

Syllabus for  
**MGT 130--Principles of Management**  
3 Credit Hours  
Fall 2006

I. COURSE DESCRIPTION

A study of the functions of management includes the analysis and evaluation of the planning, organization, staffing, controlling, and directing responsibilities of a manager. Covers the theory and applicability of management-by-objectives.

Prerequisites: None

The primary method of instruction will be lecture and discussion. The class is designed to be interactive in nature and students are encouraged to ask questions about areas in which they need further clarification.

II. COURSE GOALS

This course is designed to enable the students do the following:

- A. Achieve a breadth of knowledge about the activities and responsibilities of a manager.
- B. Build skills and abilities in comparing and contrasting theoretical managerial concepts.
- C. Build a depth of understanding of a specific business management topic. This goal will be measured by the student's performance on a written term project.
- D. Build skills, abilities, habits, and attitudes that characterize a high performance human being.
- E. Internalize christian business ethics and professionalism.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

- A. Terminal Objectives  
After successful participation in class discussions, lectures, and class projects, the students will be able to analyze management conceptual models, problems, and statements with an accuracy level of 70 percent or above in the following major areas: planning, organizing, leading, and controlling.
- B. Performance Objectives  
After successful participation in this class, the student will be able to do the following:
  - 1. Define management.
  - 2. Differentiate the differences in skill requirements for the different levels of management.
  - 3. Define the role of entrepreneurship.
  - 4. Discuss the principles of management.
  - 5. Explain the evolution of management thought.
  - 6. Apply the varied schools of management thought.
  - 7. Discuss the importance of interpersonal communication and some of the common pitfalls to avoid miscommunication.
  - 8. State the principles involved in choosing the appropriate communication channel.
  - 9. Differentiate the different types of decisions.
  - 10. Apply the decision-making process.
  - 11. Discuss the additional complexities involved in international business.
  - 12. List the different forms of international business.

13. Explain the different forms of organizational structures with their respective strengths and weaknesses.
14. Discuss social responsibility.
15. Ethical issues involved in management decision-making.
16. Discuss the different types of plans and their characteristics.
17. Apply the principles involved in operations management.
18. Evaluate the principles involved in performing the organizing function.
19. List the different types of organizational structure.
20. Discuss the factors involved in selecting an organizational structure.
21. State the value of team work.
22. Discuss the different types of work teams.
23. Apply the principles involved in team work.
24. Be familiar with the staffing process.
25. Evaluate some of the legal considerations involved in staffing.
26. Apply the varied theories of motivation.
27. Apply the varied theories of leadership.
28. Discuss the principles involved in managing interpersonal and intrapersonal conflict and stress.
29. Evaluate the principles involved in managing change.
30. Explain the control process.
31. Use a variety of techniques for controlling budgets, information, resources and time.
32. Apply the principles involved in employee appraisal and compensation.
33. Discuss the total quality management process.
34. Use varied systems and techniques for inventory control.

#### IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

##### Required Materials

##### Textbook

Allen, Gemmy S., Raymond F. Attner, and Warren R. Plunkett. Management: Meeting and Exceeding Customer Expectations, (8<sup>th</sup> ed.), Thomson South-Western, 2005.

#### V. POLICIES AND PROCEDURES

##### A. University Policies and Procedures.

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' majors.

- a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
- b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Course Policies and Procedures

1. Evaluation Procedures

a. Grading Scale

Cases	50 points (approximately)
Quizzes	100 points (approximately)
Case Study	50 points
Exam 1	100 points
Exam 2	100 points
Final Exam	<u>100 points</u>
TOTAL POINTS	550 points

b. Grades are assigned on the basis of total points earned:

- A = 90% -100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = Below 60%

2. Attendance Policy

- a. Students with perfect attendance will receive ten (10) bonus points. These points will be added to the total points earned at the end of the semester.
- b. Students with up to 2 absences will not receive any bonus points nor will any points be taken away. For every absence after 2, 5 points will be deducted from the total points earned during the semester.
- c. Tardiness is not acceptable. Classes start on time. One (1) point will be deducted for each tardy after two (2). Being tardy is offensive to the professor and disruptive to the class. Tardy is defined as not being present to respond to roll call.

3. Other Policies

- a. Students unable to take an exam at the regularly scheduled time, must clear the absence in advance with the professor. Students that do not clear exam absences in advance will be penalized the greater of either 10 points or 1 letter grade. It is the student's responsibility to schedule a make-up exam time with the professor. Tests that have not been made up by the day of the final exam will automatically become a zero (0) grade.
- b. Assignments are due when scheduled. Assignments accepted late will be for maximum of half credit (except for administrative or medical excuses). Even they have been excused from class, students should make every effort to see that the assignment arrives when it is due. Late is defined as not turning in the paper on the assigned date either in class or in my office.
- c. Students missing a quiz because they are tardy or absent from class (except for administrative or medical reasons), will not be allowed to make up that quiz and must forego those points. Students will be required to follow the course calendar and complete the assigned reading before they come to class. Quiz questions will be drawn from the readings assigned for that week.

- d. Students missing class due to a medical ailment, must have an appropriate medical excuse for the instructor. Students sick enough to miss class, are sick enough to see a doctor. A medical or administrative excuse must be presented to the instructor before any missed work may be made up.
- e. Students are responsible for all information covered, presented, or assigned in class.
- f. Exams will cover all material presented in class, outside readings, text assignments, films, guest speakers, and handouts.
- g. Students should utilize modern technology in the development of plans and reports. Professional quality reports and presentations are expected.
- h. All students who were entering freshmen during the fall of 2004, or later, must submit a two page executive summary as an artifact in ePortfolio.
- i. e-Portfolio Requirements - none
- j. Professor's name: Dr. George Gillen  
Office: Graduate Center 3F04  
Telephone: 495-6556 (campus)  
E-mail: [ggillen@oru.edu](mailto:ggillen@oru.edu)

## VI. COURSE CALENDAR

<b>Week of</b>	<b>Topic</b>	<b>Chapter(s)</b>
1	Management: An Overview	1
2	Management Thought	2
	Management Ethics and Social Responsibility	3
3	Management's Commitment to Quality and Productivity	4
4	The Manager's Environment	5
	Organizational Planning	6
5	Exam 1	1-6
	Strategic Planning and Strategic Management	7
6	Making Decisions	8
	Organizing Principles	9
7	Organizational Design	10
	Organizational Culture and Change	11
8	Staffing	12
	Communication: Interpersonal and Organizational	13
9	Human Motivation	14
	Exam 2	7-14
	Fall Break	
10	Leadership	15
11	Team Management and Conflict	16
12	Information Management Systems	17
13	Controlling: Purpose and Process	18
14	Control Techniques	19
	International Management	20
15	Succeeding in Your Organization	21
	Final Exam	15-21

**Fall classes end December 8, 2006**  
**Fall final examinations begin December 9, 2006**

# Course Inventory for ORU's Student Learning Outcomes

## *Principles of Management MGT 130* *Fall 2006*

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Address the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Address the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The student Learning glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES and Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	<b>Outcome #1 – SPIRITUALLY ALIVE</b>				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability				X
1D	Ethical behavior		X		
2	<b>Outcome #2 – INTELLECTUALLY ALERT</b>				
	<i>Proficiencies/Capacities</i>				
2A	Critical thinking	X			
2B	Analytical problem solving	X			
2C	Global and historical perspectives		X		
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		
2F	Information literacy		X		
3	<b>Outcome #3 – PHYSICALLY DISCIPLINED</b>				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle				X
3B	Physically active lifestyle				X
3C	Properly balanced nutrition plan				X
4	<b>Outcome #4 – SOCIALLY ADEPT</b>				
	<i>Proficiencies/Capacities</i>				
4A	Communication skills		X		
4B	Interpersonal skills		X		
4C	Appreciation of cultural and linguistic differences		X		
4D	Responsible citizenship			X	
4E	Leadership capacity	X			