

MGT201 Management of Organizations

(3 credit hours)

Course Syllabus

Course Description

This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. This course will also examine the nature of the managerial job. This is a writing intensive course.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Describe general management principles.
2. Explain ethics in management practice.
3. Compare and contrast planning and organizing essential of management.
4. Express the skill necessary in managing organizations.
5. Identify the elements of the controlling as it applies to management practice.
6. Demonstrate sophomore undergraduate skills in writing, research, reading, comprehension, documentation, articulation and APA compliance.

Prerequisites/Corequisites

ENG 141: This is a writing intensive course.

Required Textbook(s) and Resources

Williams, C. (2020) *MGMT* (12th ed.) Cengage Learning.

Note: this course may contain additional resources for specific activities. Be sure to read the instructions carefully for individual assignments or activities for those requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

Learning Activities

This course is comprised of discussions, presentations, quizzes, and written assignments that will assist in achieving the course learning outcomes. You will have the opportunity to analyze a Fortune 500 company and complete a written research report and PowerPoint presentation on various management areas, which will be vital to your learning of the course concepts. The learning activities in this course will not only assist with your academic success but will also help in your professional development needed for career success and growth.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussion 1	25	25	25	25	25	25	25	175
Discussion 2	-	25	25	25	25	25	-	125
Assignment	-	80	-	80	-	-	-	160
Quizzes/ Exams	30	30	60	30	30	-	60	240

Final Project: Research Report	-	-	-	-	-	200	-	200
Final Project: PowerPoint Presentation	-	-	-	-	-	-	100	100
Total	55	160	110	160	80	250	185	1000

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | D: 60-69% | F: <60%

Course Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Start Here	<ul style="list-style-type: none"> • MON: Activity 1.1: Meet Your Classmates!
Week 1: Management History of Management	<ul style="list-style-type: none"> • WED: Activity 1.1: Meet Your Classmates! • WED: Activity 1.2: Career Evaluation Discussion • SAT: Activity 1.2: Career Evaluation Discussion • SUN: Activity 1.3: Week 1 Quiz • SUN: Final Project Introduction (Due in Weeks 6 and 7)
Week 2: Organizational environments and cultures Ethics and social responsibility	<ul style="list-style-type: none"> • WED: Activity 2.1: Ethics Self-Assessment Discussion • WED: Activity 2.2: Environmental Scan Discussion • SAT: Activity 2.1: Ethics Self-Assessment Discussion • SAT: Activity 2.2: Environmental Scan Discussion • SUN: Activity 2.3: Case Analysis Essay • SUN: Activity 2.4: Week 2 Quiz
Week 3: Planning and decision-making Organizational strategy Innovation and change	<ul style="list-style-type: none"> • WED: Activity 3.1: Individual SWOT Analysis Discussion • WED: Activity 3.2: Self-Management Discussion • SAT: Activity 3.1: Individual SWOT Analysis Discussion • SAT: Activity 3.2: Self-Management Discussion • SUN: Activity 3.3: Week 3 Exam
Week 4: Global management	<ul style="list-style-type: none"> • WED: Activity 4.1: Team Analysis Discussion • WED: Activity 4.2: Self-Assessment Discussion

Designing adaptive organizations Managing teams	<ul style="list-style-type: none"> ● SAT: Activity 4.1: Team Analysis Discussion ● SAT: Activity 4.2: Self-Assessment Discussion ● SUN: Activity 4.3: Essay Assignment ● SUN: Activity 4.4: Week 4 Quiz
Week 5: Managing human resource systems Managing individuals and a diverse workforce	<ul style="list-style-type: none"> ● WED: Activity 5.1: Millennial Mentoring Discussion ● WED: Activity 5.2: Interview Anxiety Discussion ● SAT: Activity 5.1: Millennial Mentoring Discussion ● SAT: Activity 5.2: Interview Anxiety Discussion ● SUN: Activity 5.3: Week 5 Quiz
Week 6: Motivation Leadership Managing communication	<ul style="list-style-type: none"> ● WED: Activity 6.1: Contemporary Communication Policy Discussion ● WED: Activity 6.2: Listening Style Discussion ● SAT: Activity 6.1: Contemporary Communication Policy Discussion ● SAT: Activity 6.2: Listening Style Discussion ● SUN: Activity 6.3: Final Research Project Report
Week 7: Control Managing information Managing service Manufacturing operations	<ul style="list-style-type: none"> ● WED: Activity 7.1: Course Reflection Discussion ● THUR: Activity 7.2: Final Project Presentation ● SAT: Activity 7.1: Course Reflection Discussion ● SUN: Activity 7.3: Week 7 Exam

Tips for Success

Successful online learning requires a good deal of self-discipline and self-direction. As seekers of the truth, we should be willing to challenge and review one another's academic work in a spirit of respectful comradery and constructiveness. You should accept constructive feedback as a gift. Your course is a place for you to stretch and grow as you benefit from the expertise, knowledge, experience and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge, understanding and application.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements in any given week are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.