Course Title: Principles of Management – MGT 201
Sections: 1001
Credits: Three (3)
Instructor: Stephen J. Theriault, MBA
Instructors Contact: Cell Phone (775) 220-5582
Office (775) 753-2235
Instructors Office: GTA 103
Class Schedule: WebCampus Platform
Course Week: Monday 12:01 AM through Sunday evening at 11:59 PM
Class time: Internet
Office Hours: Monday 9:00 – 11:30 AM and Thursday 1:00 – 3:30 PM via phone, Skype, or my office; additional times and days available on an appointment
Email: stephen.theriault@gbcnv.edu

Textbook: Modern Management: Concepts and Skills
13th Edition
Certo, S.C. and Certo, S.T.
(2014) Pearson Education Inc.
ISBN: 9780133059922

12 Angry Men Film Study: Link - https://www.youtube.com/watch?v=mzPl63y2b0

Catalog Description:
Fundamentals and principles of management, administrative policies, objectives and procedures, and problem of organization and leadership.

Prerequisite:
No course prerequisite. Student must have a strong working knowledge of Microsoft® Word software and APA formatting.

Course Purpose:
Focused on maximizing student learning of critical elementary management concepts.

Course Objectives:
The general goals of this course are:

a. Understand the opportunities and challenges Modern Managers face today.
b. Gain an awareness of the Planning, Organizing, Influencing, and Controls functions.
c. Maximize student learning of critical management concepts.
d. Students gain both knowledge of the concepts and the skills to implement.
### Expected Learner Outcomes:

<table>
<thead>
<tr>
<th>Learner Outcome Measurement</th>
<th>Description</th>
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<tbody>
<tr>
<td>Discussion 1 and, 2 HP Case Study, Experiential Exercise 1, and Exam 1 and 2</td>
<td>Understand the Challenges Modern Managers face today</td>
</tr>
<tr>
<td>Discussion 3, HP Case Study, and Exam 3 and 4</td>
<td>Understand the importance of the Planning and Organizing as managerial functions.</td>
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<tr>
<td>Discussion 3, Experiential Exercise 2 and 3, Exam 4 and 5, HP Case Study, and Film Study</td>
<td>Understand the importance of Influencing and Control as managerial functions.</td>
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### Methodology:

This course is offered as an online class. In order for students to be successful, they should read the text, participate in the discussions, and complete the Chapter Cases and all other deliverables as assigned.

Course content and all learning activities are presented using behavioral, affective, and cognitive formats with the end result focused on the student’s ability to apply the theories and concepts. Practical scenarios will be presented to allow students to develop their own unique management skills while examining what other managers have done when faced with these same dilemmas. Posted on the course website will be an overview of the materials in each weekly module plus specific chapter PowerPoints®, for those who prefer a more visual medium of presentation. Progress through the weekly modules as arranged and do not skip around as you may miss important data. All written work is to be submitted as a Microsoft Word doc file.

### Syllabus Quiz:

You must complete the Syllabus Quiz and earn a perfect score to have any other assignments, exams, and Discussion points allocated to you in the course. The Syllabus Quiz must be completed by January 25, 2015 at 11:59 PM, no exceptions! Failure to do so will result in a failing grade in the course.

### Film Study, Written Case Study and Experiential Exercises

The student will write a thorough essay (1000 to 1250 words for Film Study excluding cover page, abstract, and references, 750 to 1000 words for Case Study excluding cover page, abstract, and references; 500 to 750 words for Experiential Exercises) that answers all questions that apply to the case and are provided by the author or instructor. Do not submit as a numbered Q & A submission or as a bulleted list of data submission but rather as a completed written paper. Students are responsible for their own time management and as such, should ensure they complete the papers earlier, rather than waiting until the night the assignment is due. Avoid the overwhelmed feeling a student can encounter when they wait until the last minute to start a written paper with significant point allocation.
The student should relate the papers to the chapter materials and issues. All students should do any Internet and/or library database research required prior to writing his or her response. Note that the instructor does not recognize Wikipedia as a suitable reference source due to the editable nature of the material found there that raises concerns about veracity and validity of content. Do not cite Wikipedia nor list in your references for any assignments. Ensure that proper grammar, sentence structure, and material citations are included for maximum point consideration. Neglecting to cite other authors’ original material is plagiarism and will be graded accordingly (see the Academic Honesty section in the syllabus on page 8). Your reference page for the Case Study and Film Study has to include at least two resources, in addition to your textbook.

Submit as an attachment in proper APA format as a Microsoft® Word document only with proper grammar, spelling, citations, cover and reference pages. Access GBC’s Academic Success Center web page for resources to aid in proper formatting http://www.gbcnv.edu/asc/. Due to the high point allocation of these assignments, an exceptionally high quality submission is expected with depth, detail, and analysis for maximum point consideration. Anticipate approximately one week grading turnaround time.

Discussions:
Discussion topics will be posted for student’s consideration. Students must access and post high quality content on at least 3 of the seven days in the discussion week (the 3 days of posting are worth 10 points). The discussion week runs from Monday at 12:01 AM thru Sunday at 11:59 PM. Students can earn up to 20 points for an initial substantive posted response to the topic and, an additional 30 points during the discussion week with thoughtful and informative replies to their fellow students that enhance the discussion and concept development (minimum of three additional insightful and substantive posts required to be eligible for the full 30 points available).

The student must post their initial substantive discussion response no later than Tuesday at 11:59 PM in the discussion week to earn the full 20-point credit allowable for that portion of the deliverable. As a point of Clarification - a substantive initial response and student replies are approximately 100 to 150 words of quality insight each, from the week’s assigned materials and personal work experience that relates to the topic.

Initial response to the DQ and replies to fellow students made late in the week do not help us to build a strong discussion. Posts of “I agree” and others of similar limited depth and/or significance do not qualify for points. I assign significant point value to the DQ activities, as it is a critical component of your learning. Enhance our learning and engage each other in civil discourse. Please let me know if you have need of further clarification.

To recap:
- Initial Discussion response posted by Tuesday at 11:59 PM that is considered substantive by the instructor – 20 points
- Substantive engagement with at least three of your peers during the discussion week - 30 points
- Posting of a substantive nature in the discussion forum on at least three of the seven days in the discussion week – 10 points.

Exams:
Exams usually consist of a combination of True/False, Multiple Choice, Fill in the Blanks, and/or Essay Questions/Short Answer taken from your textbook. The Exams have up to 50 questions and a two hour time limit (there are a varying number of questions and point allocations per questions in each exam). The two hour time window starts when you log into the exam and ends exactly two hours later. You cannot pause the exam and return at a later time to complete it. You will be required to download the Respondis LockDown Browser software to take all exams. Specific instructions are contained in the Announcement section of the course. Note that the Respondis Lockdown Browser cannot be loaded onto smart phones or iPads.

Because it is important for students to use the terms and concepts of this course, all tests and written assignments will require the student to use the correct vocabulary and apply the theories given various scenarios and practical examples whenever possible. The primary goal of each examination and assignment is to allow the students an opportunity to demonstrate their knowledge of the course concepts, within the time constraints and parameters available, and to apply these concepts even when given several competing alternatives. Note: Exams are available to students from Monday at 12:01 AM through Wednesday at 11:59 PM.

Late Submission Policy:
See course Modules for specific due dates of Experiential Exercises, Case Study, Film Study, Discussion Questions, and Exams.

Experiential Exercises, Discussion Questions, Film Study, Case Study, and Exams must be complete and submitted within the time frames posted in the WebCampus module. Technical difficulties are not an acceptable excuse for a late posting (you know in advance about all course deliverables by reading the syllabus and looking through the course modules) and will not be considered for point allocation. Do note that slow upload times due to high volume on the servers (common occurrence on days when many courses have a deliverable due) is not an acceptable excuse for lack of submission. If you have unreliable internet connectivity, I recommend using the college computer resources available in Elko and at all centers. Additional computer access is generally available at many public libraries. Failure to post on time will cause the student to forfeit the points for that particular item. Effective time management is your responsibility. The instructor does not offer “make up” work, late posting allowances, or extra credit opportunities.

Any student who posts all five of the exams, the Case Study, and the Film Study by the original due dates; will receive a 30 point “On Time” bonus (*) at the conclusion of the semester as identified in the “Methods of Evaluation” below.
Method of Evaluation:
A standard grading scale will be used. The following items will be graded accordingly and with the following values on the overall course grade:

<table>
<thead>
<tr>
<th>Items</th>
<th>Max. Value Per Assessment</th>
<th>Total Value</th>
</tr>
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<tbody>
<tr>
<td>Exams (5)</td>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td>Film Case Study (1)</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Case Study (1)</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Discussion Questions (3)</td>
<td>60</td>
<td>180</td>
</tr>
<tr>
<td>Experiential Exercises (3)</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>*On-Time Bonus</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1030</strong></td>
</tr>
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Cumulative Point Grading Scale:
Final grades for the semester where the instructor employs the plus (+) and minus (-) grading system will be based on the following scale of cumulative points.

<table>
<thead>
<tr>
<th>Cumulative Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>940 to 1000 points</td>
<td>A</td>
</tr>
<tr>
<td>900 to 939 points</td>
<td>A-</td>
</tr>
<tr>
<td>870 to 899 points</td>
<td>B+</td>
</tr>
<tr>
<td>830 to 869 points</td>
<td>B</td>
</tr>
<tr>
<td>800 to 829 points</td>
<td>B-</td>
</tr>
<tr>
<td>770 to 799 points</td>
<td>C+</td>
</tr>
<tr>
<td>730 to 769 points</td>
<td>C</td>
</tr>
<tr>
<td>700 to 729 points</td>
<td>C-</td>
</tr>
<tr>
<td>670 to 699 points</td>
<td>D+</td>
</tr>
<tr>
<td>630 to 669 points</td>
<td>D</td>
</tr>
<tr>
<td>600 to 629 points</td>
<td>D-</td>
</tr>
<tr>
<td>0 to 599 points</td>
<td>F</td>
</tr>
</tbody>
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COURSE OUTLINE:
The following course outline sets forth the course work for the Spring 2015 Semester. The course outline and schedule is subject to change and amendment at the sole discretion of the instructor. Any and all amendments shall be announced in class.

**WEEK 1**  **Week of January 20 through January 25, 2015**
Start of Spring 2015 Semester – Tuesday January 20, 2015
Topics – Introduction to Course Curriculum/Student Review of deliverables
Post personal bio to discussion thread and respond to peers
Syllabus Quiz – Students must complete with a perfect score to submit additional graded items. **Final deadline for submission is Sunday, January 25, 2015 by 11:59 PM. NO exceptions!**
Read Chapter 1: Introduction to Modern Management
Read Chapter 2: Managing: History and Current Thinking
Reading Assignment to be completed before Week 2 starts

**WEEK 2**  **Week of January 26 through February 1, 2015**
Topics – Introduction to Modern Management and Managing History and Current Thinking
Complete LockDown Browser Practice Quiz
Read Chapter 3: Managers and Society
Read Chapter 4: Management and Diversity
Reading Assignment to be completed before Week 3 starts

WEEK 3  Week of February 2 through February 8, 2015
Topics – Managers, Society, plus Management and Diversity
Discussion 1: Post and respond to peers in a substantive manner
   as outlined in the course syllabus
Read Chapter 5: Managing in the Global Arena
Read Chapter 6: Management and Entrepreneurship
Reading Assignment to be completed before Week 4 starts

WEEK 4  Week of February 9 through February 15, 2015
Topics – Managing in the Global Arena and Entrepreneurship
Read Chapter 7: Principles of Planning and Planning Tools
Reading Assignment to be completed before Week 5 starts
Exam 1: Chapters 1 - 6, (Available February 9 thru February 11 at 11:59 PM)

WEEK 5  Week of February 16 through February 22, 2015
Topics – Principles of Planning and Planning Tools
Complete Experiential Exercise #2 – You and Your Career, pg. 124 -125
   (Due February 18th by 11:59 PM)
Chapter 8 Case Study – “HP’s Touch Decisions”, pg. 191, – Due Week 8!
Read Chapter 8: Making Decisions
Read Chapter 9: Strategic Planning: Strategies, Tactics, and Competition
Reading Assignment to be completed before Week 6 starts

WEEK 6  Week of February 23 through March 1, 2015
Topics – Making Decisions and Strategic Planning
Read Chapter 10: Fundamentals of Organizing
Read Chapter 11: Responsibility, Authority, and Delegation
Reading Assignment to be completed before Week 7 starts
Exam 2: Chapters 7 - 9, (Available February 23 thru February 25 at 11:59 PM)

WEEK 7  Week of March 2 through March 8, 2015
Topics – Organizing, Responsibility, Authority, and Delegation
Discussion 2: Post and respond to peers in a substantive manner
   as outlined in the course syllabus
Read Chapter 12: Human Resource Management
Read Chapter 13: Organizational Change: Stress, Conflict, and Virtuality
Reading Assignment to be completed before Week 8 starts

WEEK 8  Week of March 9 through March 15, 2015
Topics – Human Resource Management and Organizational Change
Submit HP (Hewlett Packard) Case Study Assignment from Week 5
   no later than Wednesday March 11th at 11:59 PM!
Read Chapter 14: Influencing and Communication
Reading Assignment to be completed before Week9 starts

**WEEK 9**  
*Week of March 16 through March 22, 2015*
Topics – Influence and Communication
Read Chapter 15: Leadership
Reading Assignment to be completed before Week10 starts
Exam 3: Chapters 10- 13, (Available March 16 thru March 18 at 11:59 PM)

**SPRING BREAK**  
*March 23 through March 29, 2015*

**WEEK 10**  
*Week of March 30 through April 5, 2015*
Topics – Leadership
Complete Experiential Exercise #2– You and Your Career, pg. 361
(Due April 1st by 11:59 PM)
Read Chapter 16: Motivation
Reading Assignment to be completed before Week22 starts

**WEEK 11**  
*Week of April 6 through April 12, 2015*
Topics – Motivation
Discussion 3: Post and respond to peers in a substantive manner
as outlined in the course syllabus
Film Study Assignment– “Twelve Angry Men”, – Due Week 14!
Read Chapter 17: Groups and Teams
Reading Assignment to be completed before Week12 starts

**WEEK 12**  
*Week of April 13 through April 19, 2015*
Topics – Groups and Teams
Read Chapter 18: Managing Organizational Culture
Read Chapter 19: Encouraging Creativity and Innovation
Reading Assignment to be completed before Week13 starts

**WEEK 13**  
*Week of April 20 through April 26, 2015*
Topics – Managing Organizational Culture
Exam 4: Chapters 14 - 19, (Available April 20 thru 22 at 11:59 PM)

**WEEK 14**  
*Week of April 27 through May 3, 2015*
Topics – Encouraging Creativity and Innovation
Submit Film Study Assignment from Week 11
no later than Wednesday April 29th at 11:59 PM!
Read Chapter 20: Controlling, Information, and Technology
Reading Assignment to be completed before Week15 starts

**WEEK 15**  
*Week of May 4 through May 10, 2015*
Topics – Controlling, Information, and Technology
Complete Experiential Exercise – You and Your Career, pg. 488
(Due May 6th by 11:59 PM)

Read Chapter 21: Production and Control

**WEEK 16**  
**Week of May 11 through May 13, 2015**

**Exam 5: Chapters 20 - 21, (Available May 11 thru 13 at 11:59 PM!)**

STUDENT PREPARATION AND PARTICIPATION NOTES:

**Student Preparation:**
In order for a student to achieve a level of performance in this course that shall be considered adequate work or better, the student should dedicate considerable time towards the chapter readings, assignments, and discussions. This is the expectation level established by the instructor in the construction of the curriculum for this course and constitutes a general rule of thumb. Some students may need to dedicate more hours in preparation than others. The following procedures should assist a student in preparing for exams, discussion, Experiential Exercises, and the Case Study assignments.

a. **Read** the assigned chapters and deliverables.
b. Make appropriate notes to aid in material retention and understanding.
c. Review your reading outline notes in preparation for the examinations.

**Note:** The course Modules will always reflect the current week and **one additional week** so you can work ahead on key assignments to maximize your time management skills.

Additionally, the instructor does not offer extra credit or make up assignments. It is the student’s responsibility to use effective time management techniques to complete their work and submit it in a timely manner.

**Student Participation:**
All students are encouraged to participate in class discussions and each student has the opportunity to earn valuable points by their participation. An often-overlooked aspect of class participation is thinking. Students shall be required to think. Your instructor adheres to the philosophy that there is no such thing as a “stupid question”. However, your instructor is not sympathetic when it comes to “ignorant questions or statements”; those questions or statements made when it is obvious that the student has not completed the assigned readings in advance of a class session discussion. Prepare ahead – your peers or your instructor will call you on if you don’t!

**STUDENT CONDUCT AND RESPONSIBILITY**

**Academic Integrity and Student Conduct:**
Student conduct shall conform to the standards of conduct as set forth in the Great Basin College 2014 – 2015 Catalog. **Cheating in any form or manner could result in an automatic grade of “F” for this course for this semester.** The instructor has a zero (0)
tolerance policy on plagiarism and written submissions will be subject to plagiarism detection software.

Grade of Incomplete:
The instructor shall not employ the use of, and shall not issue, the grade of “I”, a grade of incomplete, in this course

Student Drop Deadlines:
For this particular course offering the drop date deadline to receive a “W” is March 23, 2015. If you do not complete the course with a passing grade and do not formally withdraw by the drop deadline, your instructor will have no choice but to assign you a grade of "F".

ADDITIONAL MATTERS AND CONCERNS

CAMPUS SECURITY:
GBC is committed to the safety of our students and has a duty to promote awareness and prevention programs for violence on campus under the Jeanne Clery Act as well as the Campus SaVE (Sexual Violence Elimination Act) and VAWA (Violence Against Women Act), which are amendments to Clery. Acts of violence include, but are not limited to, sexual assault, domestic violence, dating violence, and stalking. Acts of violence can occur on the physical campus or centers of GBC in addition to field placement sites, clinical practice settings, and other places where college or class activities occur. As well, the online environment at GBC is considered a GBC site. If you experience any incidence where your safety has been threatened or violated, or if you feel threatened or harassed, immediately report this to me, any center director, faculty, or staff member, or directly to the Director of Environmental Health, Safety & Security (775.753.2115) or the Vice President for Student Services (775.753.2282).

Disability Policy:
In accordance with the provisions of the Americans with Disabilities Act (ADA) and other applicable statutory provisions, as a student with a disability you have the right to request needed accommodations. If you have a disability for which you will need to request accommodations, please contact the ADA Officer (Julie Brynes) in Elko at (775) 753-2271 at your earliest convenience to request timely and appropriate accommodations.

Email and Telephone Policy:
The instructor is available for contact via email and telephone. The instructor shall not address via email matters relating to grades, points or student confidential information. Assignments and Handouts shall not be sent to students by the instructor via email. Assignments shall not be sent to the instructor by students via email for point consideration although instructor feedback may be provided as a courtesy, time allowing.
Civility:
Civility is a requirement. Students are expected to assist in maintaining a course environment that is conducive to learning. This includes appropriate verbiage and tone in the discussion environment.