

This is a general course preview. The actual course syllabus may change each term.

Course Details

Format

- 15 week course
- Not self-paced: Assignments have specific weekly deadlines
- Students login independently but will interact with classmates

Orientation

Before Class Begins

- New students must complete an online student orientation in Blackboard BEFORE the class begins.
- Students will be emailed a login link.
- Allow 2-3 hours to complete the orientation course.

Email

- Students should daily check their Concordia email for announcements and reminders.

Attendance

- Attendance is recorded when a discussion or assignment is posted.
- Login at least 5 times per week.

5

Payment

- Students will be emailed a bill after the course begins
- Payments are made online

Drop Policy

- After a course begins, the student will pay for a course, even if dropped.
- The student pays based on the number of weeks completed.
 - Week 1-5 : A percent refund
 - Week 6-10 0% and 'W' grade
 - Week 11-16 0% and 'F' grade
- "W" Withdraw does not count in GPA
- "F" Counts as a 0.0 in GPA

Course Description: Principles of Management examines the principles and functions of management with an integration of line and staff relationships, theories of management, authority and responsibility, centralization and decentralization, team building, and developing policies, strategies, and tactics. 3 credit hours.

Grading

Discussion Questions	12%
Managerial Interviews and Analysis	20%
Article Reviews	20%
Quizzes	10%
Corp Social Responsibility Paper	9%
Mgmt vs. Leadership Paper (3-4 pg)	9%
Reflection Paper (5-6 pages)	20%



Assignment Descriptions

- **Article Reviews** Select an article from *Wall Street Journal*, *Forbes*, *Fortune*, *Newsweek* and write a 3-4 page paper in APA style analyzing the article using critical thinking skills referencing at least 2 additional sources
- **Discussions:** Students write a post to a discussion question and reply at least twice to posts from other students.
- **Quizzes:** Each quiz is multiple choice and/or short answer questions based on the readings/videos. Students have 1 attempt and 90 minutes to complete each quiz.
- **Reflective Practice:** Students demonstrate their understanding of

Counts as... MGMT 130 is part of the Undergraduate Business Core major.

Technology Requirements

Hardware

- Students need a laptop or desktop with reliable broadband internet access.
- The Blackboard App should be used on tablets and mobile devices.
- (Some courses) Camera & microphone may be needed for video conferencing.
- Speakers or headphones.

Browser

- Concordia uses **Blackboard Learn** which runs best in **Firefox** or **Chrome**.
 - Disable pop-up blockers and ENABLE cookies.
 - Check your browser compliance at: bit.ly/cuwaachek
- Errors are OK if they are for compliance of Java, Shockwave, and Flash.



Software

- A word processor is required. Office, Pages, Google docs will work.
- Some courses will require presentation or video software (PowerPoint or equivalent).
- Students have FREE access to Microsoft Office 365 ([download / instructions](#))

Course Schedule

Weeks	Topics	Assignments
1-2	Basic Management Functions <ul style="list-style-type: none"> • Read Management Basics - p 7-17 	Week 1 <ul style="list-style-type: none"> • Quiz 1 • Discussion - Experience in Management (initial post) Week 2 <ul style="list-style-type: none"> • Discussion - Experience in Management (peer replies) • Management Article Review #1
3-6	Stewardship and Servant Leadership, Corporate Social Responsibility, Globalization <ul style="list-style-type: none"> • Servant Leadership readings • Stewardship articles 	Week 3 <ul style="list-style-type: none"> • Quiz 2 • Discussion - Workplace Ethics (initial post) • Managerial Interview #1 Week 4 <ul style="list-style-type: none"> • Discussion - Workplace Ethics (peer replies) • Management Article Review #2 Week 5 <ul style="list-style-type: none"> • Discussion - A Class Divided (initial post) Week 6 <ul style="list-style-type: none"> • Discussion - A Class Divided (peer replies) • Corporate Social Responsibility Report
7-10	Setting Goals, SWOT Analysis <ul style="list-style-type: none"> • Management Basics - p 18-28 • SWOT Analysis slideshare • SWOT Analysis video 	Week 7 <ul style="list-style-type: none"> • Quiz 3 • Discussion - How We Make Decisions (initial post) • Managerial Interview #2 Week 8 <ul style="list-style-type: none"> • Discussion - How We Make Decisions (peer replies) • Management Article Review #3 Week 9 <ul style="list-style-type: none"> • Discussion - How Managers/Leaders Make Decisions (initial post) • Management vs. Leadership Report Week 10 <ul style="list-style-type: none"> • Discussion - How Managers Make Decisions (replies) • Managerial Interview #3
11-12	Resources, Capital Needs <ul style="list-style-type: none"> • Management Basics - p 31-47 	Week 11 <ul style="list-style-type: none"> • Quiz 4 • Discussion - Motivation (initial post) • Management Article Review #4 • Management Interview #4 Week 12 <ul style="list-style-type: none"> • Discussion - Motivation (peer replies)
13-15	Leadership <ul style="list-style-type: none"> • Management Basics - p 49-76 	Week 13 <ul style="list-style-type: none"> • Quiz 5 • Discussion - Team Player? (initial post) • Management Article Review #5 Week 14 <ul style="list-style-type: none"> • Discussion - Team Player? (peer replies) Week 15 <p style="text-align: center;">Personal Reflection Paper with SWOT Analysis</p>