

Wayland Baptist University

Virtual Campus

School of Business

**SYLLABUS**

1. 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.

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

3. Term: **Spring CMP 2014 VC05**

4. Instructor: **Darrel E. Erickson PMP**

5. Office Phone and email: **(808) 392-0995**

 **Primary email:** **darrel.erickson@wayland.wbu.edu** **| Alternate email:** **darrelerickson@outlook.com**

6. Office Hours, Building, and Location: [**https://wbu.blackboard.com**](https://wbu.blackboard.com)

7. Class Meeting Time and Location: **Wayland Virtual Campus Classroom**

8. 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

9. Prerequisites: **None**

10. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| Management: a faith based perspective | Cafferky | 1e | 2011 | Prentice Hall | 978-0136058342 |

*NOTE: there are no exceptions to this edition*

11. Optional Materials: **None**

12. 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.

13. 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.

Participation is the key requirement to succeed in a virtual campus 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 instructor apply the text’s theory to real-life management scenarios.

**Discussion Requirements.** Students must participate in all sessions threads unless marked optional. First post is due by Thursday each week. Students then reply to two other student’s posts in every thread. Less than these minimums will reduce session points. Sessions run Monday to Sunday, replies must be posted by Sunday.

**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. Inform the Professor of situations where due dates will be missed.

**Late/Make-up coursework.** For any late assignment, students will be required to complete or make-up the assignment. Late assignment grades are reduced 20%. Early communication with the Professor can limit or reduce late charges and then - only if a situation warrants an exception. If an assignment is missed check the required work below and ensure required assignments are completed, late work is accepted through the cutoff date.

**Required Work.** To pass this course, students must complete; both quizzes, term paper, and the final exam. Students missing one of these - did not complete all required work – will receive an “F” or must negotiate an Incomplete Contract.

**The basis for the final grade is: a) completion of all required work, and b) the total course points achieved in all coursework.**

14. 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.”

15: Course Requirements and Grading Criteria:

Grading Criteria:

Participation / Class Activities 20% 200 points

Homework/ Mini-Case 15% 150 points

Term Paper/Presentation 20% 200 points

Exams 45% 450 points

Grading Scale:

900+ A

899-800 B

799-700 C

699-600 D

Below 599 F

W= Approved Withdrawal

WP= Approved Withdrawal Passing

WF= Withdrawal Failing

I= Incomplete

16. Schedule:

**Session Assignments Study Plan – 10 Sessions**

**A.** Introductions, Syllabus and Schedule

Chapter 1 *Introduction to Management /* and Chapter 2 *Management History*

 Homework for next time:

Read Chapters 3 & 4

Obtain topic for term paper

**B.** Chapter 3 *External and Internal… /* and Chapter 4 *Cross-Cultural Management*

Homework for next time:

Read Chapter 5

**C.** Chapters 5 *Moral & Social Responsibility*

Homework for next time:

Read Chapters 6 & 7

Research Term Paper References

**D.** Chapters 6 *Planning and Decision Making /* and Chapter 7 *Strategic Thinking*

**Homework Sheet 1**

Quiz review

Homework for next time:

Read Chapter 8 & 9

Study for Quiz

**E. Quiz 1**

Chapter 8 *Organization /* and Chapter 9 *Human Resource Management*

 Homework for next time:

Read Chapters 10 & 11

**F.** Chapters 10 *Communication /* and Chapter 11 *Motivation*

 Homework for next time:

Read Chapter 12

Smooth Team Paper

**G.** Chapter 12 *Leadership*

**Term Paper**

Homework for next time:

Read Chapters 13 & 14

**H.** Chapter 13 *Change, Power, … /* and Chapter 14 *Control*

 **Homework Sheet 2**

Quiz review

Homework for next time:

 Read Chapter 15 and Chapter 15 Appendix

Study for Quiz

**I.** **Quiz 2**

Chapters 15 *Spirituality, Faith… /* and Chapter 15 Appendix *Managerial Assumptions* Homework for next time:

Prepare Term Paper Presentation

**J.** **Presentation - Term Paper research**

Final Exam Review **\*\*\* Work is not accepted after this session\*\*\***

Homework for next time:

Prepare for Final Exam

**K. Final Exam**

17. Additional information as desired by the faculty member.

**Key Dates.** Homework level precedes each of two Quizzes - Session E (5) and I (9); Term Paper - Session-G (7); Term Paper PowerPoint Presentation - Session-J (9); and the Final exam is during or following session-J (10).

**Cutoff.** Coursework cutoff date is the close of Session J (10)

**Effort.** **Students should expect to spend 4-6 hours reading, studying, and posting coursework each week.** Logging into the course a minimum of two times per week (required), participating in discussions, and completing all coursework is important for success. Do not get behind. On-line course work is cumulative, you will find it very difficult should you fall behind and unpleasant loosing points to late charges. Top students agree: you succeed in cyber-school by scheduling study activities.

**Term-Paper.** Students will complete a research **Term Paper** in this course. The paper will be a minimum of eight pages, to a maximum of twelve pages (not counting title, inset graphics or reference list pages). It will have a minimum of four references, two of which references must be academic or scholarly works (e.g. books, significant research, peer reviewed journals, etc.). Papers must contain two or more inset graphical elements (tables, charts, pictures, or artwork, etc.). Graphical elements do not count in page counts. Format your paper in APA style. Topics are assigned; however, you have a great deal of latitude narrowing your topic. Topic List is posted in Session-1 Discussion Forum. In all, the goal of this research paper is to understand and discuss the textbook topic and then enlarge an aspect of it by research in academic sources.

The goal in the research paper is to take the text concepts or topic “a cut deeper.”

**Presentation.** Managers need to be able to present information and you gain practice in this assignment by posting a *PowerPoint* presentation based on your research paper. Presentation grade depends on your ability to communicate concepts, on the quality of visual/graphical elements employed, and on the overall impact of your presentation. Students must populate the PowerPoint “presenter’s notes” section, avoiding the dreaded “death by PowerPoint” where each slide is shot full of words. Each presentation must be from 8-12 content slides (not counting title and reference slides) but if you need more than 12 content slides, get the instructor’s approval. Slides presentation will follow APA guidelines.

**Assignments.** Homework called Worksheets prepare you for the two Quizzes, and reading, worksheet, and quizzes prepare you for the final exam. We will read several articles on a mini-case to draw management lessons and there are several exercises that help you practice concepts in the course for your managerial and leadership tool box. The content is design to train the brand new management candidate and even challenge the student that might already possess exceptional managerial abilities.

**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. He is presently the Area Chair for Information Systems, and Technology, and a classroom Facilitator with the University of Phoenix, Hawaii Campus.

**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.

**Where to start?** Complete the reading for first session and post an introduction in our welcome forum.