

Edmonds Community College

- Summer 2012 -

Course: Principles of Management (MGMT214) ONLINE CLASS

Instructor: Jeff Ward

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Required Text: MGMT⁴. Chuck Williams. Southwestern/Cengage. 4th Edition, 2011. ISBN-13: 978-1-111-22131-7.

Course Description:

This course focuses on the manager's responsibility to effectively and efficiently manage resources to accomplish organizational goals. Students build and apply skills in the four primary management functions: *planning, organizing, leading, and controlling*.

Skills and concepts include analyzing and adapting to internal and external environment, understanding global management issues, ethical responsibility, organizational goal setting and planning, decision making, organizing, managing change, human resources, diversity, understanding human behavior and motivation, communication, teamwork and productivity.

Learning Outcomes:

- Understanding the basic principles of management with application to a wide variety of contemporary organizations.
- Identify and develop management skills within key functions of planning, organizing, leading, and controlling.
- Ability to analyze business situations, to recommend solutions, to discuss and analyze results using acquired knowledge, resources, and skills.
- An increase in business vocabulary and analytical reading skills from reading the text, case studies, and other selected materials including resources available through the internet.
- Greater proficiency in business communications and critical thinking from presenting and supporting your findings and recommendations on a variety of topics from the readings and class discussions.

Required Readings: In addition to the text, you may be required to read current articles and web content. You will be expected to apply text and articles to assignments and tests.

Assessment: Grades will be earned through:

- Assignments – 35%
- Discussion Board participation – 30%
- Tests -- 35%

Web Access: Access to a computer and the internet are required for this course. Be sure that you schedule time to use the computer lab and/or have access at home.

Late work: Work can be turned in up to one week late, with a late penalty of 20%. No assignments later than one week will be accepted.

Makeup Exams: You are limited to one excused makeup exam per quarter. There is a 40% penalty for all exams taken “late” after your first excused exam. An exam qualifies as excused if you notify the instructor via email no later than the end of day on the scheduled day of the exam.

Academic Integrity: Education assumes a high level of trust between the instructor and students. You will be expected to communicate with class members and the instructor in a professional and respectful manner. All work on exams and individual assignments must be the product of your own efforts and, if you are referencing outside sources, you must site those sources in your work.

Class Schedule: (Subject to change – *please watch class announcements.*)

Week	Topics	Chapters
1. 7/2 – 7/8	Introduction to Management	
	<u>Management</u>	1
	<u>History of Management</u>	2
	➤ <u>Assignment:</u> <i>Interview a Manager (Posted on BlackBoard)</i>	
	➤ <u>Discussion Topic:</u> <i>Introductions</i>	
2. 7/9 – 7/15	<u>Organizational Environments & Cultures</u>	3
	<u>Ethics and Social Responsibility</u>	4
	➤ <u>Assignment:</u> <i>Chapter 3 & Chapter 4 Questions (Posted on BlackBoard)</i>	
	➤ <u>Discussion Topic:</u> <i>Ethics in the Workplace</i>	
3. 7/16 – 7/22	Planning	
	<u>Planning and Decision Making</u>	5
	<u>Organizational Strategy</u>	6
	➤ <u>Assignment:</u> <i>Chapter 5 & Chapter 6 Questions (Posted on BlackBoard)</i>	
	➤ <u>Discussion Topic:</u> <i>Mission Statement</i>	
4. 7/23 – 7/29	<u>Innovation and Change</u>	7
	<u>Global management</u>	8
	➤ <u>Assignment:</u> <i>Chapter 7 & Chapter 8 Questions (Posted on BlackBoard)</i>	
	➤ <u>Discussion Topic:</u> <i>Globalization</i>	
	❖ MIDTERM EXAM: Will be posted at 8:00AM on Wednesday, July 25th, to be completed by Sunday, July 29th, at 9:00PM.	

<u>Week</u>	<u>Topics</u>	<u>Chapters</u>
5. 7/30 – 8/5	Organizing <u>Designing Adaptive Organizations</u> <u>Managing Teams</u>	9 10
	➤ <u>Assignment: Chapter 9 & Chapter 10 Questions (Posted on BlackBoard)</u> ➤ <u>Discussion Topic: GroupThink</u>	
6. 8/6 – 8/12	<u>Managing Human Resources Systems</u> <u>Managing Individuals and a Diverse Work Force</u>	11 12
	➤ <u>Assignment: Chapter 11 & Chapter 12 Questions (Posted on BlackBoard)</u> ➤ <u>Discussion Topic: Poor Systems & Training</u>	
7. 8/13 – 8/19	Leading <u>Motivation</u> <u>Leadership</u> <u>Managing Communication</u>	13 14 15
	➤ <u>Assignment: Chapter 13, 14 & 15 Questions (Posted on BlackBoard)</u> ➤ <u>Discussion Topic: Leadership - Best Boss/Worst Boss</u>	
8. 8/20 – 8/24	Controlling <u>Control</u> <u>Managing Information</u> <u>Managing Service and Manufacturing Operations</u>	16 17 18
	➤ <u>Assignment: Chapter 16, 17 & 18 Questions (Posted on BlackBoard)</u> ➤ <u>Discussion Topic: One Big Thing</u>	
	❖ FINAL EXAMINATION: Will be posted at 8:00AM WEDNESDAY, August 22nd, to be completed by FRIDAY, August 24th, at 11:55PM.	