

Westminster College
Syllabus – Fundamentals of Management – BUS 220-O
Summer Online 2015: June 1 – July 10, 2014
Dr. Bob Eames

Course Description: Fundamentals of Management is an introduction to the basic concepts of management and organization. A review of the historical development of management practices will precede the core areas of study, which include the processes of decision making and planning in organizations, concepts of organization design, measurement and control of organizational performance, leadership, and the direction of human activity.

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Required Text: Griffin, D. (2013). *Management*. Mason, OH: South-Western Cengage Learning. (11th E). ISBN: 13-978-1-133-56246-7

My Teaching Philosophy: I feel my role as a teacher is to facilitate your learning in as many diverse and productive ways as possible. This includes a variety of approaches meant to be flexible to the teacher, the student, and the situation. To echo Freire, the great Brazilian teacher and writer, I think the best learning relationship is built on a foundation of trust and respect, which ought to be freely offered and reciprocated in kind. Similarly, I feel significant learning is achievable when the environment is highly communicative between teacher and student, whether inside the classroom or in an online environment. For me, part of good teaching is to provide you with the best support that I possibly can. In this online environment, I will provide detailed individual feedback on your responses and assignments in a timely manner that will hopefully encourage and empower you to achieve the best learning result.

Course Goals:

- ✓ Facilitate understanding of managing & the manager's role
- ✓ Facilitate understanding of traditional & contemporary managerial issues
- ✓ Facilitate understanding of the basic elements of planning & decision making
- ✓ Facilitate awareness of managing strategy & strategic planning
- ✓ Facilitate understanding of the basic elements of organizing
- ✓ Facilitate understanding of employee motivation & performance
- ✓ Facilitate understanding of the basic elements of control

Course Objectives:

- ✓ Be able to apply knowledge of the managing process to workplace situations
- ✓ Be able to manage & work effectively with employees
- ✓ Be able to identify & develop the necessary managerial skills for today's workplace
- ✓ Be able to use the terminology of business management

ADA Accommodation: Any student who feels that he or she may need an accommodation based on the impact of a disability should contact me as soon as possible. I will help in any way that I can. Please refer to the full statement of ADA policies available in the *Westminster College – ADA/Equal Access Policy*. http://www.westminster-mo.edu/explore/offices/business/hr/Documents/ADA_index.pdf

Honor Code: Please refer to the *Student Life Handbook* for Westminster's specific policies on academic dishonesty. Additionally, refer to Section 3.3.1 of the handbook for a complete discussion of Westminster's harassment and discrimination policy. I will always be honest and trustworthy with you and I expect the same in return.

Course Structure: This course will be a basic discussion of fundamentals of management conducted online through Moodle. The course is organized by weeks on the class website. Each week you will find the weekly guidelines and any materials you will need other than your textbook. Please introduce yourself to the class in the "Who We Are Forum" by 9 PM on Monday, June 1, the first day of the session. Specific instructions are available in the forum once you click on the link.

Reading assignments include 2 chapters in the textbook per week for the first 5 weeks and 1 chapter for week 6. There are discussion question(s) each week for you to respond to by posting your response on the forum on Moodle for that week by 9 PM on Wednesdays. Extremely short answers or lists with bullets should be avoided. There is a written assignment(s) each week for the first five weeks. These written assignments should be long enough for you to give a complete discussion. Details are posted for each week in the weekly guidelines. These written assignments will also be submitted to a drop box. There is one Case Study Assignment. Complete instructions and all materials needed for the case study are clearly marked on the class website.

Exams: There are two exams for this course, one at mid-term (3 weeks) and one the last week. These exams will cover the reading material and will generally be a combination of multiple choice questions with some true/false. The second exam is not cumulative. Of course, you may use your textbook, notes, and the PowerPoint presentations I've supplied on the class website. The tests will be made available at a predesignated time. For the Mid-term Exam you will have 4 hours to access the test, find the answers, and submit your completed exam to the drop box. Since the Final Exam covers more chapters, you will have 5 hours to access the test, find the answers, and submit your completed exam to the drop box.

There should be no last minute problems here. The date and time of the exams can be found in the exam schedule later in this syllabus, so you will be able to plan for both of these events and as part of your responsibility to the course be able to take them as scheduled. I will absolutely not reschedule an exam for you because you are on vacation, etc. My advice is that you keep current with the reading assignments if you want to have a less stressful experience with the exams. The mid-term exam covers four chapters and the final exam covers seven chapters. You should not plan to read this material in the time allotted for the taking of either exam and expect to do well. In general, you will be getting the same questions as the regular semester

students.

Class Netiquette: Every voice and opinion in the class matters. Let's please respect each other's' postings no matter how different or controversial they may be perceived. Tolerance and respect are especially important in the online environment. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Our differences will add richness to this learning experience. Please consider that sarcasm and humor can be easily misconstrued as hurtful in online interactions. Working together as a community of learners, we can build a polite and respectful atmosphere to foster learning for all of us. You are welcome to post comments or responses to any posting on the class website, keeping in mind these guidelines.

Here is the exam schedule:

Exams	Due Date	Points
Mid-term Exam	6/16	100
Final Exam	7/10	100
Total Exam Points		200

Here is the schedule of written assignments:

Weekly Written Assignments	Due Date	Points
1	6/5	15
2 #1	6/11	13
2 #2	6/12	12
3	6/19	17
4	6/26	8
5	7/3	8
Total Written Assignment Pts		73

Here is the schedule of weekly postings:

Weekly Posting	Due Date	Points
1	6/3	10
2	6/10	10
3	6/17	15
4	6/24	10
5	7/1	10
6	7/8	6
Total Weekly Posting Pts		61

Here is the schedule for the case study:

Case Study	Due Date	Points
1	6/23	50

Total Case Study Pts	50
Total Course Points: 384	

Grade Scale:

94% and above....A (4.0)	
90% - 93%.....A- (3.7)	Outstanding
87% - 89%.....B+ (3.3)	
83% - 86%.....B (3.0)	
80% - 82%.....B- (2.7)	Superior
77% - 79%.....C+ (2.3)	
73% - 76%.....C (2.0)	
70% - 72%.....C- (1.7)	Satisfactory
67% - 69%.....D+ (1.3)	
63% - 66%.....D (1.0)	
60% - 62%.....D- (0.7)	Passing
< 59%F (0.0)	Failing

Expected Student Work Contribution: Federal guidelines require that I inform you of the number of hours and the type of work you are expected to perform for this class. These guidelines require students to invest a minimum of 45 hours of work for each academic credit they receive. For a 3 credit course, this means a minimum total of 135 hours. Over a 6 week course that means ~ 22.5 hours per week for the student to invest. The following chart divides up these hours and provides a guideline to help you plan your study time:

Student Work Contribution:

Week	Reading	Discussion Posting	Written Assignments	Case Study	Read Posts	Exams & Exam Prep	Total Student Time
6/1-6/7	6.0	3.0	9.0	3	1.0	0	22.0
6/8-6/14	9.0	3.0	7.0	3.5	1.0	2.0	25.5
6/15-6/21	6.0	1.5	5.0	0	1.0	4.0	17.5
6/22-6/28	9.5	3.0	9.0	0	1.0	0	22.5
6/29 - 7/5	8.5	3.0	7.0	0	1.0	3.0	22.5
7/6-7/10	4.5	2.0	7.5	0	1.0	4.0	19.0
Totals	43.5	15.5	44.5	6.5	6.0	12.0	135.0

Course Schedule

Specific details for all weekly assignments are provided in the weekly instructions on the class website.

Week 1: June 1 – June 7

Reading assignment: Chapters 1 & 2
Posting: 'Who We Are Forum': Monday, June 1 by 9 PM
Discussion posting due: Wednesday, June 3 by 9 PM
Written assignment drop box: Friday, June 5 by 9 PM

Week 2: June 8 – June 14

Reading assignment: Chapters 3 & 4
Discussion posting due: Wednesday, June 10 by 9 PM
Written assignment drop box 1: Thursday, June 11 by 9 PM
Written assignment drop box 2: Friday, June 12 by 9 PM

Week 3: June 15 – June 21

Reading assignment: Chapters 7 & 8
Mid-Term Exam due in drop box: Tuesday, June 16 by 8 PM
Mid-term Exam covers Chapters 1 – 4 in the textbook
The Mid-term Exam will be available for download at 4 PM, Tuesday, June 16
Discussion posting due: Wednesday, June 17 by 9 PM
Written assignment drop box: Friday, June 19 by 9 PM

Week 4: June 22– June 28

Reading assignment: Chapters 11 & 13
Case Study Assignment drop box: Tuesday, June 23 by 9 PM
Discussion posting due: Wednesday, June 24 by 9 PM
Written assignment drop box: Friday, June 26 by 9 PM

Week 5: June 29 – July 5

Reading assignment: Chapters 15 & 16
Discussion posting due: Wednesday, July 1 by 9 PM
Written assignment drop box: Friday, July 3 by 9 PM

Week 6: July 6 – July 10

Reading assignment: Chapter 20
Discussion posting due: Wednesday, July 8 by 9 PM
Final Exam due in drop box: Friday, July 10 by 9 PM
Final Exam covers Chapters 7, 8, 11, 13, 15, 16 & 20 in the textbook
The Final Exam will be available for download at 4 PM on Friday, July 10.

I am required to submit final grades for the course by Monday, July 13. They should be made available to you shortly thereafter.