**Course Description**
Discuss 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.

**Required Text**


**Course Assignment Descriptions and Schedule At-A-Glance**
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
Please refer to the Weekly 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)**

(3 days postings per week @ 20 points per week)

**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 ¼ 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.)

<table>
<thead>
<tr>
<th>Week 1</th>
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<tbody>
<tr>
<td>Readings</td>
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<td>Discussion</td>
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<tr>
<td>Assignment(s)</td>
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### Week 2

**Readings**
- Chapter 5: Decision Making, Learning, Creativity, and Entrepreneurship
- All online content associated with Week 2

**Discussion**
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Sunday

**Assignment(s)**
**Essay: Decision Making**
Select a current issue facing a business or organization. Imagine that you have been tasked with choosing a course of action to help resolve the issue. Using the six step decision making process as your guide, create a 2-3 page essay in which you:
- Outline the issue
- Describe your course of action
- Show how you decided on this course of action according to the six step process

Your essay should be in APA format and include at least 2 scholarly references.
Due: Sunday at midnight, CT
Points Possible: 25

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### Week 3

**Readings**
- Chapter 3: Managing Ethics and Diversity
- All online content associated with Week 3

**Discussion**
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Sunday

**Assignment(s)**
**Essay: Ethics of Enron and BP**
In an essay that is at least 2 pages long (not including the cover page or reference page), discuss how ethical rules worked or did not work for the cases of the Enron scandal and the BP oil spill. For both cases, examine how ethics could have been used to improve (or avoid) the situation. Your essay should be in APA format and include at least 2 scholarly references.
Due: Sunday at Midnight, CT
Points Possible: 25

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### Week 4

**Readings**
- Chapter 6: Planning, Strategy, and Competitive Advantage
- All online content associated with Week 4

**Discussion**
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Sunday
### Assignments

**Case Study: Nestle**

You will find a Case Study on Nestle in Chapter 6 of your text on page 208. Read the case and answer the following questions on your perception of the situation in at least 2 pages, not including the cover page or reference page.

- What kinds of business-level strategy is Nestle pursuing?
- What kinds of competencies do its CEO and managers possess that allows it to pursue these strategies?
- In what ways may its strategies allow it to outperform its rivals as Kraft and General Mills?

Due: Sunday at Midnight, CT  
Points Possible: 25

### Week 5

| Readings       | • Chapter 8: Control, Change, and Entrepreneurship  
|                | • All online content associated with Week 5 |
| Discussion     | • Initial post to each prompt due by midnight, CT on Wednesday  
|                | • At least two replies to peers for each prompt due by midnight, CT on Sunday |
| Assignment(s)  | **Case Study: Netflix and Change**  
|                | Sometimes the best way to learn what to do is to study what happens when something goes wrong. Review the information and websites provided concerning the Netflix case. In at least 2 pages (not including cover and reference pages) illustrate what went wrong when Netflix deviated from its original business plan. Also, examine how the managers and executives dealt with the reactions to the changes. Use at least two sources outside of your textbook and those provided in the weekly materials.  
|                | Due: Sunday at midnight, CT  
|                | Points Possible: 25 |

### Week 6

| Readings       | • Chapter 9: Motivation  
|                | • All online content associated with Week 6 |
| Discussion     | • Initial post to each prompt due by midnight, CT on Wednesday  
|                | • At least two replies to peers for each prompt due by midnight, CT on Sunday |
| Assignment(s)  | **Essay: Introduction to Employees**  
|                | Often times, it is the first impression of an employer that lasts for employees. Having a great first impression can motivate your workforce substantially. In at least 2 pages, prepare an introduction for yourself (in this case, first person writing is accepted) that you would give to new employees. This is your opportunity to acquaint your new employees to your management style and explain your expectations. This essay should be at least 2 pages long, not including a reference page.  
|                | Due: Sunday at midnight, CT  
|                | Points Possible: 25 |
Week 7

Readings
- Chapter 11: Effective Team Management
- Chapter 12: Building and Managing Human Resources
- Chapter 13: Communication and Effective Team Management
- All online content associated with Week 7

Discussion
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Sunday

Assignment(s)

Training Document
Develop a training document that you would use in an organization as a manager discussing the role of social media. Include any rules that you would want in place regarding social media within groups, teams, or by individuals. Further, discuss what role HR would have in this training document.

Your document should be well organized and easy to follow. Include screenshots or other visual elements to enhance your document.

You are required to write a short paper that is at least 1-2 pages long, not including the cover page or reference page.

Due: Sunday at midnight, CT
Points Possible: 25

Week 8

Readings
- Chapter 14: Operations Management: Managing Vital Operations and Processes
- All online content associated with Week 8

Discussion
- Initial post to each prompt due by midnight, CT on Wednesday
- At least two replies to peers for each prompt due by midnight, CT on Saturday

Assignment(s)

Final Paper: Management Evolution and Analysis
For your final paper, you will analyze the various elements that comprise the field of management. In addition to this, research the evolution of management. How has it changed over time? What factors have influenced the changes? Likewise, how has it not changed? Are there any elements that are constant?

Create a 5-6 page essay addressing these items. Include specific cases and research to support your claims. Your paper should follow APA format and include at least 3 scholarly references. You should also include a title page and reference page in addition to the 5-6 page essay.

Due: Saturday at Midnight, CT
Points Possible: 60

Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Weeks 1-8: Discussion*</td>
<td>-</td>
<td>20</td>
<td>160</td>
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* 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).
Week 1: Case Study - Apple
Week 2: Essay – Decision Making
Week 3: Essay - Ethics of Enron and BP
Week 4: Case Study - Nestle
Week 5: Case Study – Netflix and Change
Week 6: Essay - Introduction to Employees
Week 7: Training Document
Week 8: Final Paper

TOTAL POINTS 395

*Please refer to the Policies menu for more information about requirements for Discussions.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
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<td>356-395</td>
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<tr>
<td>B</td>
<td>80 to 89%</td>
<td>316-355</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
<td>277-315</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
<td>237-276</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 236</td>
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</table>

Grading Scale

To access your scores, click on Grades in the Student 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](http://www.ottawa.edu/ouhelp) for contact information.

**Ottawa University’s Mission**
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.