COURSE INFORMATION

COURSE TITLE
MAN226 Principles of Management

COURSE DESCRIPTION
Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

CREDIT HOURS
3

CCCOnline Course Policies
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.

COURSE MATERIALS
You can purchase all course materials (texts, calculators, software, etc), either with cash, a credit card or financial aid from your home college bookstore. Click on the “Ready to Order” option and select the bookstore from which you’d like to make your purchase.

Your textbook is available online as an eText. You do not need to purchase any additional materials. For specific information on refund policies and the optional black and white textbook available for purchase please contact the CCCOnline bookstore.

MINIMUM COMPUTER REQUIREMENTS
To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.
REQUIRED eText

MAIN eText

DIGITAL MATERIALS ACCESS AND SETUP
This course integrates the digital content directly into the course site.

- Visit the Pearson Direct Integration Course Start page for details on first access to the materials.

To make sure your computer is set up correctly to access the e-Text and other digital content, review the Pearson Technical Support page, also linked in the Technical Support Module.

LIBRARY ACCESS
You will need your student ID Number (Your S#) to login to the CCCOnline Library in order to gain access to some of the readings and videos in this course.
**Course Competencies and Outcomes**

**Student Competencies**

The competencies you will demonstrate in this course are as follows:

A. Describe contemporary managerial theories and tools of planning, organizing, staffing, and controlling of the primary functions of management.
B. Discuss contemporary managerial theories and tools of directing and leading, including teams and motivation.
C. Identify the skills required by managers to successfully accomplish the goals and objectives of the organization.
D. Explain contemporary managerial styles and theories including the tools of controlling and quality initiatives.
E. Analyze various management issues and apply the application of contemporary managerial solutions.

**Required Topical Outline**

I. Introduction to management
   A. Understanding the manager’s job
   B. Environment of organizations and managers

II. Planning
    A. Planning and strategic management
    B. Managing decision making
    C. Entrepreneurship and new venture management

III. Organizing
    A. Organization structure and design
    B. Organization change and innovation
    C. Managing human resources

IV. Leading
    A. Managing individual behavior
    B. Motivating employee performance
    C. Leadership and influence processes
    D. Communication in organizations
    E. Managing groups and teams

V. Controlling
    A. Managing the control process
B. Managing operations
   i. Quality
   ii. Productivity

The module outcomes that will permit you to demonstrate course competencies are:

**MODULE 1**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe the quantitative approach.</td>
<td>A, B, C</td>
</tr>
<tr>
<td>2 Illustrate current issues in organizational culture.</td>
<td>A, B</td>
</tr>
<tr>
<td>3 Identify the factors that are reshaping and redefining the manager’s job.</td>
<td>A, B, C, D</td>
</tr>
</tbody>
</table>

Module 2

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe the structures and techniques organizations use as they go international.</td>
<td>A, C, D</td>
</tr>
<tr>
<td>2 Compare and contrast the differences in nationalism and globalism in regards to trade and management.</td>
<td>A, C</td>
</tr>
<tr>
<td>3 Explain the different types of diversity found in workplaces and the benefits of creating such an environment.</td>
<td>A, C, D, E</td>
</tr>
</tbody>
</table>

Module 3

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Compare and contrast approaches to goal-setting and planning.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>2 Explain what managers do during the six steps of the strategic management process.</td>
<td>A, B, E</td>
</tr>
<tr>
<td>3 Describe a workplace activity that you would utilize in the workplace, and how you would measure the employee growth and organizational success.</td>
<td>A, B, C, E</td>
</tr>
</tbody>
</table>

Module 4

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe the major components that determine group performance and satisfaction.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>2 Describe the functions, roles, and skills of managers.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>3 Explain the role that attitudes play in job performance.</td>
<td>A, D, E</td>
</tr>
</tbody>
</table>

Module 5

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Define leader and leadership.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>2 Explain how benchmarking can be utilized by a manager, and what purpose it serves in the workplace.</td>
<td>A, B, C, E</td>
</tr>
<tr>
<td>3 Describe tools used to measure organizational performance.</td>
<td>A, B, C, D, E</td>
</tr>
</tbody>
</table>
GRADING AND EVALUATION

METHODS

Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

GRADING POLICIES

Mark all module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. However, you cannot work ahead in the discussions.

LATE POLICIES

According to the Business Division’s policy:

1. This is not a self-paced course
2. Deadlines are adhered to strictly; and
3. Late work is not accepted.

Extremely rare exceptions (e.g., emergency hospitalization; military deployments and legal concerns) may be considered on a case-by-case basis. However, official documentation must be provided for late work to be considered in any of the stated instances. Exceptional provisions will not be made due to technology issues.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (5 @ 50 points each)</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes (5 @ 50 points each)</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Assignments (5 @ 100 points each)</td>
<td>500</td>
<td>50%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale

A = 90 to 100%  B = 80 to 89%  C = 70 to 79%  D = 60 to 69%  F = 59% and below

DISCUSSIONS

Your initial posting should reveal a solid understanding of all aspects of the task; use factual and relevant information; and demonstrate full development of concepts. Your main post should be at least 200 words. Submit your main post by Wednesday of the respective week.

You should respond to at least two other students on two different days. Secondary posts need to be submitted to the discussion forum no later than Sunday of the respective week. Your responses to your classmates should be meaningful and substantive. Comments such as “I agree” or “Good job” are not acceptable without
more elaborate information. Demonstrate an analysis of others posts; extends meaningful discussions by building on previous posts.

Your post should also refer to and properly cite (i.e., APA) either course and/or outside readings in the initial post. Every main post should contain both citations and references. No spelling, structure, or grammatical errors in any posting; use proper capitalization and punctuation. Before you post, proof read.

PLEASE NOTE: You are to participate in the discussions during specific time frames as outlined in the course schedule. If you fail to participate during the designated week, there is no way to make up discussion points. Please work consistently throughout the week.

ASSIGNMENTS

Review each assignment rubric before you work on your assignment. Use the rubric as your guide and as a way to check your work before submitting to the assignment submission box.

QUIZZES

Each quiz will be a review of the subject material covered within the respective module. Each quiz will be 25 questions in length and there will be a 60-minute time limit. There is only one attempt per quiz. Every quiz will consist of multiple-choice questions.
COURSE SCHEDULE

THE SCHEDULE IS SUBJECT TO CHANGE AS NEEDED.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module Assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

Reading/Assignments/Exams

Read Chapters 1-3 of the eText
M1 Academic Discussion: Issues in Organizational Culture Initial Post
M1 Academic Discussion Responses
M1 Essay Assignment: Changes in Management Responsibilities
M1 Quiz on Chapters 1-3

MODULE 2

Reading/Assignments/Exams

Read Chapters 4-7 of the eText
M2 Academic Discussion: Diversity in the Workplace
M2 Academic Discussion Responses
M2 Essay Assignment: Global Trade Compared to Domestic Trade
M2 Quiz on Chapters 4-7
Module 3

Reading/Assignments/Exams

Read Chapters 8-11 of the eText
M3 Academic Discussion: Workplace Activity Planning
M3 Academic Discussion Responses
M3 Essay Assignment: Compare Goal Setting to Objectives
M3 Quiz on Chapters 8-11

Module 4

Reading/Assignments/Exams

Read Chapters 12-15 of the eText
M4 Academic Discussion: Managing a Dysfunctional Team Dynamic
M4 Academic Discussion Responses
M4 Essay Assignment: Employee Satisfaction
M4 Quiz on Chapters 12-15

Module 5

Reading/Assignments/Exams

Read Chapters 16-18 of the eText
M5 Academic Discussion: Qualities of an Effective Leader and Can They be Taught
M5 Academic Discussion Responses
M5 Essay Assignment: Benchmarking as an Organizational Measuring Tool
M5 Quiz on Chapters 16-18

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