

Syllabus for
MGT 130--Principles of Management
3 Credit Hours
Spring 2013

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
As a result of successfully completing this course the student will be able to do the following: 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
As a result of successfully completing this unit, 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. Discuss 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. Explain 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

A. Required Textbook

Robbins. Management, (11th ed.), Florence, KY: Thomson Learning, 2012.
ISBN: 9780132163842

Fortune magazine.

B. Recommended Materials

1. Outside readings and research may be assigned as necessary.
2. Films, videos, guest speakers, and other learning aids may be assigned by the instructor in order to broaden the student's exposure to important topics.

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, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism

is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

- a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
- b. Failing to meet group assignment or project requirements while claiming to have done so;
- c. Failing to cite sources used in a paper;
- d. Creating results for experiments, observations, interviews, or projects that were not done;
- e. Receiving or giving unauthorized help on assignments.

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. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department

and University guidelines.

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 Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an Whole Person Assessment 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

Diagnostic Exams	100 points (approximately)
Quizzes (pop)	100 points (approximately)
Exam 1	100 points
Exam 2	100 points
Final Exam	<u>100 points</u>
TOTAL POINTS	500 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 five (5) bonus points. These points will be added to the total points earned at the end of the semester.
- b. Students who have four (4) unexcused absences, your grade will be lowered one level. If you have five (5) unexcused absences, your grade will be lowered two levels.
- 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.
- d. A package of Scantrons is required.
 - e. Faculty Evaluations is required.
 - f. Students must have a permission to leave once the class has started.
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. Student Opinion Survey is a requirement and since this is a management function, no points will be awarded.
 - i. All students who were entering freshmen during the fall of 2004, or later, must submit a two page executive summary as an artifact in Whole Person Assessment.
 - j. e-Portfolio Requirements - none
 - k. Professor's name: Dr. George Gillen
Office: Graduate Center 3F04
Telephone: 495-6556 (campus)
E-mail: ggillen@oru.edu

VI. COURSE CALENDAR

Week of	Topic	Chapter(s)
1	Introduction to Management	1
2	The Management Movement	2
	Developing Communication Skills	3
3	Decision-Making Skills	4
4	International Business	5
	Legal, Ethical, and Social Responsibilities of Management	6
5	Exam 1	1-6
	Basics of Planning and Strategic Management	7
6	Basics of Planning and Strategic Management	7
	Operations Management and Planning	8
7	Organizing Work	9
	Organizing Structure	10
8	Understanding Work Teams	11
	Staffing	12
9	Developing Employees and Managers	13
	Exam 2	7-13
10	Motivating Employees	14
11	Spring Break	
12	Developing Leadership Skills	15
12	Managing Conflict and Stress	16
13	Managing Change and Culture	17
14	Controlling	18
	Appraising and Rewarding Performance	19
15	Operations Control	20
	Final Exam	14-20

Course Inventory for ORU's Student Learning Outcomes

Principles of Management MGT 130 *Spring 2013*

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

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

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

Minimal Contribution – Addresses 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 & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
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1	Outcome #1 – Spiritually Alive				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability				X
1D	Ethical behavior		X		

2	Outcome #2 – Intellectually Alert				
	<i>Proficiencies/Capacities</i>				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives		x		
2D	Aesthetic appreciation			x	
2E	Intellectual creativity		X		

3	Outcome #3 – Physically Disciplined				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X

4	Outcome #4 – Socially Adept				
	<i>Proficiencies/Capacities</i>				
4A	Communication skills		X		
4B	Interpersonal skills		X		
4C	Appreciation of cultural & linguistic differences		X		
4D	Responsible citizenship			X	
4E	Leadership capacity	X			