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| **Principles of Management**  |
| Week 1August 23-27 | **Lecture: Expectations & Principles of Management****Learning objectives:** 1. Understand course and class expectations
2. Recognize the importance of communication
3. Understand that Management is at the core of all Business

Readings: * Syllabus
* Chapter 1.1

TO DO: * Quiz: Syllabus & Expectations Quiz due Friday by 4:59:59 pm (CT)
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| Week 2 August 30-Sept. 3 | **Lecture: Business Style Writing** **Learning objectives:** 1. Understand what is Business Writing
2. Recognize that Business Writing is clear, concise and direct
3. Know how to write persuasively and develop relationships

Readings: * Tone in Business Writing
* Improving your Business Writing
* The Science of Strong Business Writing

Podcast: * Improve Your Business Writing
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| Week 3September 6-10 | **Lecture: Managing and Performing****Learning objectives:** * What do managers do to help organizations achieve top performance?
* What are the roles that managers play in organizations?
* What are the characteristics that effective managers display?

Readings: * Chapter 1
* How to Be a Good Manager
* Changing Management in the Face of Shareholder Activism: Issues to Considerism

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
* Executive Summary #1
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| Week 4September 13-17 | **Lecture: Managerial Decision-Making****Learning objectives:** 1. What are the basic characteristics of managerial decision-making?
2. What barriers exist that make effective decision-making difficult?
3. What are the advantages and disadvantages of group decision-making?

Readings: * Chapter 2
* Don’t Fail at Decision Making Like 98% of Managers Do
* 5 Key Decision-Making Techniques for Managers

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 5 September 20-24 | **Lecture: The History of Management & External** **Internal Organizational Environments and Corporate Culture****Activity** **Learning objectives:** 1. How did the Italian Renaissance affect the progression of management theory?
2. How did the Industrial Revolution affect the progression of management theory?
3. Identify different types of organizational structures and their strengths and weaknesses.

Readings: * Chapter 3 & 4
* Management Three Eras: A brief history
* The Leader’s Guide to Corporate Culture

Podcast: * Workplace Culture Conflicts

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 6Sept. 27-Oct. 1 | **Lecture: Ethics, Corporate Responsibility, and Sustainability****Learning objectives:** 1. What are ethics and business ethics?
2. What are major ethical principles that can guide individuals and organizations?
3. Why is ethical leadership important in organizations?

Readings: * Chapter 5
* Sustainability and Corporate Social Responsibility (CSR)
* How CSR Managers Can Inspire Other Leaders to Act on Sustainability

Video: * Solving Big Problems Through Stakeholder Capitalism

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 7October 4-8 | **Lecture: Leadership****Learning objectives:** 1. What are the nature of leadership and the leadership process?
2. What are the processes associated with people coming to leadership positions?
3. How do leaders influence and move their followers to action?

Readings:* Chapter 13
* Facilitation Skills Just Might Be The Best Kept Leadership Secret
* Six key behaviors that make a great leader

Video: * [Whiteboard Session: The Ingredients of Great Leadership](https://hbr.org/video/5272934227001/whiteboard-session-the-ingredients-of-great-leadership)

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
* Executive Summary #2
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| Week 8 October 11-15 | **Lecture: Exam Review**TO DO: * Readings: Chapters 1-5, 13
* Online Exam
 |
| Week 9October 18-22 | **Lecture: Entrepreneurship****Learning objectives:**1. Why do people become entrepreneurs, and what are the different types of entrepreneurs?
2. What characteristics do successful entrepreneurs share?
3. How do small businesses contribute to the U.S. economy?
4. What are the first steps to take if you are starting your own Business?

Readings:* Chapter 7
* Entrepreneurs and the Truth
* How Covid Inspired a New Generation of Entrepreneurs
* Why Start-ups Fail

TO DO:* Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 10October 25-29 | **Lecture: Strategic Analysis: Understanding a Firm’s Competitive Environment****Lecture: The Strategic Management Process: Achieving and Sustaining Competitive Advantage** **Learning objectives:** 1. What is the strategic analysis, and why do firms need to analyze their competitive environment?
2. What is a SWOT analysis, and what can it reveal about a firm?
3. What is the difference between a firm’s vision and its mission?
4. How and why do managers plan? Why are goals important in the planning process?

Readings: * Chapter 8 & 9
* 5 Proven Tips To Beat The Competition
* The Strategic Management Process

Podcast: * How some companies beat the competition… for centuries

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 11November 1-5 | **Lecture: International Management & Global Supply Chain** **Learning objectives:**1. Why is it important to understand & appreciate the importance of international Management
2. What is culture, and how can culture be understood through Hofstede’s cultural framework?
3. What are the main strategies that companies can use to go international?

Readings:* Chapter 6
* Global Teams That Work

Podcast: * Globalization: Myth and Reality

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 12November 8-12 | Lecture: Organizational Structure and Change**Learning objectives:** 1. What are mechanistic versus organic organizational structures?
2. What are the fundamental dimensions of change?
3. How do managers deal with change?

Readings: Chapter 10 * Do You Have a Well-Designed Organization

Podcast: * Breaking Down Bureaucracy and Building Up Workers

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
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| Week 13November 15-19 | **Lecture:** **Human Resource Management****Learning objectives:** 1. What has been the evolution of human resource management over the years
2. How does the human resources compliance role of HR provide value to a company?
3. What are the benefits of talent development and succession planning?

Readings:* Chapter 11
* HR’s Compelling New Role In Response To The Coronavirus
* HR's New Role: How Human Resources Needs To Evolve To Support The Future Of Work

TO DO: * Executive Summary #3
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| Week 14 | Thanksgiving | November 22-26 |
| Week 15Nov. 29-Dec. 3 | **Lecture:**  **Managerial Communication & Organizational Planning and Controlling** **Learning objectives:** * Know the types of communications that occur in organizations.
* Understand how power, status, purpose, and interpersonal skills affect communications
* Know why talking, listening, reading, & writing are vital to managing effectively.

Video: Walmart- The Importance Of Communication: Readings: Chapter 16 & 17* 5 Simple Rules for Strategy Execution

Podcast: * Motivating Employees

TO DO: * Quiz: Chapter Quiz due Friday by 4:59:59 pm (CT)
* Exam #2 (Chapters 6-11, 16, 17)
 |
| Week 16December 6-10 | **Lecture:** **Principles of Management** **Learning objectives:** 1. Understand and describe the key takeaways from this course.
2. Know the various college degree and career opportunities in the field of Management.
3. Understand how an educational background in Management can support your goals.

Readings: * How to Crisis-Proof Your Career
* The 429 Best Companies to Work For in America

Podcast: * The Career Rules You Didn’t Learn at School
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| Finals Week December 13-17 | **Finals Week:**  Final Exam Include final Schedule  |