

## MGMT 230: Principles Of Management

<b>Location:</b>	Jacksonville
<b>Address:</b>	7077 Bonneval Rd., Ste. 114 Jacksonville, FL 32216
<b>Section:</b>	19FALL2/MGMT/230/AFL5
<b>Semester Credit Hours:</b>	3
<b>Class Day(s) and Time(s):</b>	Tuesday 5:00 PM - 9:00 PM from October 21, 2019 to December 14, 2019

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### 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<sup>SM</sup>, 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 [Tuition<sup>SM</sup>](#) 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%
Final Exam	225	22%
Term Project	400	40%
<b>Total</b>	<b>1000</b>	<b>100%</b>

 Schedule of Due Dates

Week 1		
Assignment	Points	Due
Week 2		
Assignment	Points	Due
Discussion Question	30	November 3, 2019
Week 3		
Assignment	Points	Due
Discussion Question	30	November 10, 2019
Week 4		
Assignment	Points	Due
Week four activities	225	November 12, 2019
Week 5		
Assignment	Points	Due
Discussion Question	30	November 24, 2019
Week 6		
Assignment	Points	Due
Discussion Question	30	December 1, 2019
Week 7		
Assignment	Points	Due
Discussion Question	30	December 8, 2019
Week seven activities	400	December 3, 2019
Week 8		
Assignment	Points	Due
Week eight activities	225	December 10, 2019
<b>Total Points: 1000</b>		

 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.

 Course Outline

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

## Week 1:

### Week one activities

The facilitator will provide an overview of the course, and discuss the materials in Chapters one and two.

Chapter one covers the logic or non-logic of Managing, and Chapter two talks about the external environment and organizational culture.

## 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.

### Week two activities

We will discuss Chapter three which deals with Managerial Decision Making, Chapter four which looks at Planning and Strategic Management, and Chapter five which gives us a foundation for looking at ethics in organizations.

## 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.

### Week three activities

We will see that Chapter six covers International management, Chapter seven touches on Entrepreneurship and Chapter eight looks at Organizational Structure.

We will also engage in a short group exercise to illustrate the logic of various organizational structures.

## Week 4:

### Week four activities

Discussion of Chapter nine will talk about how an organization can survive by being fleet of foot!

A practical hands on exercise will reinforce the text material.

The midterm evaluation will be administered! Everyone say YAY!

## Week 5:

### Discussion Question

#### Discussion 3: International Management and Organizational Structure

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

### Week five activities

Chapter ten is titled Human Resource Management and talks about the mechanics of providing resources for people in the workplace! Chapter eleven discusses the ever increasingly diverse workforce managers deal with in the real world. We will engage in a short exercise to demonstrate diversity issues.

## 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.

### Week six activities

Chapter twelve talks about leadership, and thirteen about motivating! I am entranced by the huge volume of material that has been written about the two subjects, and still we have major problems in most organizations with these two management functions! Be prepared to go outside the box this evening!

## 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?

### Week seven activities

Chapter fourteen talks about teamwork. Chapter fifteen addresses communication within an organization. Good bad and ugly, it's all in there! Chapter sixteen covers managerial control. How much is enough, too much, not enough? All the answers you ever wished for!

## Week 8:

### Week eight activities

Chapter seventeen talks about managing technology and innovation! Tough work for old folks! Chapter eighteen sums everything up with a discussion of creating and managing change.

## + Additional Resources

Online databases are available at [library.ccis.edu](http://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](mailto:CCHelpDesk@ccis.edu), 800-231-2391 ex. 4357
- D2L Helpdesk: [helpdesk@d2l.com](mailto:helpdesk@d2l.com), 877-325-7778
- VitalSource: [support@vitalsource.com](mailto: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](#).

## 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](https://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.