

Management 3300: Principles of Management
Summer 2015, Online
Lubbock Christian University

The mission of Lubbock Christian University is to teach students the spiritual dimension of life, provide a quality education, and impart a system of values for living and for service to family, community, and church.

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Office Hours: By Appointment

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I. General Course Information

Required Reading Materials

1. *Contemporary Management*, Eighth Edition, McGraw-Hill Irwin
2. Students should have access to a variety of business-related reading materials through the use of the campus or other library.

Course Description

This course covers the basic functions of management: planning, organizing, leading, and controlling. Additional materials covered include managerial roles, skills, and ethical responsibilities.

Course Objectives

Successful managers today must exhibit skills far more complex than in past years. The skills and knowledge used by managers far surpass those of just a few years back. The environment of business today demands that managers utilize this wide array of skills to face both old and new challenges. As many of these challenges are occurring for the first time, managers must also remain flexible in order to deal with the unexpected. It is that realm that management is continuously evolving. Students will become familiar with and develop a working knowledge of:

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|--------------------------|---|--------------------------|---------------------|
| <input type="checkbox"/> | The Business and Managerial Environment | <input type="checkbox"/> | Managerial Planning |
| <input type="checkbox"/> | Organizing | <input type="checkbox"/> | Leadership Skills |
| <input type="checkbox"/> | Managerial Control | <input type="checkbox"/> | Managerial Ethics |

Academic Integrity

Cheating, plagiarism, or any other violation of LCU's Code of Academic Integrity will be subject to disciplinary actions in accordance with the policies and procedures outlined in the LCU Student handbook.

Class Behavior and Expectations

All students should conduct themselves in an appropriate manner. Everyone will be respectful of each other and under no circumstances will a student be made to feel uncomfortable by another student. This will be a "safe" environment where ideas and opinions can be expressed freely without reservation or condemnation.

Students with Disabilities

Students with a documented disability are responsible for: 1) ensuring that current documentation is on file in the Disability Services office and requesting accommodations within the first week of enrollment in a long semester or by the second class day of a short term; 2) discussing the approved accommodation with each instructor within the third week of enrollment in a long semester or by the fourth class day of a short semester.

II. Participation

Participation is both expected and encouraged. Your participation grade will be determined by your participation in online forums. Your grade level will be determined by the frequency and quality of your contribution to the forums.

III. Evaluation

A final letter grade will be determined at the conclusion of the course. *No late assignments will be accepted.* Students are responsible for tracking their academic progress in this class throughout the semester. Therefore, students with questions are encouraged to contact the instructor. Final grades will be available on Self-Serve at the end of the semester.

Course Component	Percentage
Participation/Forums	15%
Journals (10)	10%
Quizzes (10)	10%
Business Article/SWOT Analysis	20%
Individual Case	20%
Final Exam	25%
Total	100%

The following grading scale will be used when determining your final grade in this course:

A	90 – 100%	900-1000 points earned
B	80 – 89.99%	800-899 points earned
C	70 – 70.99%	700-799 points earned
D	60 – 60.99%	600-699 points earned
F	0 – 59.99%	0-599 points earned

IV. Course Components

Participation/Forums

You are expected to participate in multiple forums throughout the course. You must post at least one time to each forum. Your grade will be determined by the frequency and quality of your posts.

Journal Assignments

You will be required to submit 10 journal entries throughout the course of this class. The topics will be assigned as we move through the course. Your responses are expected to be thoughtful and reflective and should incorporate some of the things that you have been learning in class or

items that have been discussed in class. There are no “right answers” with regard to these journals. They are simply your chance to voice your opinion, etc. ***All responses will remain confidential within the appropriate ethical boundaries of my position. Should anything be revealed in these journals that may indicate that you are a harm to yourself or others, I am obligated to forward that information to the appropriate campus personnel.*** Full credit will be given for thoughtful work with few or no grammatical errors and proper length. Points will be deducted accordingly for anything else. You will not be graded on content, but rather on whether or not you completed the journal assignment appropriately and completely. It is preferred that journal entries be submitted electronically via email as an attachment.

Quizzes

There will be ten quizzes throughout the semester that will ensure that you have completed the assigned reading within the textbook.

Business Article Review/SWOT Analysis

This is an individual assignment. You are required to submit a brief written summary and SWOT analysis of an article regarding business/management that you find interesting from a business related publication. You must submit to me a copy of the article, the summary of the article (not to exceed two pages), as well as the SWOT analysis no later than the due date. A format for the SWOT analysis will be provided to you.

Case Studies

You will be assigned one case study in the course. You are to submit a thoughtful response to the case. There is no maximum or minimum required length.

Final Exam

The final examination will test your knowledge of the assigned reading throughout the course. This exam will include multiple choice and true/false questions as well as two essay questions.

V. Course Schedule

The following course schedule will be followed; however, adjustments may be necessary due to unforeseen circumstances. Any alteration to the schedule will be communicated with as much advance notice as possible.

Week	Assigned Reading
1	Chapters 1, 2, 3
2	Chapters 4, 5, 6
3	Chapters 7, 8, 9
4	Chapters 10, 11, 12
5	Chapters 12, 13, 14 (Case Study Due)
6	Chapters 14, 15, 16 (Article/SWOT Analysis Due)
7	Chapters 16, 17, 18 (Final Exam)