

Syllabus for
MGT 130-OL – Principles of Management
3 Credit Hours
Spring B 2016

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 relies on individual initiative and class discussion. The instructor will serve as a mentor, guiding students through the readings and facilitating discussion in order to build learner autonomy and stimulate life-long scholarship.

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 and discuss management and leadership.
- 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 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 and resources.
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 Textbooks

Robbins, Stephen P., Coulter, Mary. *Management*, (12th ed.), Upper Saddle River, NJ:Prentice Hall, 2014. ISBN: 9780133043600

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 the University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' major.
 - i. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
 - ii. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Course Policies and Procedures

Evaluation Procedures

Grading Scale

Case Briefs	40%
Discussions	20%
Midterm Exam	20%
Final Exam	20%

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%

C. Other Policies

1. 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.
2. 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.
3. 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.
4. 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.
5. Students are responsible for all information covered, presented, or assigned in class.
6. Exams will cover all material presented in class, outside readings, text assignments, films, guest speakers, and handouts.
7. Students should utilize modern technology in the development of plans and reports. Professional quality reports and presentations are expected.

8. 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.
9. e-Portfolio Requirements – none

D. Contact information
 Professor Angie Morris
anmorris@oru.edu

VI. COURSE CALENDAR

Period	Weeks	Dates	Topics	Chapters	Discussions	Assignment
1	1	3/7 - 3/13	Management and Organizations Management History Understanding Management's Context Managing in a Global Environment Managing Diversity Managing Social Responsibility and Ethics	1-5 (Including Module)	Discussions 1A, 1B, 1C	Case Brief 1
		3/14 - 3/20	SPRING BREAK			
2	2-3	3/21 - 4/3	Managers as Decision Makers Managing Change and Innovation Foundations of Planning Strategic Management Managerial Controls Planning Tools and Techniques	6-10 (Including Module)	Discussions 2A, 2B, 2C	Mid-Term
3	4-5	4/4 - 4/17	Basic Organizational Design Adaptive Organizational Design Managing Human Resources Managing Your Career Managing Teams	11-14 (Including Module)	Discussions 3A, 3B, 3C	Case Brief 2
4	6-7	4/18 - 4/29 (Friday)	Understanding Individual Behavior Managers and Communication Motivating Employees Managers as Leaders	15-18	Discussions 4A, 4B, 4C	Final

VII. ASSIGNMENTS

A. Discussions

Discussions are designed to provide a forum for you to internalize the course material through discussion and debate. For each discussion thread, you will be given a central question(s). You are to post in each discussion three (3) times, following the format below.

First Post: Position – Take a stance on the discussion question. You do not need to answer the questions directly, but your position should be inspired by the questions.

Second Post: Counter – Refute the Position post of another student or offer an alternative perspective.

Third Post: Response – Respond to the Counter posted on your Position post.

Each post should be between 100-150 words and should have two citations (the text and outside material).

B Case Briefs

Case Briefs are designed to enhance your understanding of the course material and demonstrate your ability to draw connections to real world organizations. For this assignment, you will write a case brief using the assigned case study (available in D2L). You will identify the key problem the organization faces, analyze the possible solutions and provide recommendations. Your brief should be written in APA format with a minimum of 5 sources. Use the template outlined in “How to Write a Case Brief” (available on D2L).

C Exams

Exams are designed to verify your understanding of the course material by testing your retention. Both the mid-term and final will be opened in the second week of their given period and will remain open until midnight on the last day of the period. You are free to take the exam whenever your schedule allows within that week.

Course Inventory for ORU's Student Learning Outcomes
Principles of Management (MGT 130-OL)
Spring B 2016

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
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability				X
1D	Ethical behavior	X			
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Analytical problem solving	X			
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		
2F	Information literacy		X		
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically active lifestyle				X
3C	Properly balanced nutrition plan				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences			X	
4D	Responsible citizenship			X	
4E	Leadership capacity	X			