1. Wayland Baptist University, Virtual Online 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 3304** –**VC04**, Principles of Management

4. Term: Spring 2014

5. Instructor: Matt Buchanan

6. Office Phone and email: 719 464-4353, mattbuchanan16@gmail.com

7. Office Hours, Building, and Location: 7:00 AM – 5:00 PM

8. Class Meeting Time and Location: Online/Virtual Campus

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:

Management: A Faith-Based Perspective, ISBN 978-0-13-605834-2, by Cafferky

12. Optional Materials:

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:

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:

**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 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%)**

17. Tentative Schedule: (See Assignments Tab in the Virtual Campus)

18. Additional information as desired by the faculty member.

Academic Honesty Statement:

 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 someone else's work as one's own work. See current Wayland Baptist University Catalog, pp. 80, for penalties that may be applied to individual cases of academic dishonesty.) 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.

Disabled Person Statement:

 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.