



# PRINCIPLES OF MANAGEMENT

## Business Studies Department Mission Statement

*Aligning with the Lakewood University mission, our innovative business programs will prepare learners to work as valuable managers and leaders in their respective workplaces, facilitating change for the benefit of the organization, its stakeholders, and society.*

## Disclaimer Statement

The final examination in this course will be remotely proctored. Please be sure you have your computer's camera on so you can display your photo identification so the proctoring system can verify your identity. If you run into any issues please reach out to your Success Coach.

You can also prepare for your examination by reading this helpful guide: <https://www.talview.com/en/test-taker-guide>

## PNMG200 — Principles of Management, 3.0 hours

## PROFESSOR

---

Jim Gepperth, M.P.A. owns and manages a small business in North Olmsted, Ohio. He is a former program director of a large non-profit charity organization serving northeast Ohio and has 22 years experience as a manager in the non-profit sector. Jim holds a masters degree in public administration from the Maxine Goodman Levin College of Urban Studies at Cleveland State University. He has experience teaching Political Science, Public Administration and Business courses at the college level, as well as training and lecturing as a consultant. Jim continues to be involved with a variety of charity organizations throughout northern Ohio. In his spare time, he enjoys reading biographies, watching sci-fi movies and cheering for Cleveland sports teams!

## CONTACT INFORMATION

---

E-mail: [jgepperth@lakewood.edu](mailto:jgepperth@lakewood.edu)

Cell Phone: 800-517-0857 X 745

## ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

---

All members of the Lakewood College community who use the College's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewoodcollege.edu](mailto:info@lakewoodcollege.edu)

## BOOKS AND RESOURCES

---

Williams, Chuck. MGMT. 12th Edition. Cengage Learning US, 2023.

# EVALUATION METHOD

---

Graded work will receive a numeric score reflecting the quality of performance.

## Course Requirement Summary

- Assignments - Total of 80 Points
- Weekly discussion forums-Total of 80 Points
- Midterm - 20 Points
- Final Exam - 50 Points

# GRADING SCALE

---

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 230. To determine the final grade, the student's earned points are divided by 230.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

D = (60% - 69%)

F &lt; (Below 60%)

# ACADEMIC INTEGRITY/ PLAGIARISM:

---

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

# DISABILITY ACCOMMODATIONS

---

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

---

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## LIBRARY

---

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

## SUPPORT

---

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

## CAREER SERVICES

---

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

## LESSONS

---

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none"><li>• Management</li><li>• History of Management</li><li>• Organizational Environments and Cultures</li><li>• Ethics and Social Responsibility</li></ul>	<p>Study Course Syllabus Read Chapters 1, 2, 3, 4 Participate in the Discussion Forum Complete Assignment 1 Lesson Evaluation</p>	Assignment 1 upon completion of the lesson	Objective 1 Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #2	<ul style="list-style-type: none"> <li>Planning and Decision Making</li> <li>Organizational Strategy</li> </ul>	Read Chapters 5 & 6 Participate in the Discussion Forum Lesson Evaluation		Objective 3
Lesson #3	<ul style="list-style-type: none"> <li>Innovation and Change</li> <li>Global Management</li> </ul>	Read Chapters 7 & 8 Participate in the Discussion Forum Complete Assignment 2 Lesson Evaluation	Assignment 2 upon completion of the lesson	Objective 4 Objective 5
Lesson #4	<ul style="list-style-type: none"> <li>Designing Adaptive Organizations</li> <li>Managing Teams</li> </ul>	Read Chapters 9 & 10 Participate in the Discussion Forum Lesson Evaluation		Objective 6
Lesson #5	<ul style="list-style-type: none"> <li>Managing Human Resource Systems</li> <li>Managing Individuals and a Diverse Work Force</li> </ul>	Read Chapters 11 & 12 Participate in the Discussion Forum Lesson Evaluation		Objective 7 Objective 8
Lesson #6	<ul style="list-style-type: none"> <li>Motivation</li> <li>Leadership</li> <li>Managing Communication</li> </ul>	Read Chapters 13, 14, 15 Participate in the Discussion Forum Complete Assignment 3 Lesson Evaluation	Assignment 3 upon completion of the lesson	Objective 9
Lesson #7	<ul style="list-style-type: none"> <li>Control</li> <li>Managing Information</li> <li>Managing Service and Manufacturing Operations</li> </ul>	Read Chapters 16, 17, 18 Participate in the Discussion Forum Complete Assignment 4 Lesson Evaluation	Assignment 4 upon completion of the lesson	Objective 10 Objective 11
Lesson #8		Participate in the Discussion Forum Complete the Final Exam Request the Next Course Lesson Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson	

## DESCRIPTION

This course introduces the subject of management and the practice of managing. Specifically, the functions of management: planning, organizing, leading and controlling. For those interested in management as a career choice it provides an overview of the origins of contemporary management and the major roles and challenges of a manager in today's global and technology

driven world. For others, the course will further their understanding and appreciation of management and the unique responsibilities the manager has within the organization, enabling one to work more effectively with their manager in a variety of situations.

### Program Objectives

1. Describe what management is and explain the four functions of management
2. Practice effective communication skills with global peers
3. Describe how to make a plan that works
4. Discuss competitive advantage
5. Explain why innovation matters to companies
6. Explain how to enhance work team effectiveness
7. Define human resources management
8. Discuss the legal dos and don'ts of interviewing prospective employees
9. Explain what leadership is
10. Identify the characteristics of useful information
11. Identify the characteristics of a quality service or product

## OBJECTIVES

---

1. Describe what management is and explain the four functions of management
2. Identify common types of workplace deviance
3. Describe how to make a plan that works
4. Discuss competitive advantage
5. Explain why innovation matters to companies
6. Explain how to enhance work team effectiveness
7. Define human resources management
8. Discuss the legal dos and don'ts of interviewing prospective employees
9. Explain what leadership is
10. Identify the characteristics of useful information
11. Identify the characteristics of a quality service or product