



DIVISION OF BUSINESS

COURSE SYLLABUS: MGMT 3304.vc05, Principles of Management, Summer 2008, Virtual Campus

Instructor:	Darrel E. Erickson, PMP
Office:	In classroom
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Course Web Site:	Virtual campus: http://virtualcampus.wbu.edu/
FAX:	
Office Hours:	Before or after class by appointment
Class Hours:	Per syllabus
Class Location:	Virtual Campus Blackboard site mgmt3304vc05 Summer 2008

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:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Management	Robbins/Coulter	9th	2007	Pearson	0-13-225773-4

OUTCOME COMPETENCIES:

Upon completion of this course the student should be able to:

1. Define management and the management process and explain the functions of management in an organization.
2. Discuss the four major historical eras of management theory and distinguish two major contributions made by each historical era.
3. Define organization culture and describe the seven dimensions of organization culture
4. Describe the two external environments and distinguish the impact each environment has on management.
5. Distinguish between international management and U.S. management.
6. Discuss the concept of social responsibility and discuss the role of ethics within the application of the management process.
7. Outline the steps in decision making and describe the three decision types.
8. Define planning and explain the utility of goals in planning in management.
9. Diagram the strategic management planning process and differentiate between corporate and functional strategic plans.
10. Describe the application of planning tools in goal setting and planning.
11. Define communications and explain the nature of formal and informal communications within an organization.
12. Discuss the functional role of human resource management in strategic planning and organizing
13. List and describe techniques for reducing resistance of organizational members to change and two techniques for reducing members stress to change.
14. Describe the focus and goals of organizational behavior.
15. Define group and team and describe the five stages of group development.

16. Describe four motivation theories and explain the motivational aspect of job enlargement and job empowerment.
17. Describe three leadership theories and contrast transformational with transactional leadership
18. Discuss why operational management is important to all types of organizations
19. Describe three different organizational performance measuring techniques.

COURSE REQUIREMENTS AND EVALUATION:

Grading Criteria:

VC Participation*	25%	250 points
Homework	9%	250 points
Term Paper/Presentation	16%	200 points
Exams	50%	300 points

*Note: Online discussions and activities replicate class participation

Grading Scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

W=	Approved Withdrawal
WP=	Approved Withdrawal Passing
WF=	Withdrawal Failing
I=	Incomplete

Responsibilities. 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. This class will adhere to zero tolerance for using someone else's work as your own.

Class Participation: Participation is the key requirement to succeed in any on-line course. This class requires vigorous student participation in discussion threads, which by design should enrich your knowledge as we see how other students and the Professor apply the text's theory to real-life.

Discussion Requirements: Students must respond to each new session discussion question by Wednesday of the week presented. Students must then reply to one or two other student's posts for each numbered Discussion Thread by the close of that session and by Sunday post a comment to any extra discussions threads noted in the session outline. The minimum number of posts is provided, however, most students enjoy the dialog and post often pushing up their participation points.

Key Dates: Mid Term Exam in Session 5 or 6; Final exam in Session 10 or 11; Term Paper due in Session-7; Term Paper PowerPoint Presentation due in Session-9

Make Up/Absence Policy: Students must participate in on-line courses, submitting on-time assignments for each week. Student participation failures during a week should be rare exceptions and not the rule. Before any part of course work is missed the student will inform the Professor of the circumstances. **All assignments must be completed to pass this course.** Assigned homework is measured out across each session and is manageable week by week.

Make-up homework. For any homework that is late students will be required to complete make-up homework, arranged with the Professor. Scheduled assignments submitted late for any reason will be marked down a minimum of 10%. Work turned in during the following session is marked down 10%, but grade reductions then begin a 1.5 percent reduction by the day which continues until received. Only communication with the Professor can reduce late charges.

Effort: Students should expect to spend 6-8 hours minimum per week on this class. Log in to the course site, participate in the topic discussions, and complete all assigned tasks as provided by the Professor in the session outlines each week. Take care not to fall behind; online course work is cumulative, very difficult to make-up later (e.g., missed homework, discussions)

Term-Paper: Students will complete a research paper for this class. The paper should be a minimum of eight pages, a maximum of twelve pages (not counting title or reference pages), and should utilize between four to eight references (minimum of two references must be academic or scholarly references, e.g. books, significant research, journals, etc.). Paper is required to have two graphical elements (tables, charts, artwork, etc.) Students present an Executive Summary of this paper to the class via PowerPoint. Papers must utilize APA format. Topics for papers must be pre-approved and be off the list provided. This research paper is intended to be a summary of the textbook information on the topic chosen and researching the topic a cut deeper.

Presentation: Students need to be able present information as managers; the research paper or Term Paper will be the source material for each student's presentation. Presentations will be graded on presentation of ideas in term-paper, graphical elements employed to communicate the information and quality of delivery. Peer review by the class on-line in blog fashion will complete the assignment.

Special Needs/Accommodation: "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.

Brief Bio: Professor Darrel Erickson earned his Bachelor of Management and Master of Technology Management degrees from the University of Maryland. Additionally, he earned Project Management Institutes (PMI) certification as a Project Management Professional (PMP) and is active in the PMI Honolulu Chapter. He has 25 years of management and leadership experience serving as an Imaging Officer in the U.S. Navy promoted to Officer from the enlisted ranks. It was during this fast-paced career that he completed his college studies by night courses and on-line study.

Who should take this course? Professor recommends this course not only for the Management Degree seeking student but also as a foundational course for anyone interested in becoming an excellent manager or needing a better understanding of a manager's responsibilities. The core concepts of this course are universal and applicable to all levels of management in governmental, for-profit and non-profit organizations.

COURSE OUTLINE/CALENDAR:

Session Work Due

- A. Chapters 1 and 2
- B. Chapters 3 and 4 | **Case Study Homework # 1**
- C. Chapters 5 and 6 | **Case Study Homework #2**
- D. Chapter 18 and 19 | **Midterm Exam Review** | **Case Study Homework #3**
- E. **Midterm Exam** | Chapter 7
- F. Chapters 8 and 9
- G. Chapters 10 & 11 | **Term Paper due** | **Case Study Homework #4**
- H. Chapters 12 & 13 | **Case Study Homework #5**
- I. Chapters 14 & 15 | **PowerPoint Presentation Due** | **Case Study Homework #6**
- J. Chapters 16 & 17 | **Final Exam Review**
- K. **Final Exam**