

## COURSE OUTLINE MGMT3304VC02

1. Wayland Baptist University, Virtual Campus, School of Business
2. Wayland mission statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course Name: MGMT 3304VC02, Principles of Management
4. Term: Spring 2009
5. Instructor: Penny Miller, SPHR
6. Contact information:

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7. Catalog Description: Concepts of management for both profit and nonprofit organizations; management functions of planning, organizing, leading, and controlling; and managerial skills and roles in today's environment.
8. Prerequisites: none
9. Required textbook and materials: Management, 10th Edition, by Robbins and Coulter, 2009 (Note: Do not purchase the International version of the text as some portions of the book are different—it has the same ISBN as the text for the course, so you do have to be careful.)
10. Course Requirements and grading criteria:

|                                 |            |
|---------------------------------|------------|
| Requirements:                   |            |
| Weekly quizzes                  | 90 points  |
| Weekly discussion/participation | 50 points  |
| Journal                         | 150 points |
| Paper                           | 200 points |
| Final exam                      | 150 points |
| Grading criteria:               |            |
| 90%: A                          |            |
| 80%: B                          |            |
| 70%: C                          |            |
| 60%: D                          |            |
| Below 60%: F                    |            |

## 11. Tentative Brief Schedule

Weeks 1 – 9: respond to discussion questions

Weeks 1 – 10: quizzes due

Week 3: paper checkpoint due

Week 5: first portion of journal due

Week 8: paper due

Week 10: final journal due

Week 11: final exam