

Dual Credit: What to Expect

MGMT 130 Principles of Management

This is a general course preview. The actual course syllabus may change each term.

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.

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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	20%
Article Reviews	20%
Quizzes	10%
CSR Paper	9%
Management vs. Leadership Paper	9%
Reflection Paper	20%



Descriptions

5 Discussion and Responses (12% of grade)

- Initial Post due Sunday, replies due following Sunday

5 Managerial Interviews (20% of grade)

- Complete 5 interviews with people in a managerial position and write a 3-4 page analysis answering specific features of business.

5 Article Reviews (20% of grade)

- Choose an article from *Wall Street Journal*, *Forbes*, *Fortune*, *Newsweek*
- Write a 3-4 page paper in APA style analyzing the article using critical thinking skills referencing at least 2 additional sources

1 CSR: Corporate Social Responsibility Report (9% of grade)

- A 3-4 page paper about Social Responsibility in business

1 Management vs Leadership Paper (9% of grade)

- A 3-4 page paper in APA style using 4 outside sources examining aspects of both leadership and management

1 Reflection Paper (20% of grade)

- A 5-6 page summary paper incorporate 3-4 resources

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



Success Advisor / Coach

jessica.valdes@cuw.edu

Jessica Valdes is the dual credit success advisor. She can help with:

- Enrollment questions
- If you are struggling in a class
- Questions you don't want to ask your instructor



Drop Policy

- After a course begins, the student will pay for a course, even if dropped.
 - The student pays based on the number of weeks completed.
 - Week 1-5 : A percent refund
 - Week 6-10 0% and 'W' grade
 - Week 11-16 0% and 'F' grade
- "W" Withdraw does not count in GPA
"F" Counts as a 0.0 in GPA



Technology

- Blackboard learn is Concordia's web based learning system.
- Blackboard contains all course content, videos, links, and course calendar.
- It runs best in **Firefox** or **Chrome**.
- Assignments are posted using the Drop Box feature in Blackboard

Course Schedule

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