MGT 120 (63308)  
Principles of Management  
03 Credits  
Mondays  
3:30 PM – 4:45 PM  
Alaka‘i 102

INSTRUCTOR: Deacon Hanson

OFFICE: Hale Na‘auao, Rm. 137 (Note: Office Hours are held in Alaka‘i 102)

OFFICE HOURS: Monday 1:00PM to 2:00PM in Alaka‘i 102

OFFICE HOURS: Tuesday & Thursday 3:30PM to 5:30PM in Alaka‘i 102

TELEPHONE: 236-9237 (O); 224-2278 (C)
EMAIL: dhanson@hawaii.edu
EFFECTIVE DATE: FALL 2011

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

This course is a practical introduction to and study of management principles and practices. The student will learn the elements needed to manage effectively as well as better understand the decision making process in business. (3 hrs. lect.)

Activities Required at Scheduled Times Other than Class Times

Completion of all reading assignments, and online tasks at MyManagementLab tasks.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Understand and be able to apply the basic functions of management (i.e. planning, organizing, staffing, leading, and controlling).

2. Demonstrate and understand the skills necessary to become a successful manager (i.e. technical, human relations, administrative, communications and problem-solving).
3. Describe and recognize the changing nature of the supervisor’s environment including availability of information, workforce demographics and managing diversity.

4. Recognize the ethical dilemmas faced by managers and the social responsibilities of businesses.

5. Understand why people resist change and how to develop strategies to reduce the resistance to change.

**Skills and Competencies:**
In order to successfully pass this course, you will need to possess and apply the following skills/competencies:

- Reading skills - required in order to grasp the essential business and management terminology and techniques needed to understand supervisory objectives and concepts.
- Analytical/technical skills (critical thinking) – needed to successfully participate in class discussion and to answer exam questions. Technical skills needed to access and use the online MyManagementLab website.
- Desire to learn and a willingness to work hard - involves the discipline to attend all classes and the completion of all readings on a regular basis.
- Interpersonal skills – ability to work with others.
- Time management skills - completing your reading assignments and preparing for class discussion requires a substantial amount of your time outside of class.
- Writing skills – students will prepare a term paper for this class.

**MODE OF INSTRUCTION**
Class will be conducted through discussion of assigned readings and discussion questions. Completion of the assigned readings prior to class is essential to your ability to participate in the classroom discussion.

The textbook is the basis for the course and exams will draw heavily from the textbook. At times, additional reading may be assigned to supplement the textbook. It is your responsibility to keep pace with all assignments, including reading assignments, MyManagementLab assignments, and any postings in Laulima. Classroom discussion will follow the flow of the textbook.

If you are having trouble with any of the assignments and/or course material, meet with the instructor during office hours, or by arranging a meeting.

Many of the quizzes and assignments will be administered online via MyManagementLab. Students are required to have access and use MyManagementLab. No make-up quizzes will be afforded.

Students will complete a comprehensive final examination at the end of the course.

**ASSESSMENT TASKS AND GRADING**
Tasks will be given the following points:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Homework completion</td>
<td>20%</td>
</tr>
<tr>
<td>Written Term Paper</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>25%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
A **Attendance and participation:**
Attendance and participation are worth 10% of your grade. The instructor will circulate an attendance sign-in sheet during each class meeting.

B **Homework Completion:**
All assigned homework must be submitted via the MyManagementLab online portal. You should prepare for class by completing all readings and homework assignments so that you are prepared to participate in the in-class discussion.

C **Written Term Paper:**

**Content Requirement:**
This assignment requires you to gather, and analyze, research on a company. Research may include: 1) company financial statements; 2) articles discussing the company; 3) company annual reports; 4) blogs; 5) company press releases; 6) analyst’s assessments of the company; 7) documentation of personal interviews (for non-publically traded companies); and 8) any other information should that you can find. Using the research that you acquire, prepare a paper describing the concepts of management and explaining how these concepts are applied in business that you researched.

**Content Areas:**
You should: 1) describe how your selected company conducts its basic managerial functions (i.e. planning, organizing, staffing, leading, and controlling); 2) identify what skills would best benefit a manager in your selected company; 3) explain how the changing nature of the environment, including availability of information and workforce demographics/diversity, would influence how you would manage in your selected company; 4) discuss any ethical dilemmas or social responsibilities that managers of your selected company are faced with; and 5) detail your understanding of why employees in your selected company might resist change and how you would develop strategies to reduce such resistance.

**Formatting:**
Your paper should use the following format and include the following items:
1. Five (5) pages (no more, no less)
2. Double –spaced
3. One (1) inch margins
5. You should provide a cover sheet (not counted as part of the five written pages), providing a title for your work, along with your name.
6. Be sure to document the references that you used. Referencing should be in MLA format. You should have a minimum of three (3) references.
7. If you choose to provide images such as tables, graphs, pictures, etc., they should be placed in the appendix(ces) to your paper (not to be counted as the five written pages).
8. Before submission, be sure to check all grammar and spelling.

**Term Paper Rubric:**

<table>
<thead>
<tr>
<th>Points per category</th>
<th>(25 points) Needs Major Improvements</th>
<th>(75 Points) Well Written but Needs Minor Improvements</th>
<th>(100 Points) Very Well Written</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content Area:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grammar / Spelling (10%)</strong></td>
<td>More than a total of four (4) grammatical / spelling errors.</td>
<td>Between two (2) and four (4) grammatical / spelling errors.</td>
<td>No grammatical errors</td>
</tr>
<tr>
<td><strong>Formatting (10%)</strong></td>
<td>Missing more than one (1) of the prescribed formatting criterion.</td>
<td>Lacking in one (1) of the prescribed formatting criterion.</td>
<td>Meets all prescribed formatting criteria.</td>
</tr>
<tr>
<td><strong>Content (60%)</strong></td>
<td>Discusses less than three (3) of the content areas in context of the selected company.</td>
<td>Discusses at least three (3), but less than six (6) of the content areas in context of the selected company.</td>
<td>Discusses all six (6) for the content areas in context of the selected company.</td>
</tr>
<tr>
<td><strong>Use of References (20%)</strong></td>
<td>Only references one (1) resources, or does not reference any resources.</td>
<td>Only references two (2) resources.</td>
<td>References three (3) or more sources.</td>
</tr>
</tbody>
</table>
**Grading:**

Students’ individual letter grades will be given at **the end of the course** and will be based on their overall success in percentage terms, weighted as shown above. **Note:** Grade percentages shown at the Laulima website are unofficial, and may differ significantly from the student’s final course grade. Students who wish to assess their progress during the semester should arrange to meet with the instructor. Letter grades will be assigned to final student points as follows:

Students are expected to come to class prepared to actively contribute to the discussion. Attendance will be taken. Discussion topics will follow the course outline. The best way to prepare for the classroom discussion is to assure that you have completed and understand the assigned reading material. Providing real world experience and perspectives to the discussion are also beneficial.

1. A Comprehensive Final Examination will be administered during the Final Examination Week on the last day of class. The Comprehensive Final Examination will cover all chapters covered in the course.

2. Letter grades will be given at the end of the course. Letter grades assigned will be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900 or better</td>
</tr>
<tr>
<td>B</td>
<td>800 to 899</td>
</tr>
<tr>
<td>C</td>
<td>700 to 799</td>
</tr>
<tr>
<td>D</td>
<td>600 to 699</td>
</tr>
<tr>
<td>F</td>
<td>below 600</td>
</tr>
<tr>
<td>I</td>
<td>Incompletes will <strong>not</strong> be given</td>
</tr>
<tr>
<td>C/NC</td>
<td>Credit/No Credit option is available for this course.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal grade will only be given if official withdrawal is processed according to published procedures and no later than the deadline date. (See current schedule and college catalog)</td>
</tr>
</tbody>
</table>

**Learning Resources**


2. MyManagementLab access. Your book should come with an access code. Your instructor will provide you with the class specific information.

**Additional Information**

- The instructor expects that all students will participate in the classroom discussion by providing their perspectives, experiences, positions, and opinions.

- Please silence your cellular phones before class starts. As a courtesy to the course participants, please do not use your cellular phone during class.

- A Comprehensive Final Examination will be administered during the final examination week.
• Because the class only meets on Monday’s, attendance and participation are mandatory. Please note that attendance and participation are 10% of your grade.

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.