

MGT 521 **Management**

Version r1 04/15/08



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Course Syllabus MGT521r1

Course Syllabus Information

Please follow the instructions listed below to create your specific course syllabus.

- 1. Save the Course Syllabus from the resource* page to your computer.
- 2. Also, download the Faculty Roadmaps from the **TESOURCE*** page. Save these documents to your computer.
- 3. Open the Course Syllabus document that you saved on your computer.
- 4. Where indicated, add relevant information about yourself and your course policies.
- 5. Modify assignments and point distributions if you wish. Ensure that any modified assignments still align to the course objectives.
- 6. Delete the modality information that does not apply to your class.
- 7. You cannot change the course topics, objectives, or any of the Week One assignments.
- 8. Save your customized version of the Course Syllabus to your computer, and distribute it to your class at your first classroom meeting or the beginning of the first online week. If you are teaching your class in the directed study modality, send your Course Syllabus to your student in your introductory message.
- 9. Use the Faculty Roadmaps to help you prepare to teach your students.

Prior to starting your class, students will have access to the **resource*** page, which will contain the following:

- All course topics
- All course objectives
- All reading assignments
- Week One written assignments
- Student Mind Maps

If you have questions about how to use this document, please contact your local Director of Academic Affairs or Campus College Chair. Online faculty should contact the Instructional Specialist team for their respective college.

Course Syllabus

Course Title: MGT 521—Management

Required Texts:

- Clouse, B.F. (2008). The student writer: Editor and critic (7th ed.). New York: McGraw-Hill.
- Hoch, S.J., Kunreuther, H.C., & Gunther, R.E. (Eds.). (2001). *Wharton on making decisions* (1st ed.). New York: McGraw-Hill.
- Nickels, W., McHugh, J., & McHugh, S. (2008). *Understanding business* (8th ed.). New York: McGraw-Hill.
- Robbins, S. & Judge, T. (2007). *Organizational behavior* (12th ed.). Upper Saddle River, NJ: Prentice Hall.
- Yukl, G. (2006). Leadership in organizations (6th ed.). Upper Saddle River, NJ: Prentice Hall.

Electronic Resources:

Please Note: All required text and materials are found on the rEsource page. The rEsource page can be accessed through the University of Phoenix Student and Faculty Web site at https://ecampus.phoenix.edu/

Course Overview

COURSE DESCRIPTION

This course applies the tools available to University of Phoenix graduate students and the competencies of successful managers to understand the functions of business. Students learn their own perceptions and values to communicate more effectively with others. Other topics include MBA program goals, argument construction, decision making, collaboration, and academic research.

TOPICS AND OBJECTIVES

Management and the MBA

- Identify program outcomes for the University of Phoenix MBA.
- Identify managerial competencies.
- Use tools available to University of Phoenix graduate students.

Argument and Collaboration

- Construct and support an argument.
- Explain how perception affects decision making.
- Explain the importance of clear communication in business.

Problem solving

- Identify concepts for successful decision making and problem solving.
- Apply the initial steps of a problem solving model.
- Use the collaboration tools (charter, log, and evaluation) to work effectively within groups.

Business Overview

 Identify basic concepts in strategy, operations management, human capital, marketing, and law.

Business Overview II

 Identify basic concepts in economics, finance, managerial accounting, and business research and statistics.

Ethics and Strategy

- Explain the importance of ethics and social responsibility in business.
- Create an awareness of your values.

Point Values for Course Assignments

Week One: Management and the MBA				
Participation				
Individual Assignment: Scavenger Hunt				
Week Two: Argument and Collaboration				
Participation				
Individual Assignment: Construct and Support an Argument				
Week Three: Problem solving				
Participation				
Individual Assignment: Analysis of Team Charter				
Week Four: Business Overview				
Participation				
Individual Assignment: Quantitative Reasoning Self- Assessment				
Assessed Question: Trust and Interpersonal Relationships				
Week Five: Business Overview II				
Participation				
Individual Assignment: Create a Problem Statement				
Assessed Question: Tutorials				
Week Six: Ethics and Strategy				
Participation				
Individual Assignment: Personal Values				
Point Total	100			

Policies and Procedures

Attendance and Participation

Insert Information

Late Assignments

Insert Information

Feedback

Insert Information

Incompletes

Insert Information

Academic Honesty

Academic honesty is highly valued at each University of Phoenix campus. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications—whether copyrighted or not—and all verbal or visual communication, when the content of such communication clearly originates from an identifiable source. At the Online campus, all submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations, if used by someone other than the original author.

Academic dishonesty in an online learning environment could involve

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student to a public class meeting
- Using information from online information services without proper citation

If you have any questions about appropriate academic citations, you may want to review the Avoiding Plagiarism tutorial. This tutorial, designed by Longman Publishing Company, is designed to help students understand and avoid plagiarism.

To access the tutorial:

- Navigate to the University of Phoenix student Web site: https://ecampus.phoenix.edu.
- 2. Go to Site Tools.
- 3. Click on Tutorials.
- 4. Select Avoiding Plagiarism.

Academic Resources

Coursework in this class must uphold the high standards of academic integrity established by the University of Phoenix. Consequently, when you are conducting research for an assignment, the majority of your sources should be peer-reviewed academic journals, such as those you find in the University Library or in the additional readings on the rEsource page for this course.

PLEASE NOTE: Internet searches will often take you to nonacademic information resources such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. You may supplement your research with these sources, but keep in mind that the information you find there may not be accurate, since it does not come under a formal oversight or peer-review process.

While you may use and cite nonacademic resources such as Wikipedia when working on assignments, you may not rely on them exclusively. The majority of your sources should be peer-reviewed academic journals. Further, remember that you are responsible for the accuracy of any facts you present in your assignments and therefore should confirm the veracity of information you find on nonacademic sources through further research.

Confidentiality and Proprietary Information

One of the cornerstones of the University of Phoenix learning model is the practical application of theoretical concepts. You are encouraged to share your personal and professional experiences as a means to integrate knowledge by reflecting on its application. However, it is important to note that we all are bound by confidentiality in this class. To assure that we can have a free and open discussion in which you may elect to discuss your company and its policies and procedures as they apply to the course material, I expect each person to respect the confidentiality of what your classmates are willing to share with us. At the same time, I ask that each of you exercise good judgment in what you choose to share and avoid disclosing nonpublic or competitively sensitive information.

It is University of Phoenix policy that students and faculty members must not share present or past employer information that is considered to be proprietary, confidential, company sensitive, or protected trade secrets. Students are encouraged to examine their organization's limitations on sharing information externally.

Students and faculty members may appropriately choose to illustrate lessons from their experience that might challenge these boundaries, without identifying specific employers or individuals by name.

If you have any questions about any of the information contained in this syllabus, or about any other aspect of this class, please do not hesitate to ask your facilitator.

How Points and Percentages Equate to Grades

100-95	Α	76-74	O
94-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	В	66-64	D
83-80	B-	63-60	D-
79-77	C+	59 <	F

Week One

Management and the MBA

- Identify program outcomes for the University of Phoenix MBA.
- Identify managerial competencies.
- Use tools available to University of Phoenix graduate students.

ASSIGNMENTS



ALL DELIVERY METHODS

- 1. Read objectives and welcome.
- 2. Read MBA Matrix located on the Laburce page.
- 3. **Read** Deans' Welcome available on the Testurce* page.
- 4. Read Ch. 2 of Leadership in Organizations.
- 5. **Read** Strategy for Reading College Materials, available on the resource* page.
- 6. **Read** the Student Road Map.
- 7. Individual Assignment: Scavenger Hunt

Complete the scavenger hunt by following the instructions provided in Week One on the re source page.

☐ ONLINE & A DIRECTED STUDY

1. Discussion Questions

- **Respond** to the discussion questions posted by your faculty.
- Post your responses in the Main forum.
- 2. Individual Assignment: Scavenger Hunt

Post your responses as a Microsoft[®] Word attachment to the **Individual** forum.

*** CLASSROOM

1. Scavenger Hunt

Week Two

Argument and Collaboration

- Construct and support an argument.
- Explain how perception affects decision making.
- Explain the importance of clear communication in business.

ASSIGNMENTS



ALL DELIVERY METHODS

- 1. Read Ch. 15 of The Student Writer
- 2. Read Ch. 5 & 11 of Organizational Behavior
- 3. Individual Assignment: Construct and Support an Argument

Run the Jungian Personality and Emotional Intelligence self-assessments located on the Prentice Hall Web-site on the TESOUTCE" page.

Write a paper of no more than 1,050 words in which you construct and support an argument on your decision to pursue an MBA degree to further your career, start a new career, or achieve a personal goal. Your paper should include a reflection about the Jungian Personality and Emotional Intelligence self-assessments on how others perceive you. Using published information, evaluate that information for your argument. Format this paper according to APA quidelines.

A ONLINE & DIRECTED STUDY

- 1. Discussion Questions
 - **Respond** to the discussion questions posted by your faculty.
 - Post your responses in the Main forum.
- 2. Individual Assignment: Construct and Support an Argument

Post your assignment as a Microsoft[®] Word attachment to the **Individual** forum.

**** CLASSROOM

1. Individual Assignment: Construct and Support an Argument

Week Three

Problem solving

- Identify concepts for successful decision making and problem solving.
- Apply the initial steps of a problem solving model.
- Use the collaboration tools (charter, log, and evaluation) to work effectively within groups.

ASSIGNMENTS



ALL DELIVERY METHODS

- 1. Read Ch. 6 of Wharton on Making Decisions
- 2. Read Problem Solving Based Scenarios: An Approach to Identify Opportunities to Create Value for the Business, available on the Laburce page
- 3. Read USAuto Scenario and USAuto Solution, available on the Laburce*page
- 4. Read Learning Team Toolkit
- 5. Individual Assignment: Analysis of Team Charter

Run the Do I Trust Others and How Good Are My Listening Skills self-assessments located on the Prentice Hall Self-Assessment Library (SAL) link on the Testurce" page.

After performing the self-assessments, meet with your Learning Team to discuss the results of your individual self-assessments. While still in your Learning Teams, complete the team charter and peer evaluation.

Next, break from your Learning Teams and individually consider you and your team members' personality types, listening skills, trust levels, and emotional intelligence.

In no more than 700 words, write a paper in which you explain how, given those individual differences, you used your team charter to improve performance.

This is a collaborative assignment, but students submit papers individually for a grade.

6. Individual Assignment: Create a Problem Statement

Begin exploring the Kudler Fine Foods Virtual Organization and identify issues to discuss in Week Four. The Week Four discussion is an assessed question.

A ONLINE & A DIRECTED STUDY

- 1. Discussion Questions
 - **Respond** to the discussion questions posted by your faculty.
 - Post your responses in the Main forum.
- 2. Individual Assignment: Analysis of Team Charter

Post your assignment as a Microsoft® Word document to the Individual forum.

LASSROOM

1. Individual Assignment: Analysis of Team Charter

Week Four

Business Overview

 Identify basic concepts in strategy, operations management, human capital, marketing, and law.

ASSIGNMENTS

ALL DELIVERY METHODS

- 1. Read Ch. 7, 9, 11, 13 & Bonus Chapter A of Understanding Business
- 2. **Read** Kudler's Strategic Plan available on the Virtual Organization Web site.
- 3. Individual Assignment: Quantitative Reasoning Self-Assessment

Review the Quantitative Reasoning for Business document located on the resource*page. Then write a 350-word reflection paper that answers the following questions:

- Which one or two of these applications would be most useful in your future as a manager?
- · Why would those applications be most useful?
- 4. Assessed Question: Trust and Interpersonal Relationships

Be prepared with a response to the following assessed classroom discussion questions. Conduct individual research and locate an article from the University Library on how trust affects interpersonal relationships. Then, in no more then 700 words, prepare a response to the following questions: Is trust assumed when working in teams or does trust have to be earned among the team members?

Consider how trust is lost when working in teams and how to keep trust among your team members. Relate findings from the article to your answers.

After responding to the above questions, reply to a fellow classmate's response in which you discuss your research findings.

5. Individual Assignment: Create a Problem Statement

Continue to explore Kudler Fine Foods and prepare a response to the following questions:

- What is an issue or problem?
- · What are Kudler Fine Foods issues?

☐ ONLINE & A DIRECTED STUDY

- 1. Discussion Questions
 - Respond to the discussion questions posted by your faculty.
 - Post your responses in the Main forum.
- 2. Individual Assignment: Quantitative Reasoning Self-Assessment

Post your assignment as a Microsoft® Word attachment to the Individual forum.

3. Assessed Question: Trust and Interpersonal Relationships

Post your responses to the Main forum.

4. Individual Assignment: Create a Problem Statement

Post your responses as a Microsoft[®] Word attachment to the **Individual** forum.

CLASSROOM

1. Individual Assignment: Quantitative Reasoning Self-Assessment

Submit a printed copy of your assignment to your faculty.

2. Assessed Question: Trust and Interpersonal Relationships

Be prepared to respond in class to the discussion questions.

3. Individual Assignment: Create a Problem Statement

Week Five

Business Overview II

 Identify basic concepts in economics, finance, managerial accounting, and business research and statistics.

ASSIGNMENTS

ALL DELIVERY METHODS

- 1. Read Ch. 2, 17, & 18 of Understanding Business
- 2. **Explore** the Prentice Hall online tutorials for Economics, Finance, Accounting, and Business Statistics located on the prentice Hall Web site on the **Taburce** page.
- 3. Individual Assignment: Create a Problem Statement

Based on Problem Solving Based Scenarios, the USAuto Scenario, and the Week Four discussion, identify with your Learning Team a set of issues that is worthy of management's attention.

Create a problem statement, from the identified issues, which focuses management's efforts to solve these issues and reach the organization's goals. Describe where Kudler Fine Foods could be if this problem is solved by management.

4. Assessed Question: Tutorials

Respond to the following questions for each of the four tutorials:

- In which single area do you need to develop a better understanding?
- What is your plan to accomplish that?

A ONLINE & A DIRECTED STUDY

- 1. Discussion Questions
 - Respond to the discussion questions posted by your faculty.
 - **Post** your responses in the **Main** forum.
- 2. Individual Assignment: Create a Problem Statement

Post your assignment as a Microsoft[®] Word attachment to the **Individual** forum.

3. Assessed Question: Tutorials

Post your response as a Microsoft[®] Word attachment to the **Main** forum.

**** CLASSROOM

1. Individual Assignment: Create a Problem Statement

2. Assessed Question: Tutorials

Be prepared to respond in class to the discussion questions.

Week Six

Ethics and Strategy

- Explain the importance of ethics and social responsibility in business.
- Create an awareness of your values.

ASSIGNMENTS

ALL DELIVERY METHODS

- 1. Read Ch. 14 in Leadership in Organizations
- 2. **Run** the Williams Institute Ethics Awareness Inventory self-assessment located on the Web site on the **Temper** page.
- 3. Individual Assignment: Personal Values

Reflect on the Williams Institute Ethics Awareness Inventory self-assessment and think about what your values are in your personal life. In no more than 1,050 words, identify your values. Then, consider Kudler Fine Foods and what they value as an organization. Your paper should include a reflection on how your values align with the values of Kudler Fine Foods.

☐ ONLINE & A DIRECTED STUDY

- 1. Discussion Questions
 - Respond to the discussion questions posted by your faculty.
 - Post your responses in the Main forum.
- 2. Individual Assignment: Personal Values

Post your assignment as a Microsoft® Word attachment to the Individual forum.

*** CLASSROOM

1. Individual Assignment: Personal Values