

Course	MNGT 5000-KE Management
Term	Spring 2, 2007 Lackland AFB, Texas
Instructor	Name: Richard Bunch Phone: 210.674.0014 (W) 210.215.3198 (M) Email: richardbunch43@webster.edu
Catalog Description	In this course, the student is introduced to the basic concepts of management and organizations. Primary emphasis is given to three primary functions: planning, organizing, and controlling. Additional topics include: organization theory, the global environment, ethics, and decision-making.
Prerequisites	None.
Course Level Learning Outcomes	Upon successful completion of this course, the student will be able to: <ol style="list-style-type: none"> 1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories used in managing organizations. 2. Apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories used by managers when analyzing factual situations, such as case studies, involving management problems. 3. Develop solutions to management problems using appropriate terminologies, facts, concepts, principles, analytic techniques, and theories used in the study of management. 4. Discuss the relevance and application of the concepts, principles, and theories taught in this management course to contemporary events. 5. Identify and discuss the interrelationships among the concepts, principles, and theories used in the different areas of management taught in this course. 6. Organize his or her thoughts regarding management issues and concepts and express them in clear and cogent prose in a paper.
Materials	<p>Required Text: <u>Contemporary Management</u>, 5th Edition Authors: Gareth R. Jones and Jennifer M. George Publisher: McGraw-Hill Irwin. ISBN-13: 9780077353022</p> <p>Required Writing Guide: <u>Publication Manual of the American Psychological Association</u>, Latest Edition, Washington, D.C.</p> <p>Other: All course materials, including PowerPoint slides used in class, may be obtained from the Connections site at connections.webster.edu. Students will need a user ID and password issued by the University to access this site.</p>

Grading	<u>Assignment</u>	<u>Point Value</u>
	a) Research Project b) Case Analysis (2 @ 50 points each) c) Midterm Exam d) Final Exam e) Class Attendance & Participation f) Oral Presentation of Current Management Event TOTAL A = 465 to 500 points B- = 400 to 419 points A- = 450 to 464 points C = 350 to 399 points B+ = 435 to 449 points F = below 350 points B = 420 to 434 points All written assignments, with the exception of the two exams, will be submitted to the instructor via e-mail. The instructor will score the assignments and return them to the student via e-mail within seven (7) days of the due date. Any assignment not submitted to the instructor by midnight Central Time of the day on which the assignment is due will be penalized 5% of the total available points for each day the assignment is late. Exceptions to this policy will be made at the discretion of the instructor.	125 100 100 100 50 <u>25</u> 500
Activities	<ul style="list-style-type: none"> • Students will participate in weekly discussions of comprehensive cases from the Harvard Business School (HBS) case collection. A separate handout will be provided that contains a complete list of cases to be discussed, as well as instructions on the procedures for obtaining copies. • Students will prepare two (2) written analyses of cases dealing with cultural and leadership issues. These cases will be assigned by the instructor the week prior to their due date. A separate handout will be provided to students that explains the case study approach in more detail. • Since the ability to organize one's thoughts and express them in clear and cogent prose is an important skill for the graduate student, a research project will be assigned. In this project, the focus will be on application of the conceptual ideas central to the course to specific topics or problems. Students will be expected to conduct secondary research and to use APA formatting. A separate handout will be provided to students that will explain the research project in more detail. • Students will be expected to complete a mid-term and final examination. Format for the examinations to be determined. 	
Policy Statements: University Policies	University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:	

	<p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<ul style="list-style-type: none"> • This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.

	<ul style="list-style-type: none"> • In this course we will use turnitin.com, an electronic database, which assists students and faculty with the academic work. • All papers will be in accordance with guidelines in found in the <i>Publication Manual of the American Psychological Association</i>, latest edition. • Students will utilize the university's Passports Online Library for a major portion of their research.
Weekly Schedule	Pre-Assignment for Week 1 <ul style="list-style-type: none"> • Read Chapters 1-2
Week 1	Topics: <ul style="list-style-type: none"> • <u>INTRODUCTION</u> – Course overview and objectives – Case Study Approach – Evaluations – General Administrative Issues. • <u>MANAGEMENT THEORY AND SKILLS.</u> Assignment for Week 2: <ul style="list-style-type: none"> • Read Chapters 3-6 • Read assigned Harvard Business School (HBS) Case #1.
Week 2	Topics: <ul style="list-style-type: none"> • <u>THE ENVIRONMENT OF MANAGEMENT.</u> • Classroom discussion of HBS Case #1. Assignment for Week 3: <ul style="list-style-type: none"> • Read Chapters 7-9. • Read assigned HBS Case #2.
Week 3	Topics: <ul style="list-style-type: none"> • <u>DECISION MAKING, PLANNING, AND STRATEGY.</u> • Classroom discussion of HBS Case #2. Assignment for Week 4: <ul style="list-style-type: none"> • Read Chapters 10 & 11. • Read assigned HBS Case #3. • Prepare 1st Written Case Analysis.
Week 4	Topics: <ul style="list-style-type: none"> • <u>ORGANIZING AND CONTROLLING</u> • 1st Written Case Analysis Due. • Classroom discussion of HBS Case #3. • Review for Mid-Term Exam Assignment for Week 5: <ul style="list-style-type: none"> • Prepare for Mid-Term Exam. A study guide will be provided.
Week 5	Topics: <ul style="list-style-type: none"> • <u>Classroom Exercise</u> • <u>Mid-Term Exam</u> Assignment for Week 6: <ul style="list-style-type: none"> • Read Chapters 12 & 13. • Read assigned HBS Case #4.
Week 6	Topics: <ul style="list-style-type: none"> • <u>ORGANIZING AND CONTROLLING (CONT'D)</u>

	<ul style="list-style-type: none"> • <u>LEADING INDIVIDUALS AND GROUPS</u> • Classroom discussion of assigned HBS Case #4. <p>Assignment for Week 7:</p> <ul style="list-style-type: none"> • Read Chapters 15 & 16. • Read assigned HBS Case #5. • Prepare 2nd Written Case Analysis.
Week 7	<p>Topics:</p> <ul style="list-style-type: none"> • <u>LEADING INDIVIDUALS AND GROUPS (CONT'D)</u> • <u>MANAGING CRITICAL ORGANIZATIONAL PROCESSES</u> • 2nd Written Case Analysis Due. • Classroom discussion of assigned HBS Case #5. <p>Assignment for Week 8:</p> <ul style="list-style-type: none"> • Read Chapters 17 & 18. • Read assigned HBS Case #6. • Finalize Research Project.
Week 8	<p>Topics:</p> <ul style="list-style-type: none"> • <u>MANAGING CRITICAL ORGANIZATIONAL PROCESSES (CONT'D)</u> • Research Project Due. • Classroom discussion of assigned HBS Case #6 <p>Assignment for Week 9:</p> <ul style="list-style-type: none"> • Prepare for final examination. A study guide will be provided.
Week 9	<p>Topics:</p> <ul style="list-style-type: none"> • <u>COMPREHENSIVE CASE AND FINAL EXAMINATION.</u>