

Course	MNGT 5000/64 – Management
Term	Fall 2, 2008
Instructor	Leo A. Lennon Phone: 321-723-4276; Cell Phone: 321-698-0356 Email: llennon@cfl.rr.com Office Hours: Available 45 minutes prior to class
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	REQUIRED TEXTS: <u>Management</u> , 8th ED., Richard L. Daft, South-Western, Thompson Learning, 2008. ISBN 0-324-53770-0 or ISBN: 978-0-324-53770-3 SUGGESTED SUPPLEMENTAL READINGS: Articles in the field of management contained in newspapers, magazines, other textbooks, and professional journals may be brought to class for discussion. The instructor will provide some of these for student use during the course.
Grading	Your course grade will be based on your scores on your examinations, research paper, case study assignments, and your contributions to class discussions. These different components will be weighted as follows:

COURSE REQUIREMENTS:	% OF GRADE
a. Midterm Examination	25%
b. Final Examination	25%
c. Research Paper	20%
d. 2 Case Studies (10% each)	20%
e. Class Participation & Facilitation	10%

EXAMINATIONS: Both examinations will be of the essay category covering the major topics presented in the text, supplemental material, and lecture/discussion sessions.

RESEARCH REQUIREMENT: Students will be required to complete a research paper which should be a minimum of 12 pages and a maximum of 15 pages, typed double spaced, in accordance with the Webster University, Space Coast Campus Guidelines for Writing a Research (Term) Paper and APA format. Topics will be on subjects related to the elements, functions, and aspects of management and will be discussed with and approved by the instructor. The main focus of the paper will be the identification of a management problem, challenge or situation, the design and conduct of a diagnosis of the selected topic to determine existing areas of concern, and the development of appropriate action strategies to increase organizational effectiveness and efficiency.

CASE STUDIES: Students will be expected to submit a 4-5 page, typed double spaced, comprehensive report on two assigned case studies. This report will contain an analysis and synopsis of the situation, an identification and discussion of relevant challenges/concerns/problems, and recommended actions/strategies. Students will be expected to both write short case analysis based on the conceptual material and discuss these in small groups or the whole class setting.

CLASS PARTICIPATION/FACILITATION: Students will be evaluated on their preparation, contribution and facilitation of class and group discussions on course subject matter. Absences from scheduled class sessions and failure to adequately prepare for discussions or class activities will result in a reduction of their score in this course requirement.

Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.

	<table border="1"> <thead> <tr> <th data-bbox="682 275 852 363">Letter Grade</th> <th data-bbox="852 275 1084 363">Numerical Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="682 363 852 411">A</td> <td data-bbox="852 363 1084 411">96-100% (4.0)</td> </tr> <tr> <td data-bbox="682 411 852 459">A-</td> <td data-bbox="852 411 1084 459">91-95% (3.67)</td> </tr> <tr> <td data-bbox="682 459 852 508">B+</td> <td data-bbox="852 459 1084 508">87-90% (3.33)</td> </tr> <tr> <td data-bbox="682 508 852 556">B</td> <td data-bbox="852 508 1084 556">82-86% (3.0)</td> </tr> <tr> <td data-bbox="682 556 852 604">B-</td> <td data-bbox="852 556 1084 604">78-81% (2.67)</td> </tr> <tr> <td data-bbox="682 604 852 653">C</td> <td data-bbox="852 604 1084 653">70-77% (2.0)</td> </tr> <tr> <td data-bbox="682 653 852 701">F</td> <td data-bbox="852 653 1084 701">69 & below (0)</td> </tr> <tr> <td data-bbox="682 701 852 749">I</td> <td data-bbox="852 701 1084 749">Incomplete (0)</td> </tr> <tr> <td data-bbox="682 749 852 798">W</td> <td data-bbox="852 749 1084 798">Withdrew</td> </tr> </tbody> </table>	Letter Grade	Numerical Score	A	96-100% (4.0)	A-	91-95% (3.67)	B+	87-90% (3.33)	B	82-86% (3.0)	B-	78-81% (2.67)	C	70-77% (2.0)	F	69 & below (0)	I	Incomplete (0)	W	Withdrew
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Activities	<p>This class will involve a combination of lecture and whole group and small group discussions. Students will see relevant applications to help them understand the conceptual frameworks and see how these ideas relate to the real world of organizations. Therefore, the use of case studies and other vehicles to serve as points of application for critical conceptual and theoretical material appears to be a sound teaching strategy.</p> <p>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 course term paper assignment will be assigned.</p>																				
Policy Statements: University Policies	<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 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 are retained by the Department for the purpose of academic assessment. In every case, should the assignment of 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 is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>Attendance at all class sessions is expected.</p> <p>Late written case assignments will be accepted if prior arrangements have been made with the instructor.</p> <p>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 add, delete, or modify any weeks of this schedule. The instructor also reserves the right to change the overall course grade weighting. Any changes will be announced in class.</p> <p>If you miss class you are responsible for getting notes and assignments. Makeup exams will be scheduled only if arranged in advance of the scheduled exam date.</p>
<p>Week 1 Schedule</p>	<p>PREPARATION FOR CLASS: Text: Chapters 1,2</p> <p>CLASSROOM DISCUSSION TOPICS: Introduction & Overview of Management; The Challenges, Evolution, and Responsibilities of Management.</p> <p><i>Assignment of Case Study #1</i></p>

Week 2 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 3,5</p> <p>CLASSROOM DISCUSSION TOPICS: The Environment and Corporate Culture; Ethics and Social Responsibility.</p>
Week 3 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 7,8,9</p> <p>CLASSROOM DISCUSSION TOPICS: Planning & Goal Setting; Strategy Formulation; Decision Making.</p> <p><i>Case Study #1 Due</i></p>
Week 4 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 1,2,3,5,7,8,9; Material presented and discussed in class during weeks 1,2,3.</p> <p>CLASSROOM DISCUSSION TOPICS: Midterm Examination</p>
Week 5 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 10</p> <p>CLASSROOM DISCUSSION TOPICS: Adaptive Organizations.</p> <p><i>Assignment of Case Study #2</i></p>
Week 6 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 11,13</p> <p>CLASSROOM DISCUSSION TOPICS: Managing Change & Innovation; The Challenge of Diversity.</p>
Week 7 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 16,17,18</p> <p>CLASSROOM DISCUSSION TOPICS: Motivation; Communication; Teamwork.</p> <p><i>Research Paper Due</i></p>
Week 8 Schedule	<p>PREPARATION FOR CLASS: Text: Chapter 19,20</p> <p>CLASSROOM DISCUSSION TOPICS: Managerial Control; Information Technology.</p> <p><i>Case Study #2 Due</i></p>
Week 9 Schedule	<p>PREPARATION FOR CLASS: Text: Chapters 10,11,13,17,18,19,20. Material presented and discussed in class during weeks 5,6,7,8</p> <p>CLASSROOM DISCUSSION TOPICS: Final Examination</p>

PURCHASING TEXTBOOKS--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, MNGT5000/64) and most important, the **title, author, edition, and**

ISBN of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

MBS Direct: 1-800-325-3252

MBS Direct Website: www.mbsdirect.net/webster

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

Original approved by:

Dr. Calvin D. Fowler Academic Dean Space Coast Region, June 4, 2008

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