

Course	Management 5000
Term	Fall I, 2009
Instructor	Name: William S. Lyke Phone: (618) 234-1897 Email: lykew@webster.edu (alternate – wwslyke@aol.com)
Catalog Description	This course is an introduction 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	Student must be able to do graduate level academic work.
Course Level Learning Outcomes	<ul style="list-style-type: none"> a. Student will be able to identify and explain key management concepts and terminology b. Student will be able to discuss the prominent management theories in a knowledgeable manner c. Student will be able to apply text and theoretical material to actual situations encountered in the workplace.
Materials	<u>Management</u> , Bateman, T.S. & Snell, S.A., 2009, 8 th ed., McGraw-Hill <u>The World's Easiest Guide to Using the APA</u> , Amato, C.J., 2009, 4th ed. Stargazer Publishing
Grading	Students' performance will be measured by points accumulated as a result of the performance criteria as follows: 3 – Tests valued at 250@ = 750 points Term Paper(due in 8 th week) = 250 points Maximum Points possible = 1000 points A = 930 – 1000 points A- = 900 – 929 “ B+ = 870 – 899 “ B = 830 – 869 “ B- = 800 – 829 “ C = 700 – 799 “
Activities	<u>Test # 1</u> will cover the following topics: Managing, The Evolution of Management, The External Environment & Organizational Culture, & Managerial Decision-Making. <u>Test # 2</u> will cover the following topics: Planning & Strategic Management, Ethics and Corporate Responsibility, International Management, Organizational Structure, and Organizational Agility <u>Test # 3</u> will cover the following topics: Managing the Diverse Workforce, Teamwork, Communicating, Managerial Control, and Creating & Managing Change. <u>Term Paper</u> – The student will conduct basic research of current literature

	<p>and demonstrate the ability to apply conceptual material presented in the course to actual work situations. The body of the paper should be eight to ten pages. The format will comply with the APA publication style.</p>
<p>Policy Statements: University Policies</p>	<p>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> <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 instructors 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>Course Policies</p>	<p>No additional</p>

<p>Weekly Schedule</p>	<p>Week 1 Course Introduction Chapter 1 – Managing Appendix A – The Evolution of Management</p> <p>Week 2 Chapter 2 – The External Environment and Organizational Culture Chapter 3 – Managerial Decision-making</p> <p>Week 3 Test 1 – Chapters 1,2,3 & Appendix A Chapter 4 – Planning & Strategic Management</p> <p>Week 4 Chapter 5 – Ethics & Corporate Responsibility Chapter 6 – International Management</p> <p>Week 5 Chapter 8 – Organizational Structure Chapter 9 – Organizational Agility</p> <p>Week 6 Test 2 – Chapters 4,5,6,8,9 Chapter 11 – Managing the Diverse Workforce</p> <p>Week 7 Chapter 14 – Teamwork Chapter 15 – Communicating</p> <p>Week 8 Term paper due Chapter 16 – Managerial Control Chapter 18 – Creating & Managing Change</p> <p>Week 9 Test 3 – Chapters 11,14,15,16,18</p>
<p>Additional Information</p>	<p><u>Guidelines for Preparation of Term Paper</u></p> <p>A. <u>General Instructions</u> The body of the paper should be eight to ten pages in length, typewritten, double-spaced and free of errors. The research should not only include the text but at least two current journals/periodicals/the Internet. The paper is worth 250 points and will constitute 25% of the final grade.</p> <p>B. <u>Term Paper Topics</u> The student may choose one of the following broad subject areas or another as approved: Ethics in management; Decision-making; Strategic Planning; Change Management; Motivation; Conflict Management; Productivity; Organizational Control.</p> <p>C. <u>Contents of the Paper</u> After choosing a topic, identify a situation you have observed in your own work setting, present or past. Describe the situation (you may use fictitious names if the situation warrants this level of discretion). Conduct research by consulting not only the text but at least two current journals/periodicals/the Internet sources. Relate your observation from the work setting to what you have learned from your research. Draw a conclusion and defend your conclusion.</p> <p>D. <u>Reference Guidelines</u> There should be a minimum of eight in-text citations, to be cited from at least two chapters of the text and two current journals/periodicals/the Internet sources. Make certain that you appropriate cite the research references. This is to be done using the APA reference format.</p> <p>Refer to the World’s Easiest Guide of Using the APA, 4th ed. 2009, or the Publication Manual of the American Psychological Association, 5th ed., July, 2001. Particular attention should be give to sections concerning: Reference Citations in Text; References List; and General Instructions for Preparing the Paper Manuscript.</p>

