

**COURSE SYLLABUS: MGMT 3304**  
**Principles of Management**

<b>Instructor:</b>	Matt Buchanan
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<b>Course Web Site:</b>	<a href="#"><b>PRINCIPLES OF MANAGEMENT</b></a>
<b>FAX:</b>	None
<b>Office Hours:</b>	<b>7:00 AM - 5:00 PM M-F</b>
<b>Class Hours:</b>	Online
<b>Class Location:</b>	Virtual Campus

**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.

**PREREQUISITE(s):** None.

**TEXTBOOK:**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>
<a href="#"><u>Management</u></a>	Robbins	9th	2007	Prentice Hall	978-0-13-225773-2

**OUTCOME COMPETENCIES:**

- Define how organizational culture, global perspective, and social responsibility relate to the terrain of the manager.
- Identify the planning function of management and its relationship to decision making, foundations of planning, strategic management, and various planning tools and techniques.
- Understand the organizing function of management and its relationship to organizational structure, communication, human resource management, and managing change.
- Identify the leading function of management and its relationship to behavior, group and team interaction, employee motivation, and the theories of leadership.
- Know the foundations of the control function of management and the concepts of operations management and value chain management.

**COURSE REQUIREMENTS AND EVALUATION:**

**Examinations:** Mid-term/final examination multiple choice questions (50% of final grade).

**Homework, Participation, & Online Discussions:** Chapter questions, chapter exercises, chapter summaries, and participation within the classroom. Homework should be completed by mid-night (student's time zone) Sunday of each week. See ASSIGNMENTS folder in Blackboard for a listing of week by week assigned homework (25% of final grade).

**Research Paper:** Research paper described in the assignments folder due at the end of the class (25% of final grade).

<b>Grading:</b>	90 - 100 = A	900-1,000	points
	80 - 89 = B	800-899	points
	70 - 79 = C	700-799	points
	60 - 69 = D	600-699	points
	0 - 59 = F	599-below	points

**Grading Scheme:**

Homework	(25%)
Research paper	(25%)
Mid-Term Exam	(25%)
Final Exam	(25%)

**STATEMENTS:**

**Academic Honesty Statement:**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of someone else's work as one's own work. See current Wayland Baptist University Catalog, pp. 80, for penalties that may be applied to individual cases of academic dishonesty.) This class will adhere to zero tolerance for using someone else's work as your own.

Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.

**Disabled Person Statement:**

It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting.