

1. Wayland Baptist University, Phoenix 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: MGMT3304 – PH01, Principles of Management
4. Term: Fall Term 2009, Phoenix Campus (August 17<sup>th</sup> – October 31<sup>st</sup>, 2009)
5. Instructor: Mr. Bruce Schamburek, Phoenix, AZ
6. Office Phone and Email: 602-279-1011 bruce.schamburek@wayland.wbu.edu
7. Office Hours, Building, and Location: Contact Instructor
8. Class Meeting Time and Location: This is a hybrid course. Classes will meet at Luke AFB in Classroom 3149 of Bldg 1150 (The Blockhouse) on Saturday, August 22<sup>nd</sup>, September 12<sup>th</sup> and October 10<sup>th</sup> from 8 a.m. to 4 p.m. The remaining 40% of the class time meets online once a week.
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:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>REVIEW</b>
<u>Management</u>	Robbins/Coulter	10th	2009	Pearson	0-132-090716	Spring 10

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: Students enrolled at one of the university's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the executive director/campus dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

15. Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations."

16: Course Requirements and Grading Criteria:

Midterm Exam	80 points
Final Exam	80 points
Paper	40 points
Weekly Chapter Quizzes	80 points
Participation/Presentations	80 points

Final Grade: Total possible points = 360.

The standard grades of A = 90%, B = 80%, C = 70%, and D = 60% will be used in assigning a final course grade.

324 - 360 = A

288 - 323 = B

252 - 287 = C

216 - 251 = D

Below 216 = F

#### 17. Tentative Schedule: (Calendar, Topics, Assignments)

<u>DATE</u>	<u>CHAPTER</u>
Week 1 (8/17 – 8/24)	<i>Chapters 1 &amp; 2</i> <b>(Class meeting 8/22)</b>
Week 2 (8/25 – 8/31)	<i>Chapters 3 &amp; 4</i>
Week 3 (9/01 – 9/08)	<i>Chapters 5 &amp; 6</i>
Week 4 (9/08 – 9/14)	<i>Chapters 7 &amp; 8</i> <b>(Class meeting 9/12)</b>
Week 5 (9/15 – 9/21)	<i>Chapters 9 &amp; 10</i>
Week 6 (9/22 – 9/28)	<b>Midterm Exam Online</b> (Chapters 1 – 9)
Week 7 (9/29 – 10/5)	<i>Chapters 11 &amp; 12</i>
Week 8 (10/6 – 10/12)	<i>Chapters 13 &amp; 14</i> <b>(Class meeting 10/10)</b>
Week 9 (10/13-10/19)	<i>Chapters 15 &amp; 16</i>
Week 10 (10/20 – 10/26)	<i>Chapters 17 &amp; 18</i>
Week 11 (10/26 – 10/31)	<b>Final Exam Online</b> (Chapters 10 - 18)

\*NOTE: Virtual Campus Offices Closed on September 7<sup>th</sup> for Labor Day.

#### 18. Additional information:

##### **A. METHOD OF INSTRUCTION:**

There will be lecture, PowerPoint slides, classroom discussion, and online exercises. Other forms of multimedia may be used to enhance learning.

##### **B. EVALUATION CRITERIA:**

Students will demonstrate competency partially through the exams, a paper, chapter quizzes, oral presentations, and class participation.

1. EXAMS: The Midterm and Final Exams will be worth 80 points each. The exams will be available online, open book and you do not require a test proctor. You will access the Exams at a link in the Assignments area of Blackboard.

2. The paper will be worth 40 points. The paper should be 2 – 3 pages in length and written using APA standards. Topics and additional instructions will be provided in class. Submit the paper using the Digital Drop box in the course website.

3. WEEKLY CHAPTER QUIZZES: The Chapter Quiz Questions will be worth one point each for 80 total points. The questions will be available online and are open book. You will access the questions at a link in the Assignments area of Blackboard.

4. **PARTICIPATION/PRESENTATION:** Classroom participation will be worth 80 points. Twenty points will be awarded for participation for each class meeting in weeks 1, 4 and 8. Ten points each will be awarded for oral presentations at our class meeting in weeks 4 and 8.

### **C. STATEMENTS:**

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.

### **D. ADDITIONAL INFORMATION**

1. This is a hybrid course that meets as scheduled in the classroom and once online each week. Course information will be provided in class and at our Blackboard website:

- **Announcements tab:** I will have my course Welcome letter there to get us started and make announcements as necessary.
- **Assignments tab:** Weekly assigned reading, assignments and exams will be located here.
- **Lecture tab:** Weekly lecture notes will be located here.
- **Syllabus:** Course Syllabus posted there.
- **Digital Drop Box:** Submit responses to weekly assignments using the Digital Drop Box which is found under the Tools tab.
- Grades will be posted weekly at the My Grades link found at the Tools tab.

2. Course Textbooks: The required course text is necessary to complete the assignments. International or other foreign versions are not recommended.

3. Communication. The best way to reach me outside of class is through our course website at Blackboard. Please use the MESSAGES link to contact me. Contact me at my Wayland email if you are having problems with your website or at my phone number in the event of an emergency.

4. System Requirements: Courses using Blackboard require that the student have the appropriate hardware, software and Internet connection. Please review the FAQ information available at the Blackboard Log-On page.

5. Questions? Please contact me whenever you have questions. I will do my best to make this an enjoyable learning experience for you. Best wishes for a successful semester!

DISCLAIMER: The Instructor reserves the right to modify this course syllabus to enhance the learning process.