**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

# 2. UNIVERSITY 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 NUMBER & NAME:

**MGMT 3304** – **VC03**  Principles of Management

# **4. TERM**:

Winter, 2019

# **5. INSTRUCTOR**:

John Correu

# **6. CONTACT INFORMATION**:

Office phone: N/A

WBU Email: john.correu@wayland.wbu.edu

Cell phone: 210-860-6429

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

Virtual Campus

I am available almost anytime of the day, but if you would like to set up a specific time to meet, email me and we will coordinate a mutually agreeable time.

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

Meeting day & time: Virtual Campus

# **9. CATALOG DESCRIPTION**:

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

# 10. PREREQUISITE: None

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| Management: A Faith Based Perspective | Cafferky | 1st | 2012 | Pearson | 9780136058342 | 5/8/2017 |

"Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. The price of the textbook will be billed to your student account. To check the price of the textbook please locate your required course material at [www.bookstore.wbu.edu](http://www.bookstore.wbu.edu/). Once you access the textbook it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available."

# 12. OPTIONAL MATERIALS

None

# **13. COURSE OUTCOMES AND 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:

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.

* Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus.  Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course.  Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation.  These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
* Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
* Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
* Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course.  The student must be submitting work as described in the course syllabus.
* Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

# **15. 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.

# **16. 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.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

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 Executive Vice President/Provost to the 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.

***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 the digital dropbox 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 given one discussion question 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%**

**17.1 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.”

18. TENTATIVE SCHEDULE

 **COURSE OUTLINE/SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Subject** | **Reading** | **Assignments Due** |
| **1** | Nov 11 | Introduction to Management/Management History | Ch. 1-2 | None |
| **2** | Nov 18  |  External and Internal Environment/Cross-Cultural Management | Ch. 3-4 | CE1, PE 1&2 |
| **3** | Dec 2 | The Manager and Moral and Social Responsibility/Planning and Decision Making | Ch. 5-6 | CE2, PE 3&4 |
| **4** | Dec 9 | Strategic Thinking/Organization | Ch. 7-8 | CE3, PE 5  |
| **5** | Dec 16 | **Midterm** |  |  |
| **6** | Jan 6 | Human resource Management/Communication | Ch. 9-10 | CE4, PE 6 |
| **7** | Jan 13 | Motivation/Leadership | Ch. 11-12 | CE5, PE7 |
| **8** | Jan 20 | Change, Power, and Conflict | Ch 13 | CE6 |
| **9** | Jan 27 |  Managerial Control and Accountability |  Ch 14 | CE7, PE 8 |
| **10** | Feb 3 | Spirituality, Faith and Management  | Ch. 15 | CE8, PE 9, PE10 |
| **11** | Feb 10 | **Final** |  | Last Day Feb 15 |