



## Syllabus

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# COURSE SYLLABUS

## MGMT 500: Principles of Management - 4 Credits

Online

Fall, 2008

September 13 - December 12; **(Thanksgiving Break: November 22-28)**

Last Updated: July 29, 2008



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**Instructor: Instructor: Gail Mills, MS**

**Contact Info: [millscg@gmail.com](mailto:millscg@gmail.com) (after the course begins please use Blackboard private Messages)**

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### Course Description

This course examines a wide range of business theory and practical application related to effective management practices. In addition to learning about what management is and what managers do, learners will also explore and assess their own management styles and the implications of their findings. Learners apply critical thinking skills pertaining to core business functions. Focus is on contributing factors to management, such as communication, the role of the manager, design of the organization, ethical issues, social responsibility and globalization. The course format emphasizes the application of management roles and competencies through experiential activities, group exercises and case analysis.

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### Prerequisites

None.

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### Learning Outcomes

This course offers an opportunity for the student to improve and enhance their ability to understand and deal realistically with management issues in today's complex business environment. Students will be exposed to a variety of management techniques, both from the viewpoint of historical development and current use.

At the completion of the course, learners will be able to:

1. describe and value the scope, role and function of effective managers in diverse settings in a variety of sectors.
2. develop and articulate their own management style and assess how their strengths and weaknesses impact others and the organization.
3. identify key management theories and trace their evolution to current management theory and practices.

4. compare and contrast current management theories, including their evolution to current management practices.
5. demonstrate the ability to work as a member of a team toward achieving a predetermined goal.
6. explain four traditional management functions: planning, organizing, leading and controlling.
7. assess how planning, organizing, leading and controlling are supported by team building, coaching, communication, presentation and ethical reasoning.
8. apply the four traditional management functions to diverse global contexts

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## Course Resources

### Textbook(s):

Kinicki/Williams, **Management**. (3<sup>rd</sup> Edition) McGraw-Hill/Irwin, 2008 ISBN 007353019.

### Textbooks are available via GSC's online bookstore, MBS Direct at:

<http://bookstore.mbsdirect.net/gsc.htm> (The course-CRN number for ordering this textbook is: 10154). Textbooks can also be purchased from MBS via phone, mail or fax. For additional information, visit the [Online Bookstore](#) section of the college web site.

**PLEASE NOTE:** It is the learner's responsibility to have purchased all required course materials before the start of the course. Learners are expected to meet all course expectations even if the shipment of a required textbook or other learning resource is delayed. Be sure to choose the shipping option that will get your text/resource delivered in a timely manner.

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## Blackboard Orientations

**There are no face-to-face sessions for this course.** If you have never taken an Online Interactive Course (OIC) at the college, we highly recommend that you attend one of the [2-hour Blackboard Orientation sessions](#) available throughout the state. If you choose not to attend a face-to-face session, you are encouraged to complete the [Online Orientation with audio](#) at your own convenience.

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## Course Policies

**Discussion Board:** All comments are to be posted by the Friday of each module to count toward the grade.

**Project and Interview:** These assignments are described in detail on the interview and project pages. Please read them carefully. Note: all written assignments are due on the date stated. Late papers will result in a lower grade, i.e. an "A" paper handed in late will result in a "B+".

**Quizzes:** Each of the four quizzes will be available for three days. It is the learners responsibility to take the quiz in that time frame. If the quiz is missed, there will be no make-ups.

**Peer Grade:** Due at the end of the course. Failure to submit the grades will result in a 15% reduction

in your grade. Learners must comment on the reasons they submitted various points for each group participant.

It is the learner's responsibility to have purchased all required course materials before the start of the course. Learners are expected to meet all course expectations even if the shipment of a required textbook or other learning resource is delayed. Be sure to choose the shipping option that will get your text/resource delivered in a timely manner.

## Description of Course Activities and Requirements

**Participation:** Learners must answer my initial questions plus comment on the postings of two other students by Friday of each week. See the participation rubric located in the Introduction.

**Interview:** Learners will interview a person who holds a position at least two levels above them. You may not interview relatives. See the detailed instructions and writing rubric under Course Content Information section.

**Group Project:** Learners will choose a topic of interest to them notify the instructor of their choice by the end of the first module. See the detailed instructions and writing rubric under Course Content Information section.

**Quizzes:** Quizzes will be available during the modules listed in the Course Schedule. They must be taken within the three days they are available. No make-up for missed quizzes will be allowed.

**Peer Grade:** Due at the end of the course. See the detailed instructions and the submission form under Term Project in the Course Content Information section

## Grading Percentages

Your final grade for the course will be calculated as follows:

Activity	% of Final Grade
Participation: Learners are required to post their comments to my questions and to the postings of at least two other learners on a weekly basis.	20%
Interview: Learners are to interview a manager or leader who has a position at least two steps higher than the learner.	15%
Quizzes: There are four quizzes throughout the term. Each quiz is worth 5% of the grade.	20%
Term Project: Working in teams, learners will develop a fifteen page paper	30%

Peer Grade: Team members will rate each other on their participation in the project.	<b>15%</b>
<b>Total</b>	<b>100%</b>

Grades in this class will follow the scale of Granite State College, where A/4.0 is awarded for Excellent work and F/0.0 is awarded for Failure/ No credit.

### Granite State College Standard Grading Scale

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Excellent
A <sup>-</sup>	90-94	3.67	
B <sup>+</sup>	87-89	3.33	Good
B	84-86	3.0	
B <sup>-</sup>	80-83	2.67	
C <sup>+</sup>	77-79	2.33	
C	74-76	2.0	*Acceptable
C <sup>-</sup>	70-73	1.67	†
D <sup>+</sup>	67-69	1.33	Poor
D	64-66	1.00	
D <sup>-</sup>	60-63	0.67	
F	≤59	0	Failure, no credit

\*A grade of C or better is required to fulfill requirements in the major, minor, or general education core at GSC. Please consult the GSC catalog for details.

† A grade of C<sup>-</sup> or below generally does not transfer to other academic institutions.

### Course Schedule & Topics

Module	Assignments/Activities
<b>Module 1: The Exceptional Manager</b> 9/13 – 9/19	<ul style="list-style-type: none"> <li>Read chapter 1</li> </ul>
<b>Module 2: Management Theory</b> 9/20 – 9/26	<ul style="list-style-type: none"> <li>Read Chapter 2</li> <li>Deadline to submit term project selection to instructor. t.</li> <li>Deadline to submit name of interviewee to instructor.</li> </ul>
<b>Module 3: The Manager's Changing Work Environment and Global Management</b> 9/27 – 10/3	<ul style="list-style-type: none"> <li>Read Chapters 3 and 4</li> <li>Quiz 1 available at the end of the week</li> <li>Deadline for group project description</li> </ul>
<b>Module 4: Planning</b> 10/4 – 10/10	<ul style="list-style-type: none"> <li>Read Chapter 5</li> </ul>

<b>Module 5: Strategic Planning and Decision Making</b> 10/11 – 10/17	<ul style="list-style-type: none"> <li>• Read Chapters 6 and 7</li> <li>• Interview due by the end of the week</li> </ul>
<b>Module 6: Organizational Culture, Structure and Design</b> 10/18 – 10/24	<ul style="list-style-type: none"> <li>• Read Chapter 8</li> <li>• Quiz 2 available at the end of the week</li> </ul>
<b>Module 7: Human Resources &amp; Organizational Change</b> 10/25 – 10/31	<ul style="list-style-type: none"> <li>• Read Chapters 9 and 10</li> </ul>
<b>Module 8: Managing Individual Differences and Behavior</b> 11/1 – 11/7	<ul style="list-style-type: none"> <li>• Read Chapter 11</li> </ul>
<b>Module 9: Motivating Employees and Group Teams</b> 11/8 – 11/14	<ul style="list-style-type: none"> <li>• Read Chapters 12 and 13</li> <li>• Quiz 3 available at the end of the week.</li> </ul>
<b>Module 10: Power, Influence and Leadership</b> 11/15 – 11/21	<ul style="list-style-type: none"> <li>• Read Chapter 14</li> <li>• November 22-28 – Thanksgiving Break</li> </ul>
<b>Module 11: Communication</b> 11/29 – 12/5	<ul style="list-style-type: none"> <li>• Read Chapter 15</li> </ul>
<b>Module 12: Control</b> 12/6 – 12/12	<ul style="list-style-type: none"> <li>• Read Chapter 16</li> <li>• Quiz available at the end of the week</li> <li>• Project due</li> <li>• Peer grade due</li> </ul>

**Note:** The schedule above may change at the instructor's discretion.

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## Library Resources

Granite State College has a Virtual Library (<http://www.granite.edu/current-students/virtual-library/>) available 24/7 with access to the full-text of thousands of journals and professional periodicals, an online Reference Room, selected Internet resources, writer's resources, research and citation help, and a collection of tutorials. The databases are password protected.

See GSC Library tab in MyGranite for username and password. In addition, the **Library Info** link in the course menu provides direct links to research databases, *Research FAQs* and more.

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## Academic Resources and Information Services

Academic assistance to students is available at GSC Centers at no additional charge in such areas as basic skills preparation in reading, writing and math; study skills and research and citation help. Academic Resources staff members work closely with faculty and students toward academic success. A whole range of tools is available, including study and time management tips, APA and MLA citation assistance, access to learning resources online, and feedback on course writing projects. To contact an Academic Resource and Information Coordinator, see the Academic Resource Link on the Resources page in the course menu or go directly to [http://bbresources.granite.edu/course\\_docs/acad\\_resources.htm](http://bbresources.granite.edu/course_docs/acad_resources.htm).

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## Technical Assistance

For assistance with issues related to accessing the MyGranite portal, GSC email, Webrock, online courses or other technical issues related to any of the Blackboard tools, please visit the GSC Technical Assistance Center (<http://bbresources.granite.edu/techassist/help.htm>) for answers to the most frequently asked questions or to submit an online help request form. Or call **1-888-372-4270** (Hours: M-F, 8:30-5:00, messages checked twice daily on weekends. Extended hours for the week before start of the term and first week of the term: M-Th, 8:00-7:00.)

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## Documented Disabilities / Americans with Disabilities Act

Granite State College will provide qualified individuals with disabilities the same educational opportunities available to persons without disabilities. When an individual's documented disability creates a barrier to educational opportunities, the College will attempt reasonable accommodation to remove the barrier. If you need assistance, we recommend that you make contact early to ensure that your requests can be reviewed prior to the start of each term. If you wish to apply for accommodations, contact your academic advisor or the Dean of Learner Services in Concord. See the complete Granite State College policy in the current college catalog for further details.

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## Academic Honesty

An academic community is based on honesty and integrity. Plagiarism, cheating, or other forms of academic dishonesty are not acceptable at Granite State College. Faculty and students have a joint responsibility to ensure the integrity of learning.

All work that you submit must be your own except in those instances when your instructor gives specific permission to collaborate. When quoting, summarizing or explaining ideas that are based on another's work, whether in print or online, make sure to cite references appropriately. Plagiarism is using another's words or even paraphrasing another's work without giving proper credit through the use of citations.

For Granite State College's complete [academic honesty policy](#), see the current college catalog.

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## Conduct in the Online Classroom

Membership in society implies minimal norms for civil behavior towards one another. It is Granite State College's expectation that all members of our college community treat faculty, staff, and fellow learners with respect. Learners need to be knowledgeable of and comply with college policies. Each individual is accountable for his/her actions and for the consequences of any behavior that is inconsistent with these values and expectations.

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## Institutional Assessment

Assessment is an ongoing process that enables the College to improve its programs, courses, and teaching methods. Institutional evaluation may be embedded in tests, exams, and other measurements of student learning. As members of a learning community, students, faculty, and staff will be expected to participate in the important process of assessment on occasion. Confidentiality of any data that identify participants is maintained.

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