MGMT 330 (Hybrid)
Principles of Management

Early Fall Session 15/11
August 17 – October 10, 2015

Monday, September 7 is Labor Day. This class is rescheduled for Tuesday, September 8 unless conflicting student class schedules indicated a new date is needed. See comment in Class Day, Time and Room section below.

Course Description

A survey of Principles of Management. Course will provide a familiarity with the history and evolution of the field as well as the introduction of modern principles and their application.

Class Day, Time and Room: Monday, 6:00 – 9:00 PM, Room TBD

This is a hybrid course which is defined as an online course supported by a weekly in-seat class. Our class will consist of both in class and online instruction using various resources, discussion and homework. Please note that we will meet every week, unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one in-seat class, it is strongly recommended that you wait to take this course at another time.

The online portion of our course is located in D2L. You will access the course through CougarTrack.

The Monday, September 7 class will be held Tuesday, September 8. The Monday date is Labor Day, a national holiday. If this day will not work for the class, a new day will be determined on the first night of the term on August 17.

Note: On-line assignments are generally due by 11:59 PM Saturday, Mountain Time. Because D2L assignments are in Central Time, your syllabus shows the time due as 12:59 AM Sunday, Central Time. You must remember to make adjustments for the one (1) hour time difference. Your last two (2) D2L assignments, Research Paper and Exam 4, are due on Saturday, 12:59 AM, Central Time, which is 11:59 PM, Mountain Time.

Any changes to this syllabus will be announced in class, published as an addendum to this syllabus, and changed on the D2L Content section for the class.

Textbooks


Textbooks for the course may be ordered from MBS Direct:

- online at http://direct.mbsbooks.com/columbia.htm
- by phone at 800-325-3252

For additional information about the bookstore, visit http://www.mbsbooks.com.
You may use e-versions of the text, purchase the hardback version, or rent the text as long as it is the 11th edition of this text.

Course Overview

This course is designed to provide students with a survey of contemporary principles and practices of management concepts, structure and philosophy. You will learn that the managerial function is not a precise science and as such it continues to evolve. The business world is changing. Technological changes and competition in both domestic and international arena present the modern American manager with unique challenges. We must accept the fact that management is a learned skill, it cannot be inherited. Management is the successful outcomes of integrating the actions of people and resources to attain the most optimal output in accordance with company goals. We never become perfect managers as we continue to gain experience and learn throughout our careers. As you progress through this course the learning objectives for each chapter of the textbook will indicate the route we will take as we address the material. In this 11th edition, authors Bateman and Snell have assembled a wealth of information – both historical and current regarding the best and worst business practices. As you work through the textbook, please keep in mind the three “M’s” of management: manpower, materials and money. We readily recognize that managing the human element, manpower, is by far the most important of the three.

Each week will focus on different aspects of the managerial process, its inherent issues, problems and solutions. The textbook chosen for this course offers an excellent compilation of text, current real life illustrations, personal surveys, and case studies. The situations and cases in this new edition are extremely valuable in enhancing our learning process. Of particular importance in this new edition are the “Power of Collaboration” and “Bottom Line” blocks which capture the essence of each respective topic in easily understandable terms. By using this textbook and completing the assigned work, the student should derive a considerable amount of knowledge regarding the management principles from this course. The syllabus is structured around the sharing of knowledge and information. Students will be challenged to think “outside the box” and to offer solutions to situations which they might never encounter outside this forum.

Technology Requirements

Participation in this course will require the basic technology for all online 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.

You can find more details about standard technical requirements for our courses on our site.

Course Objectives

This course is designed to meet the following goals:

- To gain a basic understanding of management principles.
- To become aware of concepts for managing people.
- To develop multiple approaches for resolution of managerial challenges.
- To enhance communication skills from written and oral presentations.
Measurable Learning Outcomes

By the end of this course, you should be able to:

- Describe and explain the functions of management and the skills needed to become an effective manager.
- Explain the environmental forces that influence organization strategy.
- Evaluate the pros and cons of group decision making.
- Explain the elements of the strategic management process.
- Explain the options for dealing with ethical issues.
- Identify the strategy organizations use to compete globally.
- Differentiate between entrepreneurial and entrepreneurial activities.
- Evaluate opportunities for becoming a responsive organization.
- Explain how firms use human resources to gain a competitive advantage.
- Explain how an organization can take steps to cultivate diversity.
- Explain the behaviors characteristic of leaders of organizations.
- Explain the causes and consequences of a satisfied workforce.
- Describe how to design a managerial control system.

Grading

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
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<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
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<tr>
<td>B</td>
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<tr>
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Grades Weights

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<tr>
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<tr>
<td>Exams</td>
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</tr>
<tr>
<td>Research Paper &amp; Oral Presentation</td>
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<td>13%</td>
</tr>
<tr>
<td>Dropbox Assignments</td>
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<td>14%</td>
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<tr>
<td>Discussions</td>
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<td>13%</td>
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<td><strong>Total</strong></td>
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Schedule of Graded Assignments

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<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
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<tr>
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<tr>
<td>3</td>
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<td>In Class</td>
<td></td>
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<tr>
<td></td>
<td>Dropbox 3</td>
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<tr>
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<td></td>
<td>Research Project Due</td>
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<td>8</td>
<td>Presentation of Research Paper to Class</td>
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<td></td>
<td>Exam 4</td>
<td>150</td>
<td>Saturday</td>
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**Assignment Overview**

**Readings and Other Self-Study Resources**

All assigned readings and lecture review must be completed prior to coming to the in-seat portion of class. I encourage you to take advantage of the self-study resources available in the course and the textbook’s Online Learning Center (OLC). The OLC includes self-grading quizzes, internet exercise and other resources. Access the OLC through the textbook resources widget on the homepage of the course.

All students should make use of the Columbia College Stafford Library online features to assist in their research projects or other assignments.

**Discussions (In Class)**

There are discussion questions weeks 1 - 7 that are worth 10 or 20 points each, depending on the week (refer to the Graded Assignments section of this syllabus). In class discussions may not be made up.

The discussions will be completed and presented during the in-seat portion of the class in a team work format. Teams will be assigned the first night of class.

**Dropbox Assignments (Online)**

You will complete seven Dropbox assignments during this course. Dropbox assignment instructions are located in the D2L Content area of the course. They consist of questions taken directly from the assigned readings for the week. You will complete the questions and submit them as a single Word document to the appropriate Dropbox folder. Each assignment is due Sunday by 12:59 AM Central Time of the week assigned. This is 11:59 PM, Saturday, in our time zone, Mountain Time.
Dropbox assignments submitted late will not be graded and will result in a zero for that assignment. If unforeseen circumstances arise, you must notify your instructor ahead of time for a possible adjusting of the due date. It is instructor’s discretion whether to adjust the due date or not.

**Research Project (Online) and Oral77 Presentation of Paper (In Class)**

You will be asked to research, analyze, and present a short research paper on a topic you select from your textbook. The topic you select must be closely related to the course materiel, real life managerial situations, and/or leadership topics. Your Research Project is due no later than **Saturday of Week 7 by 12:59 AM CT** and should consist of a 3-page double spaced paper prepared in an acceptable (MLA, APA) format. Submit your completed Research Project to the Dropbox folder. If you finish your Research Project early and want to turn it in, feel free. All grades will be released in Week 8, regardless of when the papers are submitted. Research papers may not be turned in late. Late papers will receive a zero for the assignment unless you have made prior arrangements because of unforeseen circumstances and at the discretion of the instructor. Part of your grade will be an oral presentation to the class of your research paper during Week 8.

**Exams (Online)**

You will complete an exam every two weeks for this course (weeks 2, 4, 6, and 8). You will receive a grade based on your understanding of the core materiel and ability to effectively express that knowledge. Each exam will consist of 150 multiple choice and true/false questions and you will have 150 minutes from the time you begin the exam.

Exams will not be accepted if submitted late unless prior arrangements have been made. In the case of late exams, 10% of the total point amount will be deducted. **The exams will be timed-exams**, taken online using the D2L quiz function in your course. You will be allowed 150 minutes to take each exam, which will consist of objective type questions (multiple choice and true/false). The exams will be available to take online anytime between Wednesday and Sunday at 12:59 AM Central Time of each week the exam is scheduled. **If you log in and then log out, your time continues to run. Logging out of the exam once you start does not stop the 150-minute clock.** You are not required to have a proctor for these exams.

**Course Schedule**

**Week 1**

**Readings (Before Class)**

- Text: Chapter 1, *Managing and Performing* (MLO 1), pp 2 - 32

**Discussion 1 (In Class)**

The class will be assigned to teams the first night of class for the completion of Discussion assignments during the course. Be prepared to introduce yourself to the class and work with your team in preparing the team response to the first Discussion assignment.

**Dropbox 1 (Online)**

See the D2L Content area of the course for Week 1’s Dropbox instructions.
Week 2

Readings (Before Class)

- Text: Chapter 4, Planning and Strategic Management (MLOs 1, 2, & 4), pp 118 - 151
- Text: Chapter 5, Ethics and Corporate Responsibility and Sustainability (MLO 5), pp 152 – 178

Discussion Prep (Before Class)

Weekly discussion questions will be assigned to the teams on the week prior to answering the question. Individual team members should research the questions and help finalize answers with the team during class.

Discussion 2 (In Class)

As a team, prepare your response to your team’s assignment. Teams will present their answers to the class.

Dropbox 2 (Online)

See the D2L Content area of the course for Week 2’s Dropbox instructions.

Exam 1 (Online)

Complete Exam 1 in the D2L Quizzes area by Sunday at 12:59 AM Central Time. This 11:59 PM Saturday, Mountain Time. Exam 1 will consist of material covered in Chapters 1-5. You have 150 minutes and one attempt to complete this exam.

Week 3

Readings (Before Class)

- Text: Chapter 6, International Management (MLO6), pp 186 - 222
- Text: Chapter 7, Entrepreneurship (MLO 7), pp 224 – 258
- Text: Appendix C: Information for Entrepreneurs, pp 259 - 260
- Text: Chapter 8, Organization Structure (MLOs 1, 2, & 8), pp 262 - 292

Discussion Prep (Before Class)

Research your team assignment and be prepared to provide input for your team response.

Discussion 3 (In Class)

Prepare team response to assignment and present to the class.

Dropbox 3 (Online)

See the D2L Content area of the course for Week 3’s Dropbox instructions.

Week 4

Readings (Before Class)

- Text: Chapter 9, Organizational Agility (MLO 8), pp 294 - 324
- Text: Chapter 10, Human Resources Management
- Prepare team response to assignment and present to the class.
- Discussion Prep (Before Class)

Discussion 4 (Before and In Class)

Research your team assignment and be prepared to provide input for your team response.
Prepare team response to assignment and present to the class.

**Dropbox 4 (Online)**

See the D2L Content area of the course for Week 4’s Dropbox instructions.

**Exam 2 (Online)**

Complete Exam 2 in the D2L Quizzes area by **Sunday at 12:59 AM Central Time. This is 11:59 PM Saturday, Mountain Time.** Exam 2 will consist of material covered in Chapters 6-10. You have 150 minutes and one attempt to complete this exam.

**Week 5**

**Readings (Before Class)**

- Text: Chapter 11, *Managing the Diverse Workforce* (MLO 10), pp 368 - 403
- Text: Chapter 12, *Leadership* (MLO 1, 2, & 10) pp 404 - 437

**Discussion 5 Prep (Before Class)**

Research your team assignment and be prepared to provide input for your team response.

**Discussion 5 (In Class)**

Prepare team response to assignment and present to the class.

**Dropbox 5 (Online)**

See the D2L Content area of the course for Week 5’s Dropbox instructions.

**Course Evaluation**

Starting this week you have the opportunity to evaluate this course. Course evaluations will open on Sunday and will remain open until Thursday of Week 7. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that I will not be able to see them until after final grades are submitted.

**Week 6**

**Readings (Before Class)**

- Text: Chapter 13, *Motivating for Performance* (MLO 12), pp 438 - 468
- Text: Chapter 14, *Teamwork* (MLO 12), pp 470 - 494

**Discussion 6 (Before and In Class)**

Research your team assignment and be prepared to provide input for your team response.

Prepare team response to assignment and present to the class.

**Dropbox 6 (Online)**

See the D2L Content area of the course for Week 6’s Dropbox instructions.

**Exam 3 (Online)**

Complete Exam 3 in the D2L Quizzes area by **Sunday at 12:59 AM Central Time. This is 11:59 PM Saturday, Mountain Time.** Exam 3 will consist of material covered in Chapters 11-14. You have 150 minutes and one attempt to complete this exam.

**Week 7**

**Readings (Before Class)**

- Text: Chapter 15, *Communicating* (MLOs 11 & 12), pp 496 - 524
• Text: Chapter 16, Managerial Control (MLOs 1, 2, & 13) pp 526 - 559
• Text: Chapter 17, Managing Technology and Innovation (MLOs 1, 2, & 8), pp 560 – 590
• Text: Appendix D: Operations Management in the New Economy, pp 591 - 598

Discussion 7 (Before and In Class)
Research your team assignment and be prepared to provide input for your team response.
Prepare team response to assignment and present to the class.

Dropbox 7 (Online)
See the D2L Content area of the course for Week 7’s Dropbox instructions.

Research Paper Due (Online)
Submit your completed Research Project to the respective D2L Dropbox folder by Saturday at 12:59 AM CT. This is 11:59 PM Friday, Mountain Time.

Course Evaluation
Course evaluations will remain open until Thursday of this week (Week 7). To access the evaluations, please check your CougarMail for an email with the link.

Week 8

Readings (Before Class)
• Chapter 18, Creating and Leading Change (MLOs 1, 2, 3, 4, & 11), pp 600 - 630

Oral Presentation Prep (Before Class)
Prepare your presentation to give to the class on your Research Paper.

Oral Presentation (In Class)
Present you Research Paper to the class and be prepared to answer questions. Depending on class size, your presentation will be 10 – 15 minutes in length. Further information will be given the first night of class.

Exam 4 (Online)
Complete Exam 4 in the D2L Quizzes area by Saturday at 12:59 AM Central Time. This is 11:59 PM Friday, Mountain Time. Exam 4 will consist of material covered in Chapters 15-18. You have 150 minutes and one attempt to complete this exam. Note: This exam is due one day before the due date of the previous three (3) exams.

Course Policies

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 Use Policy. Students violating these policies 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 and the Computer Use Policy for students can be found in the Columbia College Student Handbook. The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at 573-875-7400. The teacher maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.
During in-seat classes, all cell phones will be turned off or muted during session time. You may answer your phone or texts during the class breaks.

**Plagiarism**

Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College. All instances of plagiarism will be reported to the Columbia College Administration.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers will be submitted for textual similarity review through D2L Drop-Box for the detection of plagiarism. A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was completed in a prior course and submitted in the current course will not be accepted.

**Non-Discrimination**

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

**Disability Services**

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

**Attendance Policy**

Attendance for a week will be counted in two ways. The first is by being physically present in class on Monday of each week. The second is by submitting a course assignment for which points have been earned during that week of the session. A class week is defined as the period of time between Monday and Sunday (except for Week 8, when the week ends in accordance with the campus end date). The course and system deadlines are all based on the Central Time Zone. Remember to adjust this time one (1) hour earlier since we are in the Mountain Time Zone.

**Email**

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. You may forward your Cougar email account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other email providers.

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

A hybrid class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. Course evaluations will open on Sunday of Week 5 and will remain open until Thursday of Week 7. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.

Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

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<th><a href="mailto:CHelpDesk@ccis.edu">CHelpDesk@ccis.edu</a></th>
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<tbody>
<tr>
<td>800-231-2391 ex. 4357</td>
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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. The Writing Center can be used for writing assistance in any course.

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 under Students->Academics->Academic Resources.