

**Virtual Campus Spring 2014**

**School of Business**

**SYLLABUS**

***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.

***Course****:* MGMT 3304 – Principles of Management

***Term****:* Spring 2014

***Instructor****:* John C. Correu

***Phone and email****:* (210) 860-6429 john.correu@wayland.wbu.edu

***Office Hours, Building, and Location****:* Virtual Campus Online

***Class Meeting Time and Location***: Virtual Campus Online

***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

***Prerequisites****:* none

***Required Textbook and Resources****:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| **MANAGEMENT: A FAITH-BASED PERSPECTIVE** | Cafferty | 1st | 2012 | Pearson | **978-0-13-605834-2** | Fall 12 |

***Optional Materials****:* None

***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.
* Describe the factors that are reshaping and redefining management.
* Define organization culture and describe the seven dimensions of organization culture
* Outline the steps in decision making and describe the three decision types.
* Define planning and explain the utility of goals in planning in management.
* Discuss contemporary issues in planning.
* Explain what managers do in the strategic management process.
* 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.
* List and describe techniques for reducing resistance of organizational members to change and two techniques for reducing members stress to change.
* Explain how to manage resistance to change.
* Define organizational change and compare and contrast vies on the change process.
* Describe modern views of leadership and the issues facing today’s leaders.
* Define the nature and purpose of value chain management.

***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.”

***Course Requirements and Grading Criteria****:*

* **Current Events (CE)** - Part of the participation grade will be based on written and oral current events (CEs) presented each week relevant to the *principles of management*. CE articles may be obtained from a newspaper, magazine or website and should not be more than 6 months old. *CEs should be sent via email to me for grading*. Each CE should contain the following:
  1. *Reference (*paragraph 1*)* - properly cite the current event including the author, the name of the source, the date it appeared or was published, etc. in accordance with APA guidelines
  2. *Summary (*paragraph 2*)* - provide a written summary of the current event *in your own words*
  3. *Relevance (*paragraph 3*) - s*tate how the current event relates to the course (with reference(s) to page numbers in the text)
  4. There are 8 CEs due from each student on the dates indicated on the schedule, each being worth up to 12.5 points. A late CE is downgraded 1point per week it is late.

**Practical Exercises (PE)** – There are 10 Practical Exercises (PE) due as shown on the Course Outline. Each PE is worth 10 points and contains 5 questions taken from the text. Download PEs from the Digital Dropbox on Blackboard. PEs are graded in class. A late PE is downgraded 1 point per week it is late.

* **Midterm and Final Exams** - Two major exams, a midterm and a final, will be given during the term. Both exams will cover reading assignments, class lectures, classroom discussion, and PEs.
* **Participation** –There will be one discussion question posted weekly. Students are expected to respond to the original post and respond to two postings of your classmates. These postings do not need to be long. They should elaborate on a point that was made or politely disagree or defend the posting.

**Subject of Evaluation** **Points %** **Letter Grade Percentage**

1. Current Events (CEs) 100 20% A 90 -100
2. Practical Exercises (PEs) 100 20% B 80 - 89
3. Midterm Exam 100 20% C 70 - 79
4. Final Exam 100 20% D 60 – 69
5. Participation 100 20% F Below 60

TOTAL 500 100%

**Incomplete**

An incomplete is given to a student who is passing, but has not completed some required work for reasons beyond the student’s control.

***Tentative Schedule****:* (Calendar, Topics, Assignments). See below.

***Additional information as desired by the faculty member****:* Academic Honesty - 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 the work of another as one’s own work.). See the current catalog for sanctions.

**WAYLAND BAPTIST UNIVERSITY – Spring 2014**

***PRINCIPLES OF MANAGEMENT – MGMT 3304***

**SYLLABUS**

**JOHN C. CORREU**

**COURSE OUTLINE/SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Subject** | **Reading** | **Assignments Due** |
| **1** | Feb 24 | Introduction to Management/Management History | Ch. 1-2 | None |
| **2** | Mar 3 | External and Internal Environment/Cross-Cultural Management | Ch. 3-4 | CE1, PE 1&2 |
| **3** | Mar 17 | The Manager and Moral and Social Responsibility/Planning and Decision Making | Ch. 5-6 | CE2, PE 3&4 |
| **4** | Mar 24 | Strategic Thinking/Organization | Ch. 7-8 | CE3, PE 5 |
| **5** | Mar 31 | **Midterm** |  |  |
| **6** | Apr 7 | Human resource Management/Communication | Ch. 9-10 | CE4, PE 6 |
| **7** | Apr 14 | Motivation/Leadership | Ch. 11-12 | CE5, PE7 |
| **8** | Apr 21 | Change, Power, and Conflict | Ch 13 | CE6 |
| **9** | Apr 28 | Managerial Control and Accountability | Ch 14 | CE7, PE 8 |
| **10** | May 5 | Spirituality, Faith and Management | Ch. 15 | CE8, PE 9, PE10 |
| **11** | May 12 | **Final** |  | Last Day May 17 |