



Syllabus



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MGMT 500: Principles of Management

credits: 4 CRN# 40181

Summer Term 2008, July 12th - September 5th

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Course Description

Overview

This course will focus on what it means to manage today and how this will change in the future. Learners will examine the evolution of the role of manager and the process of management. Most of the time will be spent with the contemporary perspective of managers as communicators, problem solvers, entrepreneurs, and team builders. Since this course focuses on the way that managers get things done, there will be considerable emphasis on the application of these roles and competencies through experiential activities, group exercises and case analyses.

Prerequisites

None.

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 view our new [Online Orientation with audio](#) at your own convenience.

Required Resources

Textbook:

- Kinicki/Williams, **Management**, (3rd Edition) McGraw-Hill/Irwin, 2008 ISBN: 0073530190

The textbook is available online at MBS Direct at: <http://bookstore.mbsdirect.net/gsc.htm> (The course-CRN number for ordering this textbook is: 40181). 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.

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. To this end, at the completion of this course the student will be able to:

1. Describe the scope, role and function of effective managers in a variety of settings including large and small companies in both the profit and not-for-profit sectors;
2. Identify their own management style, strengths and weaknesses, and the impact that this has on their work and others;
3. Demonstrate clear written and verbal communication skills as they relate to management;
4. Identify how managers can employ information technology in their work;
5. Make correct decisions under conditions of uncertainty and apply other basic management skills through case study analysis, experiential activities, and discussions.
6. Demonstrate the ability to work as a member of a team toward achieving a predetermined goal.

Evidence of Accomplishment

Assignment	% of Final Grade
Interview	15%
Participation	20%
Quizzes (4)	20%
Term Project	30%
Peer Grade	15%
Total	100%

Review of all assignments will utilize grading rubrics (Specific definitions of grade levels) which will be made available to students on the first day of class. Assignments are due on the due date.

Student participation in on-line forums (discussion board) is required. You should read the descriptions for Discussion Board for more information. This means students will be expected to read and respond with relevant comments to Discussion Board topics. Remember, this is a management course and comments should reflect generally accepted management viewpoints.

The Interview and Term Project assignments are described in detail on the interview and project pages. Please note: all written assignments are due on the date stated. Late papers will result in a lower grade, i.e. a B paper handed in late will result in a C+.

Course Grading Scale: The letter grade is representative of Granite State College's grading system.

A: 100-95	B: 86-84	C: 76-74	D: 66-64
A-: 94-90	B-: 83-80	C-: 73-70	D-: 63-60
B+: 89-87	C+: 79-77	D+: 69-67	F: 59-0

NOTE: Students must receive a grade of "C" or better for all courses in their major.

Academic Honesty

An academic community is based on honesty and integrity. All work that you submit should be your own. When summarizing or explaining ideas that are based on another's work, make sure to cite references appropriately. (For more information on proper citation, see the Library's website: <http://www.granite.edu/current-students/virtual-library/writers-resources/>). Plagiarism will not be tolerated. Plagiarism is using another's words or even paraphrasing another's work without giving proper credit through the use of citations. For questions regarding Granite State College's academic honesty policy, see page 65 of the college catalog.

Outline of Course Structure & Content

Module	Topic	Date	Text Readings	Written Assignments
1	The Exceptional Manager Management Theory	7/12 - 7/18	Chapter 1 Chapter 2	
2	The Manager's Changing Work Environment and Global Management	7/19 - 7/25	Chapter 3 Chapter 4	7/25 Deadline for selecting term project. 7/15 Deadline to submit name of interviewee to Instructor. Quiz 1
3	Planning, Strategic Management	7/26 - 8/1	Chapter 5 Chapter 6	
4	Decision Making; Organizational Culture, Structure and Design	8/2 - 8/8	Chapter 7 Chapter 8	Interview due by end of week Quiz 2
5	Human Resources & Organizational Change	8/9 - 8/15	Chapter 9 Chapter 10	
6	Managing Individual Differences and Behavior; Motivating	8/16 - 8/22	Chapter 11 Chapter 12	Quiz 3
7	Employees & Group Teams; Power, Influence & Leadership	8/23 - 8/29	Chapter 13 Chapter 14	
8	Communication and Control	8/30 - 9/5	Chapter 15 Chapter 16	Project Due Quiz 4

Note: The content of this syllabus is subject to change as needed.

ADA

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, it is important 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 the Administration Offices in Concord. See ADA in the college catalog for details.

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.

Technical Assistance

For assistance with accessing your course or with other technical issues regarding your online course, contact the **GSC Technical Assistance Center** (<http://bbresources.granite.edu/techassist/help.htm>) or call **1-888-372-4270** (Hours: M-F, 8:30-5:00, on weekends messages are checked daily).

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