

Syllabus for
MGT 130-Principles of Management
3 Credit Hours
Summer 2017

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.

The primary method of instruction will be lecture and discussion. The class is designed to be interactive in nature and students are encouraged to ask questions about areas in which they need further clarification.

Prerequisites: None

II. COURSE GOALS & LEARNING OBJECTIVES

A. Course Goals:

This course is designed to enable the students do the following:

1. Achieve a breadth of knowledge about the activities and responsibilities of a manager.
2. Build skills and abilities in comparing and contrasting theoretical managerial concepts.
3. 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.
4. Build skills, abilities, habits, and attitudes that characterize a high performance human being.
5. Internalize Christian business ethics and professionalism.
6. Analyze management conceptual models, problems, and statements.

B. Learning Objectives:

As a result of successfully completing this unit, the student will be able to do the following:

Define management.

1. Differentiate the differences in skill requirements for the different levels of management.
2. Define the role of entrepreneurship.
3. Discuss the principles of management.
4. Explain the evolution of management thought.
5. Apply the varied schools of management thought.
6. Explain the different forms of organizational structures with their respective strengths and weaknesses.
7. Discuss social responsibility.
8. Discuss ethical issues involved in management decision-making.
9. Discuss the different types of plans and their characteristics.
10. Apply the principles involved in operations management.
11. Evaluate the principles involved in performing the organizing function.
12. List the different types of organizational structure.
13. Discuss the factors involved in selecting an organizational structure.
14. State the value of team work.
15. Discuss the different types of work teams.

16. Apply the principles involved in team work.
17. Explain the staffing process.
18. Evaluate some of the legal considerations involved in staffing.
19. Apply the varied theories of motivation.
20. Apply the varied theories of leadership.
21. Discuss the principles involved in managing interpersonal and intrapersonal conflict and stress.
22. Evaluate the principles involved in managing change.
23. Explain the control process.
24. Use a variety of techniques for controlling budgets, information, resources and time.
25. Apply the principles involved in employee appraisal and compensation.
26. Discuss the total quality management process.
27. Use varied systems and techniques for inventory control.

III. **TEXTBOOK AND OTHER LEARNING RESOURCES**

REQUIRED:

Robbins, Stephen P., Coulter, Mary. Management, (13th ed.), Upper Saddle River, NJ: Prentice Hall, 2015
(ISBN: 13-978-01339-10292)

IV. **POLICIES AND PROCEDURES**

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences may 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 fee.
3. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.

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. Penalties for any of the above

infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

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

B. Course Policies and Procedures

1. **COB Attendance Policy**

- a. In line with the University policy, attendance is mandatory and is taken at the beginning of class. All students who miss class including those who are administratively excused are expected to obtain class notes and materials and to turn in assignments within a reasonable time period determined by the professor. In business, employees are allowed personal days or sick leave to be absent from the job without penalty. Similarly, students may miss class up to the number of times per week a class meets without penalty (see table below). This allowance is for illness, personal business, and/or emergencies. The professor has the discretion to excuse any absence beyond those described above.
- b. If a student has excessive *unexcused* absences, a penalty will be assessed as follows:

Number of days the class meets per week	Number of absences <u>not</u> resulting in a penalty	For <u>each additional day</u> the student incurs an unexcused absence beginning with absence number:	The student's total number of points will be reduced by*:
3	3	4	2%
2	2	3	3%
1	1	2	7%

*Based on a 15 week semester and the number of days per week the class meets.

- c. Whether excused or unexcused, excessive absences may negatively impact the student's performance/grade and may cause the student to fail the course.
- d. The professor has the prerogative to assign bonus points (if any) for perfect attendance.

2. **COB Tardy Policy**

- a. Tardy is defined as missing *any* portion of class.
- b. Being consistently tardy to class is disruptive to the class and disrespectful to the professor and to fellow class members. This type of behavior is unacceptable in business. Thus, three unexcused tardies will be equal to one unexcused absence.

- c. Depending on the amount of the class missed, makeup work may be required or a student may be marked absent for that class.
- d. To not be counted absent altogether, the student is responsible to inform the professor that he/she was tardy immediately following that class.

3. Medical or Administratively Excused Absences

- a. A written excuse from the proper authority must be given to the professor in the class that the student returns. Written excuses submitted late will count as a tardy for those classes. ***No credit will be given for written excuses submitted more than two weeks after returning to class.***
- b. In-class assignments are due the next class period after the student returns. It is the student's responsibility to communicate with the professor in order to obtain the in-class assignment.
- c. The student is responsible for securing any hand-outs issued during the absence.

4. Unexcused Absences and Tardies

- a. There will be no make-up for in-class assignments or quizzes with an unexcused absence or tardy.

5. Missed Exams , Quizzes, and Assignments

- a. Exams missed during an excused absence must be taken within ***one week*** of returning to class to avoid penalty.
 - The professor must be notified ***prior to class*** that the exam will be missed.
 - It is the student's responsibility to schedule the make-up exam with the professor.
 - **Proper documentation must be received to attain eligibility to take the exam.** This includes an administrative excuse or a doctor's note. Administrative excuses should be given prior to the test; doctor's notes should be received upon arrival back to the classroom.
 - Failure to comply with the above criteria forfeits the right of the student to make up the missed exam.
- b. If a student misses an exam because of an unauthorized absence, make-up is at the discretion of the professor.
 - If a make-up is allowed, students will be charged a late fee and a 10% reduction in points.
 - Unexcused absence make-up exams must be taken promptly.
- c. Quizzes missed as a result of an excused and administratively excused absence must be made up upon return to class.
 - Quizzes and their allocated points cannot be made up due to an unexcused absence
- d. Assignments missed to an excused absence must be submitted upon arrival back to the classroom. Students may email the professor any make-up work.
- e. Class projects are due at the beginning of class on the assigned date and must be submitted in hard copy form unless otherwise noted.
 - Projects and assignments received during or at the end of class will receive a 10% reduction in points earned.
 - Projects and assignments received after class on the assigned date will receive up to a 25% deduction in points.

- Assignments received the next day will receive up to 50% decrease in points.
- No projects or assignments will be accepted after the following day for any credit.

6. **Dress Code**

- a. Students are expected to meet the University's requirement as it pertains to dress code (i.e. NO shorts, sweats, etc.). Students appearing out of dress code may be asked to leave the class until proper attire is worn. A tardy will be given to students who are out of dress code and must change.
- b. As a student participating in a business course, the College of Business holds its students accountable to a higher dress code. To this extent, no hats are permitted in the classroom.
- c. Failure to adhere to the dress code can result in a deduction of points.

Evaluation Procedures

- a. Point Distribution

Weekly Chapter Tests	400
Final Project	150
Final Presentation	50
In-class Assignments, Homework, Participation Points	<u>50</u>
Total Course Points:	600

- b. Grading Scale
 - A = 90% -100%
 - B = 80% - 89%
 - C = 70% - 79%
 - D = 60% - 69%
 - F = Below 60%

- 7. Instructor's Contact Details:
 - Ms. Jenny Dalby
 - GC 3F03
 - Telephone: (918) 495-6565 (office)
 - (918)-401-9292 (cell)
 - Email: jdalby@oru.edu

- 8. Whole Person Assessment Requirements: None.

V. MODIFICATIONS

- A. The instructor reserves the right to modify, change, or waive any part of the syllabus or the evaluation criteria for this course. The instructor will provide notification of any modifications should they take place.

VI. COURSE CALENDAR

Week	Topic	Assignments, Quizzes & Test Dates
1 Jan. 11-13	Introduction of class; syllabus review; Chapter 1: Management in the Workplace	Friday 1/13: Name Plate Homework due
2 Jan. 16-20	Monday: Martin Luther King Day- No Class Chapter 2: Making Decisions (Wed) Chapter 3: Managing the External Environment and the Organization's Culture (Fri)	Mon 1/16: Quiz 1 (Chapter 1)
3 Jan. 23-27	Chapter 3: Managing the External Environment and the Organization's Culture (Mon) Chapter 4: Managing the Global Environment (Wed, Fri)	Mon 1/23: Quiz 2 (Chapter 2)
4 Jan. 30- Feb. 3	Chapter 7: Managing Change and Innovation (Mon, Wed) Chapter 8: Planning Work Activities (Fri)	Mon 1/30: Quiz 3 (Chapters 3, 4)
5 Feb. 6-10	Chapter 9: Managing Strategy (Mon) Chapter 6: Managing Social Responsibility and Ethics (Wed) Chapter 7: Managing Change and Innovation (Fri)	Mon 2/6: Quiz 4 (Chapters 7, 8)
6 Feb. 13-17	Chapter 7: Managing Change and Innovation (Mon) Chapter 10: Designing Organizational Structure-Basic Designs (Wed, Fri)	Mon 2/13: Quiz 5 (Chapter 6, 9)
7 Feb. 20-24	Chapter 11: Designing Organizational Structure-Adaptive Designs (Mon, Wed) Chapter 12: Managing Human Resources (Fri)	Mon 2/20: Quiz 6 (Chapter 7, 10)
8 Feb. 27- Mar. 3	Chapter 12: Managing Human Resources (Mon) Chapter 13: Creating and Managing Teams (Wed, Fri)	Mon 2/27: Quiz 7 (Chapter 11)
9 Mar. 6-10	Chapter 14: Managing Communication (Mon, Wed) Chapter 15: Understanding and Managing Individual Behavior (Fri)	Mon 3/6: Quiz 8 (Chapters 12, 13)
	SPRING BREAK: March 11-19	
10 Mar. 20-24	Chapter 15: Understanding and Managing Individual Behavior (Mon) Chapter 5: Managing Diversity (Wed, Fri)	Mon 3/20: Quiz 9 (Chapter 14)
11 Mar. 27-31	Project Review (Mon) Chapter 16: Motivating Employees (Wed, Fri)	Mon 3/27: Quiz 10 (Chapters 15, 5)
12 April 3-7	Chapter 17: Being an Effective Leader (Mon, Wed, Fri)	Mon 4/3: Quiz 11 (Chapter 16)
13 April 10-14	Mon-Wed: TBD Friday: Good Friday- No Class	Mon 4/10: Quiz 12 (Chapter 17)
14 April 17-21	Final Presentations	
15 April 24-28	Final Presentations	
16 May 1-5	Final Examinations	

Course Inventory for ORU's Student Learning Outcomes

***Principles of Marketing MKT 130
Spring 2017***

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Address the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Address 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 and Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – SPIRITUALLY ALIVE				
	<i>Proficiencies/Capacities</i>				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
2	Outcome #2 – INTELLECTUALLY ALERT				
	<i>Proficiencies/Capacities</i>				
2A	Critical thinking	X			
2B	Analytical problem solving	X			
2C	Global and historical perspectives		X		
2D	Aesthetic appreciation				X
2E	Intellectual creativity		X		
2F	Information literacy		X		
3	Outcome #3 – PHYSICALLY DISCIPLINED				
	<i>Proficiencies/Capacities</i>				
3A	Healthy lifestyle				X
3B	Physically active lifestyle				X
3C	Properly balanced nutrition plan				X
4	Outcome #4 – SOCIALLY ADEPT				
	<i>Proficiencies/Capacities</i>				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural and linguistic differences				X
4D	Responsible citizenship		X		
4E	Leadership capacity	X			

(Revised 10/28/2016)