thinking skills 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/videos. Students have 1 attempt and 90 minutes to complete each quiz.
• Reflective Practice: Students demonstrate their understanding of

Counts as... MGMT 130 is part of the Undergraduate Business Core major.

Technology Requirements

Hardware
• Students need a laptop or desktop with reliable broadband internet access.
• The Blackboard App should be used on tablets and mobile devices.
• (Some courses) Camera & microphone may be needed for video conferencing.
• Speakers or headphones.

Browser
• Concordia uses Blackboard Learn which runs best in Firefox or Chrome.
• Disable pop-up blockers and ENABLE cooke.
• Check your browser compliance at: bit.ly/cuwaacheck

Software
• A word processor is required. Office, Pages, Google docs will work.
• Some courses will require presentation or video software (PowerPoint or equivalent).
• Students have FREE access to Microsoft Office 365 (download / instructions)
<table>
<thead>
<tr>
<th>Weeks</th>
<th>Topics</th>
<th>Assignments</th>
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| 1-2   | Basic Management Functions  
  - Read 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/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 |