Course Description
Discusses process for managing organizations including planning, organizing, leading and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought. This is a fully online, eight-week course. We will not meet face-to-face at any time.

Course Prerequisites
PSY 12053 – Principles of Psychology

Course Objectives
Upon successful completion of this course, students will be able to:
- Demonstrate a working knowledge of the fundamentals of management (planning, organizing, leading, and controlling).
- Identify and define major theories, concepts, and principles of management.
- Identify barriers to decision-making and apply a decision making process in solving problems in the management area.
- Identify the roles of a manager within an organization.
- Define the role of management in effecting change within an organization.
- Describe the impact of various environments on managerial effectiveness and operations (political, social, economic, legal, etc.).
- Analyze the relationship between organizational culture/values and the management process.
- Integrate management theory with practical management application.
- Apply managerial theories, concepts, and principles to current issues.

Course Materials

Course Assignment Descriptions
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact your instructor immediately. Please refer to the Course Materials section of the cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.
Discussion contributions (160 points)

Initial Substantive Posts: Submit an initial response to each of the prompts provided each week by your instructor. Your initial post should be substantive (approximately ½ of a page in length) and must be posted by midnight, Central Time by Wednesday of each week. In your substantive post you are encouraged to use references (you may use your textbook); show evidence of critical thinking as it applies to the concepts or prompt and/or use examples of the application of the concepts to work and life. Proper punctuation, grammar and correct spelling are expected. Please use the spell-check function.

Required Replies: You must reply to at least two different peers per prompt. Your replies should build on the concept discussed, offer a question to consider, or add a differing perspective, etc. Rather than responding with, "Good post," explain why the post is "good" (why it is important, useful, insightful, etc.). Or, if you disagree, respectfully share your alternative perspective. Just saying "I agree" or "Good idea" is not sufficient for the posts you would like graded.

Posting Guidelines: Overall, postings must be submitted on at least two separate days of the week. It is strongly recommended you visit the discussion forum throughout the week to read and respond to your peers’ postings. You are encouraged to post more than the required number of replies.

(Please review the Policies section of Blackboard for further details.)

“A walk in their shoes” Interview -- 50 points
Your assignment is to study the mind and actions of a person you respect as a manager. Identify the values and beliefs held by this person and give insight as to what he/she believes has made him/her successful. What has this person learned that he/she feels is important for others to know in the pursuit of their dreams? What has been learned through failure? What preparation has been helpful along the way? Give us more than a chronological overview of this person’s progress through the business world. Help us to know and understand this person. Your paper should be a minimum of two pages and must conform to APA style.

Video Case Responses (3 @ 20 points each = 60 points)
View the assigned film clip for each chapter and submit your answers for this assignment each week. Details are provided in the Course Materials section of Blackboard. At 20 points each, these responses should be substantial (no less than 1 full page).

Online Activities (3 @ 10 points each = 30 points)
Complete the assigned online activity and submit your answers to one of the assigned activities.

Self-Assessment Exercises (3 @ 10 points each = 30 points)
Complete the practical application self-assessment survey exercises in weeks 3, 4,& 7.

Management Activities (5 @ 20 points each = 100 points)
Complete the practical application assignments related to the readings in your text.
Research Paper (200 points)
Write a research paper about the management practices at a company with which you
have some familiarity. The paper should demonstrate an accumulation of your learning
throughout the first seven weeks of readings, assignments, and activities. It should
incorporate no fewer than three references and be written in APA style, including in text
references and citations. It must have a title page and a reference page, and be no less
than eight pages in length (excluding title page and reference page). You may choose
your own topic for the paper.
Major sections of the research paper will include: (1) introduction, (2) body, (3)
conclusion, and (4) references.
Sub-topics for the body of the research paper should include at least five of the
following components: (a) general planning and strategic planning, (b) organizing work,
(c) organization structure (d) work teams utilization, (e) staffing, (f) employee and
management development, (g) motivating employees, (h) leadership and management,
(i) managing conflict and stress, (j) managing change, (k) controlling, (l) appraising and
rewarding.
This paper is due week 8 on Saturday at midnight CT.

Course Schedule At-A-Glance*
Please refer to the Term Calendar in our cyberclassroom for specifics regarding dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings and Activities</th>
<th>Assignments Due</th>
<th>Date/Time Due**</th>
</tr>
</thead>
</table>
| Week 1| Chapter 1: The Management Process | • Discussion forum postings  
• Video Case response  
• Online Activity response | • Midnight CT on Weds/Sun.  
• Sunday, midnight CT  
• Sunday, midnight CT |
| Week 2| Chapter 2: Values, Attitudes, Emotion and Culture  
Chapter 3: Managing Ethics and Diversity | • Discussion forum postings  
• Management Activity  
• Online Activity | • Midnight CT on Weds/Sun.  
• Sunday, midnight CT  
• Sunday, midnight CT |
| Week 3| Chapter 4: Managing the Environment  
Chapter 5: Decision Making, Learning, Creativity & Innovation | • Discussion forum postings  
• Self-Assessment Exercise  
• Management Activity  
• Video Case response | • Midnight CT on Weds/Sun.  
• Sunday, midnight CT  
• Sunday, midnight CT |
| Week 4| Chapter 6: Planning, Strategy, & Competitive Advantage  
Chapter 7: Designing Organizational Structure | • Discussion forum postings  
• Management Activity  
• Self-Assessment Exercise  
• Online Activity | • Midnight CT on Weds/Sun.  
• Sunday, midnight CT  
• Sunday, midnight CT |
| Week 5 | Chapter 8: Control, Change and Entrepreneurship  
| Chapter 9: Motivation | Discussion forum postings  
| Management Activity | Midnight CT on Weds/Sun.  
| Sunday, midnight CT |
| Week 6 | Chapter 10: Leaders and Leadership  
| Chapter 11: Effective Team Management | Discussion forum postings  
| A Walk In Their Shoes  
| Interview  
| Video Case Response | Midnight CT on Weds/Sun.  
| Sunday, midnight CT  
| Sunday, midnight CT  
| Sunday, midnight CT |
| Week 7 | Chapter 12: Building and Managing Human Resources  
| Chapter 13: Communication and Information Technology | Discussion forum postings  
| Self-Assessment Exercise  
| Management Activity | Midnight CT on Weds/Sun.  
| Sunday, midnight CT  
| Sunday, midnight CT |
| Week 8 | Chapter 14: Operations Management: Managing Vital Operations and Processes | Discussion forum postings  
| Research Paper | Midnight CT on Weds/Sat.  
| Saturday, 11:59 pm CT |

* All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.
** All assignments are due at midnight Central Time. (All submissions to the Blackboard system are date/time stamped in Central Time).

### Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Qty.</th>
<th>Points Each</th>
<th>Total Points</th>
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</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>-</td>
<td>20</td>
<td>160</td>
</tr>
<tr>
<td>Videos Cases</td>
<td>3</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>Self-Assessment Exercises</td>
<td>3</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Interview Project</td>
<td>1</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Online Activities</td>
<td>3</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Management Activities</td>
<td>5</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td></td>
<td><strong>630</strong></td>
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*Please refer to the Policies menu for more information about our Course Discussions.

### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>567-630</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
<td>504-566</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
<td>441-503</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
<td>378-440</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt;377</td>
</tr>
</tbody>
</table>

To access your scores, click on My Grades in the My Tools area in Blackboard.
**Important Policies**

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies section of Blackboard. You are responsible for reading and understanding all of these policies. **All of them are important.** Failure to understand or abide by them could have negative consequences for your experience in this course.

**Editorial Format for Written Papers**

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

**Ottawa Online Late Policy**

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and “approved” by the instructor at least one week in advance.

**Saving Work**

It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

**Academic Integrity**

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director.”

Please refer to **Academic Honesty** in the Policies section of the online course menu for important information about Ottawa University’s policies regarding plagiarism and cheating, including examples and explanations of these issues.
Student Handbook
Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

Blackboard Technical Support
The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

Ottawa University Mission Statement
The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.