Western Oklahoma State College
Division of Business and Information Systems

COURSE SYLLABUS

COURSE NUMBER: MGMT 2213
COURSE TITLE: Principles of Management
CREDIT HOURS: 3
PREREQUISITE: None
COREQUISITES: None

Instructor: Glenna Lunday
Western Oklahoma State College
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DESCRIPTION:
An introductory management course dealing with the fundamental principles of management such as planning, organizing, leading and controlling the basic process.

LEARNING OUTCOMES:
1.0 Understanding the Managers Job and the Environment Managers Work In
2.0 The Planning Function of Management
3.0 The Organizing Function of Management
4.0 The Leading Function of Management
5.0 The Controlling Function of Management


***********All assignments are due on the appropriate due date. Late work is not acceptable. If you miss an assignment, don’t waste email or phone time trying to make it up.

HOMEWORK:
There is one (1) homework assignment for each chapter covered. Each assignment is valued at 10 points. I expect thoughtful, detailed answers which do not include one word or one sentence answers. Duplicated homework is not acceptable. Homework is to be emailed on the course email.

MANAGER INTERVIEW:
Students are required to interview a manager of his/her choice (approved by the instructor). The student is expected to use textbook readings to formulate questions for the interview. The interview must contain 12-15 questions and be a 2-page, double spaced paper emailed on the course email. This assignment is valued at 100 points.

TESTS:
There will be three tests, each containing 50 questions, and each valued at a possible 100 points. You may take each test two (2) times. Your highest grade of the two will be your score.

PARTICIPATION:
A possible 100 points will be given throughout the course for participation.
1) Bio (15 points) A short paragraph describing yourself and why you chose to take the course. Email on the course email.
2) Participating in bulletin board discussions (7 points). There will be a total of 7 discussion topics (forums) for the class to discuss/debate. Each discussion will be worth 10 points. You must actively participate in all discussions to receive the points.

3) Course evaluation (15 points) Summarize the course in a one paragraph paper. Email the paper on the course email.

GRADING:
At the end of the intersession, all points will be totaled and the final grade will be determined by the following scale.

Forums, bio, and course evaluation = 100 points
Homework = 9 @ 10 points= 90 points
Tests = 3 @ 100 points= 300 points
Manager Interview= 1 @ 100 points= 100 points
Total Course Points = 590 points

A= 90-100% of possible points
B= 80-89% of possible points
C= 70-79% of possible points
D= 60-69% of possible points
F= 0-59% of possible points

GENERAL INFORMATION:
If you have a disability, please let me know and I will advise you to the WOSC counselor who will provide reasonable and fair opportunities.

It is the responsibility of the student to properly withdraw from class. No administrative withdrawals will be given.

Cheating, plagiarism, and other unethical conduct will not be tolerated.