

SYLLABUS

1. Wayland Baptist University, Virtual Campus, School of Business
2. 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: **MGMT 3304vc– Principles of Management**
4. Term: **Summer 2009**
5. Instructor: **Darrel E. Erickson PMP**
6. Office Phone and email: **(808) 392-0995 | darrel.erickson@wayland.wbu.edu**
7. Office Hours, Building, and Location: **Virtual campus: <http://virtualcampus.wbu.edu/>**
8. Class Meeting Time and Location: **there are 12 one week Sessions**
9. 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
10. Prerequisites: **None**
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Management	Robbins/Coulter	10e	2009	Pearson	0-13-209071-6

NOTE: Homework questions, assignments and tests are all based on this edition of the textbook, no other edition is permitted.

12. Optional Materials: **None**
13. Course Outcome Competencies:
Upon completion of this course the student should be able to:
 - Define management and the management process and explain the functions of management in an organization.
 - Discuss the four major historical eras of management theory and distinguish two major contributions made by each historical era.
 - Define organization culture and describe the seven dimensions of organization culture
 - Describe the two external environments and distinguish the impact each environment has on management.
 - Distinguish between international management and U.S. management.
 - Discuss the concept of social responsibility and discuss the role of ethics within the application of the management process.
 - Outline the steps in decision making and describe the three decision types.
 - Define planning and explain the utility of goals in planning in management.
 - Diagram the strategic management planning process and differentiate between corporate and functional strategic plans.
 - Describe the application of planning tools in goal setting and planning.
 - Define communications and explain the nature of formal and informal communications within an organization.
 - Discuss the functional role of human resource management in strategic planning and organizing
 - List and describe techniques for reducing resistance of organizational members to change and two techniques for reducing members stress to change.

14. Attendance Requirements:

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 of two numbered discussion questions by Wednesday of the week presented. Students must then reply to two other student's posts for each Discussion Thread (DT) 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 more often thus increasing participation points.

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.** Assignments are measured out across each session and are 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 subsequent sessions loose 5% per session late which continues until received. Only early communication with the Professor can reduce late charges.

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16: Course Requirements and Grading Criteria:

Grading Criteria:

VC Participation*	25%	250 points
Homework	10%	100 points
Term Paper/Presentation	15%	150 points
Exams	50%	500 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

17. Tentative Schedule:

Session	Work Due
A.	Chapters 1 and 2 <i>Introduction and History</i> Management Survey Questionnaires
B.	Chapters 3 and 4 <i>Organizational Culture and Global</i>
C.	Chapters 5 and 6 <i>Social Responsibility and Decision Making</i> Assignment 1 (HWi)
D.	Chapter 17 and 18 <i>Control</i> Assignment 2 (HWii) Midterm Exam Review
E.	Midterm Exam (covering chapters 1-6; 17 & 18)
F.	Chapters 7 and 8 <i>Planning</i> Assignment 3 (HWiii)
G.	Chapters 9 & 10 <i>Organizing</i> Term Paper due
H.	Chapters 11 & 12 <i>teams and change</i> Assignment 4 (HWiv)
I.	Chapters 13 & 14 <i>Leading Human Behavior and Communications</i> PowerPoint Presentation Due
J.	Chapters 15 & 16 <i>Motivation and the Leader</i> Final Exam Review Assignment 5 (HWv)
K.	Final Exam (covering chapters 7-16 and select material from first half of course)

18. Additional information as desired by the faculty member.

Key Dates: Mid Term Exam in Session 5 or 6; Term Paper due in Session-7; Term Paper PowerPoint Presentation due in Session-8; Final exam in Session 10 or 11

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 summarize the textbook concept assigned and in the remainder of the paper take the concepts to a deeper level based on your research, in other words take a textbook concept to a deeper academic level or “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 this assignment. Special participation credit is given to the student's discussion in this forum.

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 students 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.