MGMT 230: Principles Of Management

Location:	Evening
Address:	1001 Rogers Street Columbia, MO 65216
Section:	19FALL2/MGMT/230/AEV
Semester Credit Hours:	3
Class Day(s) and Time(s):	Monday 5:30 PM - 9:30 PM from October 21, 2019 to December 14, 2019

☰ Syllabus Contents

❶ Course Information

Catalog Description

Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application.

📖 Textbooks

As part of Truition^{SM}, students will receive their course materials automatically as described below.

Jones, Careth and George, Jennifer. *Contemporary Management* .McGraw-Hill.

☁ Bateman/Snell. (2018). *Management: Leading and Collaborating in a Competitive World* (13th). McGraw-Hill. *eText*

Bookstore Information

Visit https://www.ccis.edu/bookstore.aspx for details.

eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven

days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit Ingram Returns to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of Truition^{SM} are responsible for purchasing their own course materials.

⬇ Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see technical requirements.

👍 Course Learning Outcomes

1. Describe and explain the functions of management and the skills needed to become an effective manager.
2. Explain the environmental forces that influence organization strategy.
3. Identify the strategy organizations use to compete globally.
4. Explain how firms use human resources to gain a competitive advantage.
5. Explain the behaviors characteristic of leaders of organizations.

🎓 Grading

Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Online Learning Activity	150	15%
Midterm Exam	225	22%
Midterm Essay	100	10%
Research Paper	200	20%
Final Exam	225	22%

Final Essay	100	10%
Total	**1000**	**100%**

📅 Schedule of Due Dates

Week 1		
Assignment	**Points**	**Due**
Read Chapters 1& 2	--	Before the class meeting

Week 2		
Assignment	**Points**	**Due**
Discussion Question	30	10/26/2019
Read Chapters 3 & 4	--	By class meeting

Week 3		
Assignment	**Points**	**Due**
Discussion Question	30	11/2/2019
Read Chapters 5 & 6	--	By Class Meeting

Week 4		
Assignment	**Points**	**Due**
Midterm Exam	225	11/11/2019
Read Chapter 7	--	By Class Meeting
Midterm Essay	100	11/16/2019

Week 5		
Assignment	**Points**	**Due**
Discussion Question	30	11/23/2019
Read Chapters 8 & 9	--	By class meeting

Week 6		
Assignment	**Points**	**Due**
Discussion Question	30	11/30/2019
Read Chapters 10 & 11	--	11/25/2019

Week 7		
Assignment	**Points**	**Due**
Discussion Question	30	12/7/2019
Read Chapters 12 & 13	--	By class meeting
Research Paper Presentation & Delivery	200	12/2/2019

Week 8		
Assignment	**Points**	**Due**
Final Exam	225	12/9/2019
Read Chapter 14	--	By class meeting
Final Essay	100	12/14/2019

Total Points: 1000

🖉 Assignment Overview

Online Learning Activity

There are five discussions for this class. Discussions are each worth 30 points. For each discussion you must read the discussion requirements and do any required research necessary (internet or otherwise). Then prepare a well-worded and thoughtful response to each selected question, relating your answer directly to the results of your research and the classroom discussion. You must post your initial post before you can access the other posts from classmates. This encourages original thought without influence from other existing messages.

Your initial post must be substantive with content that addresses the issue and enhances other students' understanding. Posts should demonstrate your understanding of the topic. You must also respond to at least two (2) other student posts with substantive responses that extend the discussion. A detailed grading rubric for discussions is provided in the course.

Assignments

Students will complete a research paper to be submitted and presented to the class during the week 7 class meeting. Papers are to be a minimum of 6 pages in length, Times New Roman 12 point font, 1" margins, with no cover page. The research topic and your name should be at the top of the first page. A separate page should include a minimum of 5 references EXCLUDING your text and WIKIPEDIA. Instructor will assign research topics by end of the second week of class. Grammar, punctuation and spelling will also be graded.

Examinations

The midterm and final exams will be administered during the class meeting of weeks 4 & 8. They include multiple choice and short answer questions from chapters 1-7 for the midterm and chapters 8-14 for the final. The midterm and final essays are completed outside of class and are due by Midnight Saturday of weeks 4 & 8 as email attachments. The instructor will distribute essay topics in advance. Essays should be 3 pages in length plus a reference page. No title page, just the topic and your name at the beginning of the first page. Papers should be completed in Times New Roman 12 point font, double spaced with 1" margins. A minimum of 3 references are required EXCLUDING the textbook and WIKIPEDIA. Grammar, spelling and punctuation will also be graded.

☰ Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1:

Read Chapters 1& 2

Week 2:

Discussion Question
Discussion 1: The External Environment and Internal Environments and Managerial Decision Making

Provide and explain examples of the advantages and disadvantages of using computer technology in decision-making.

Read Chapters 3 & 4

Week 3:

Discussion Question
Discussion 2: Strategic Management and Ethics and Corporate Responsibility

1. Provide the Vision, Mission, and Values Statements of two companies. Comment on the companies' strengths and/or weaknesses.
2. Identify a recent incident (within the last six months) and discuss illegal, unethical, and socially responsible business actions in the current news. Include a link to the news article.

Read Chapters 5 & 6

Week 4:

Midterm Exam
Read Chapter 7
Midterm Essay

Week 5:

Discussion Question
Discussion 3: International Management and Organizational Structure

Choose and research an International Company. Briefly discuss its organization and management structure.

Read Chapters 8 & 9

Week 6:

Discussion Question
Discussion 4: Human Resource Management

Recently companies have announced staff reduction or operations adjustments (store closings). Choose one of those companies and discuss the company has approached reductions and/or adjustments. In your discussion, explain if it was or wasn't appropriately handled.

Read Chapters 10 & 11

Week 7:

Discussion Question
Discussion 5: Diverse Workforce and Leadership

1. What opportunities do you see as a result of changes in our nation's workforce?

2. Identify someone you think is an effective leader. What makes him or her effective? What impact does their effective leadership have on their company?

Read Chapters 12 & 13
Research Paper Presentation & Delivery

Week 8:

Final Exam
Read Chapter 14
Final Essay

⊕ Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at Students -> Academics -> Resources.

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❶ Columbia College Policies and Procedures

The policies set forth in the **Policy Library** are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see **Student Policies**. For more information on policies applicable to the entire Columbia College community, see **College-Wide Policies**.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the **Academic Integrity Policy and Procedures** and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the **Student Accessibility Resources** office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our **ADA and Section 504 Policy for Students**.

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our **Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure**.

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's **Title IX and Sexual Misconduct Policy**.

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course

progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the **Withdrawal Policy**.

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's **Student Conduct Code** and **Acceptable Computing Use Policy**. Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the **Student Behavioral Misconduct Policy and Procedures**, and the Acceptable Computing Use Policy can be found in the Policy Library at **ccis.edu/policies**. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.