Principles of Management
Mgmt 0221

Required Text:

Principles of Management
Authors: Charles Hill & Steven McShane
ISBN: 978-0-07-353012-3

Professor:
Gary Merlo

I will expect discussions and assignments to be submitted on the appropriate due dates.

This outline contains of special interest to students enrolled in Principles of Management, MGMT0221. It explains the course and should answer questions that students have on their minds at the beginning of a semester.

Office Hours will be held every week. Sessions are online using a software package called Elluminate.

Anyone that does not sign into the course by January 1, 2009 will be dropped from the course.

Prerequisites:

See school listing, Sophomore Level Course

Objectives of Course:

1. Understand how the four functions of management interact.
2. An appreciation of the tools necessary to understand how a company's strategy, structure, culture, and leadership are relevant to their own careers.

Requirements:

Students must read the chapters as assigned, a quiz is assigned every two chapters to check student comprehension.

Check plato at least twice per week for announcements or changes in assignments.

Participate professionally in discussion groups.

Complete assignments by due dates, assignments complete late will receive a reduction in grade of 5 points for every day late. An exception can be made to this rule but only once during the semester and is limited to my discretion.

Leadership:

Read articles, books, or other material about three leaders. Select anyone that you would like to research but I am going to limit students to one political leader. Analyze each leader in terms of material presented in the text. For example, Chapter One discusses management in terms of organizing, planning, and controlling. From your research demonstrate that the leader you have selected has or does not have similar characteristics. Student papers will consist of at least a paragraph for each chapter

for each leader you have selected. A preview page will be submitted to me by the third
week of the course.

Portfolio:

Page 22 of text contains the portfolio assignment. Read and make certain you clearly
answer all of the questions.

Format for Leadership and Portfolio:

Professional appearance and ease of reading are important. Use the word processor to
enhance communication.

Course Road Map:

On the left side of the screen are Course Tools
Select Course Content
For the First Week Select the icon labeled Getting Started
All subsequent weeks open the folder labeled Assignment and select the appropriate week and date.
> Assignments are organized from a top to bottom approach, accomplish the first thing you see and
> then scroll down to complete assignments

Assignments –
> Individual student work, read assignment, perform required analysis and then send to me your
> response as an attached file (Word 2003 file only) or copy and paste your response into the dialog
> box. NEVER SEND ME AN ASSIGNMENT ATTACHED TO MAIL UNDER THE COURSE TOOLS ON THE
> LEFT OF THE SCREEN! I will not read or grade it.
>> Discussions -
>>> Student respond to my posting and then students enter into a discussion with other
>>> students. Interaction between students is required to obtain a grade above a C.
>> Video –
>>> The course contains several videos, view the video and follow instructions.
>> Quiz –
>>> A quiz contains content from two chapters. They contain approximately 20 – 30 multiple
>>> choice questions taken from either the videos or chapter readings. Students must read the
>>> chapters before taking a quiz to do well in the course.
>> Web Links –
>>> Individual instructions are contained for each web link.

All assignments including email are formal!
> Organize your writings into paragraphs, one long run on paragraph will not be acceptable and
> students that do this will receive very low grades.
> All students have taken English Composition I & II as well as Business Technical Writing. Use what
> you have learned.

Office Hours:

I will have several asynchronous sessions called Office Hours. You will receive by announcement with a link
to post into the address line of internet explorer and then select go. A screen will appear on your desktop
and ask you to sign in. Please sign in using your first and last name. The announcement will be sent at least
three days prior to the office hours. Sessions will be conducted in the evening around 7 PM. You need not
participate in each session but you must participate in at least two sessions during the semester.
> If you have a headset with a built in microphone you will be able to talk to me and other class
> members using the audio function.
> Without a headset you can respond to me by using the Chat Box and I will respond to you using
> audio. Most students use this method to ask questions.
> Week Two contains an assignment to get you familiar with the software we use to do this called
> Elluminate.

Student Participation:

Students must check the course daily for email and announcements.
Students should be aware that when students access plato I can easily track each activity that a student
participates in. I can also tell how long you view an item and how many posts you have read. I use this
report to determine your participation grade.