Course Details

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