# Wayland Logo

WBUonline

School of Business

# 1. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 2. COURSE NUMBER & NAME:

MGMT 3304-Fall 2 VC01, Principles of Management

# **3. TERM**: Fall 2 2020

# **4. INSTRUCTOR**:

Matt Buchanan

# **5. CONTACT INFORMATION**:

Office phone: 719 464-4353

WBU Email: matthew.buchanan@wayland.wbu.edu or mattbuchanan16@gmail.com

Cell phone: see above

# **6. OFFICE HOURS, BUILDING & LOCATION**:

Online

# **7. COURSE MEETING TIME & LOCATION**:

WBUonline

# **8. CATALOG DESCRIPTION**:

Management functions for profit and nonprofit organizations (planning, organizing, leading, and controlling) and managerial skills and roles in today's environment.

# 9. PREREQUISITE:

None

# **10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Management: A Faith Based Perspective | Cafferky | 1st | 2012 | Pearson | 9780-13605-8342 | 5/8/16 |

# 11. OPTIONAL MATERIALS:

None

# **12. COURSE OUTCOMES AND COMPETENCIES**:

* Define management and the management process and explain the functions of management in an organization.
* Name the external environments and distinguish the impact each environment has on management.
* Outline the steps in decision making and describe the three decision types.
* Define communications and explain the nature of formal and informal communications within an organization.

# 13. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, 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 campus executive director. 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.

# **14. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **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**:

**(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

**16.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 17. TENTATIVE SCHEDULE

**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 is described in the assignments folder due at the end of the class (25% of final grade).

**Grading:**  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%)**