

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
MGMT310
Principles and Theory of Management
3 Credit Hours
8 weeks
Prerequisite(s): None

Please see the **Lessons** area in the classroom for additional course specific information.

Course Description (Catalog)

MGMT310 Principles and Theory of Management (3 hours)

This course introduces the concepts, theories, and principles of management. Students will have the opportunity to explore the aspects (i.e. planning, organizing, staffing, directing, and controlling) of the management process. Classical and contemporary management theories that operate in today's business will be discussed.

(Note to Students: The course materials, assignments, learning outcomes, and expectations in this upper level undergraduate course assume that the student has completed all lower level general education and career planning coursework necessary to develop research, writing, and critical thinking skills. Students who have not fulfilled all general education requirements through courses or awarded transfer credit should strongly consider completing these requirements prior to registering for this course.)

Course Scope

This course analyzes principles of management and includes principles, theory and functions of management. The course also addresses the management process, leadership strategies for motivation, decision-making and delegating, planning and the communication process. One of the important aspects of this course is the application of the theory to practical management issues. The course scope includes the modern definition of management as accomplishment of an organization's goals, through organization of work, motivation of others, staffing of positions, control of labor and material, and

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evaluation of completed work. Because management was not instantaneously developed but evolved over a long period of time, historical evolution of management principles and theory is also addressed.

Course Objectives

During this course students will:

- Examine the historical evolution of management theory and principles (LO1)
- Compare and contrast how various theories in management, leadership, and motivation can assist a person with improving and making a change in their work and/or personal life (LO2)
- Analyze the influence of organizational culture on employee behavior in the workplace (LO3)
- Illustrate how the concepts of management structure, management process, decision-making, communication and delegation of authority play a role in forming an effective team (LO4)
- Deduce the role of individual behaviors and profiles in the creation of high performing teams (LO5)

Course Delivery Method

This MGMT310 Principles and Theory of Management course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. **Online assignments are due by midnight Sunday (Eastern US)** of the week as noted and include Forum questions (accomplished in groups through a threaded Forum board), examination, and individual assignments submitted for review by the Faculty Member). **Initial Forum responses are due by midnight Thursday (Eastern US) of the week.** Assigned faculty will support the students throughout this eight-week course.

Course Materials

Required Course Textbook:

Book Number	Authors	Book Title	Publication Info	ISBN
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MGMT310-0	Mason Carpenter, Talya Bauer & Berrin Erdogan	Principles of Management	Links to e-book are available on the Home page in the classroom.	eISBN: 978-1-4533-2780-7
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Required Readings:

Review weekly lessons and additional information located in the Lessons folder (click on Lessons tab on l.h. side of the classroom)

Additional Resources:

The MGMT310 Course Guide is available to all students. You will find many useful links to additional management materials and resources in the course guide. <http://apus.campusguides.com/MGMT310>

Websites:

In addition to the required course texts the following public domain Websites are useful. Please abide by the university’s academic honesty policy when using Internet sources. Note: Website addresses are subject to change.

Site Name	Website URL/Address
The OWL at Purdue	http://owl.english.purdue.edu/
APA Style Homepage	http://www.apastyle.org/index.aspx
Be A Leader Foundation	http://www.bealeaderfoundation.org/
Hackworth Foundation	http://www.hackworth.com/
Accel Team	http://www.accel-team.com/scientific/index.html

Evaluation Procedures

Grading for the course will be based on the following:

- Nine Forum Assignments
- Three Online Quizzes
- Three Papers

Grade Instrument	% Final Grade
Forums (9) 100pts each	37%
Quizzes (3) 100pts each	30%
Papers (3) 100pts each	33%
Total	100%

Course Outline

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Week	Topics	Learning Objectives	Readings	Assignments
1	Introductions & Theories of Management	Examine the historical evolution of management theory and principles (LO1)	Text Readings: Chapters 1, & 3	Forum: Initial sign-in and introduction Forum: Week 1
2	Planning: Vision, Mission, Strategy	Illustrate how the concepts of management structure, management process, decision making, communication and delegation of authority play a role in forming an effective team (LO4)	Text Readings: Chapters 4 & 5	Writing: 1 st Paper Due Forum: Week 2
3	Planning: Goals and Objectives	Compare and contrast how various theories in management, leadership and motivation can assist a person with improving and making a change in an area of their work and/or person life (LO2)	Text Readings: Chapter 6	Forum: Week 3 Quiz: Quiz One
4	Organizing: Structure & Change, Culture & Social Networks	Analyze the influence of organizational culture on employee behavior in the workplace (LO3)	Text Readings: Chapters 7, 8 & 9	Forum: Week 4 Writing: 2 nd Paper Due

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5	Leading: Leading People & Decision Making	Deduce the role of individual behaviors and profiles in the creation of high performing teams (LO5)	Text Readings: Chapters 10 & 11	Forum: Week 5 Quiz: Quiz Two
6	Leading: Communication in Organizations & Managing Teams	Illustrate how the concepts of management structure, management process, decision making, communication and delegation of authority play a role in forming an effective team (LO4)	Text Readings: Chapters 12 & 13	Forum: Week 6 Writing: 3 rd Paper Due
7	Leading: Personality, Attitudes & Work Behaviors & Motivating Employees	Compare and contrast how various theories in management, leadership and motivation can assist a person with improving and making a change in an area of their work and/or personal life (LO2)	Text Readings: Chapters 2 & 14	Forum: Week 7
8	Controlling: Organizational Control & Strategic Human Resources	Illustrate how the concepts of management structure, management process, decision making, communication and delegation of authority play a role in forming an effective team (LO4)	Text Readings: Chapters 15 & 16	Forum: Week 8 Quiz: Quiz Three

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Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Students will follow the APA Style as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation used in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for assignments is listed under each Assignment. As adults, students, and working professionals I understand you must manage competing demands on your time. We all know that "life happens" but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

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- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or be taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

DISCLAIMER STATEMENT

Course content may vary from the outline to meet the needs of this particular group.

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Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Turnitin.com:** [Turnitin.com](http://turnitin.com) is a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.
- **Tutor.com:** AMU and APU civilian and Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help and you work one-on-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encourage to email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

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The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111) or class name.

If a guide you need isn't available yet, let us know by emailing the APUS Library: librarian@apus.edu

Turnitin.com

Turnitin.com: Turnitin.com a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.