STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

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School of Business
MGMT495
Senior Seminar in Management
3 Credit Hours
8 weeks
Prerequisite(s): None

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Course Description (Catalog)

The end of program course is designed to allow the student to create a final project or paper by integrating the information that has been obtained through the course of study. All coursework in the BA in Management program must be completed before registering for this course.

Course Scope

This course is designed to provide a capstone experience for the Management major. The purpose of the course is to integrate all prior learning in management, related coursework, and workplace experiences by completing a comprehensive capstone project. The project will provide a venue for the student to demonstrate their mastery of the competencies expected of graduates of this program. Emphasis is on critical thinking, effective communication, ethical decision making, and application of appropriate research methods. The student will assume the role of management consultant for the

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purpose of this project. In this role the student will identify problems and formulates reasonable solutions for a client they have identified as the focus of their project.

Course Objectives

As the capstone course in certain business related Management programs, the course objectives align with the program objectives. Those objectives are:

- Relate the potential functions and applications of various management processes in the areas of planning, organizing, staffing, directing, leading, and controlling.
- Examine the needs of today's managers in assessing and implementing strategies used in the management of information technology, financial, and human resources in the workplace.
- Describe the impact of international, legal, social, political, economic, technological, and environmental issues as they relate to organizational behavior in terms of the individual, group/team, and overall organization.
- Evaluate potential management problems and opportunities, and possible strategies and/or applications to be used in addressing such managerial concerns.
- Discuss the relevance of self-esteem, human diversity, ethical conduct, and the social responsibility of business in the lives of internal and external stakeholders.
- Analyze the external and internal environmental forces affecting business organizations and social, political, economic, legal, and strategic issues associated with these competitive forces and environmental factors which impact the effectiveness of managers in today's competitive and globally-growing organizations.

Course Delivery Method

This B.A. in Management course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. **Online assignments are due by midnight Sunday (Eastern US) of each week unless stated otherwise** and include Forum questions (accomplished in groups through a threaded forum) and individual assignments (submitted for review by the Faculty Member). **Initial Forum responses are due by midnight Thursday (Eastern US) of the week.** Assigned faculty will support the students throughout this eight-week course.

Course Materials

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Course materials will be provided throughout the session with each weekly assignment. Additional course materials are the textbooks and related class material from previous management degree program courses.

Required Readings:
See Course Outline

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note: Web site addresses are subject to change.

Site Name	Website URL/Address
The OWL at Purdue	http://owl.english.purdue.edu/
APA Style Homepage	http://www.apastyle.org/index.aspx
Be A Leader Foundation	http://www.bealeaderfoundation.org/
Hackworth Foundation	http://www.hackworth.com/
Accel Team	http://www.accel-team.com/scientific/index.html

Evaluation Procedures

Grading for the course will be based on the following:
- Eight Forum Assignments
- 8 Written Assignments

Graded Assignment (100 Points each)	Percentage of Final Grade
Forum Participation (1 per week)	16
Week 1 Problem Identification Paper	8
Week 2 Needs Assessment Paper	8
Week 3 Solution Identification Paper	8
Week 4 Risk & Reward Assessment Paper	8

Week 5 Impact Identification Paper	8
Week 6 Reassessment & Adjustment Paper	8
Week 7 Complete Report	18
Week 8 Executive Summary-Power Point	18
Total	100

8 – Week Course Outline

Week	Topic	Readings	Assignment
1	**Problem Identification**	The student will use specific guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Forum:** Week 1 Post **Paper:** Identify Client and Problem or Issue
2	**Needs Assessment**	The student will use specific guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Forum:** Week 2 Post **Paper:** Needs Assessment
3	**Solution Identification**	The student will use specific	

		guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Forum:** Week 3 Post **Paper:** Identify Solutions
4	**Risk Assessment**	The student will use specific guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Forum:** Week 4 Post **Paper:** Risk Assessment
5	**Impact Identification**	The student will use specific guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Forum:** Week 5 Post **Paper:** Identify Impact
6	**Reassessment & Adjustment**	The student will use specific guidelines located in the Weekly Lesson located under the	**Forum:** Week 6 Post

		"Lessons" tab in the classroom (l.h. side) while conducting research on that weekly topic with relation to their "client." The student will write a 2-4 page paper with a minimum of two references each week.	**Paper:** Conduct Reassessment and Identify Adjustments
7	**Management Consultation**	The student will use specific guidelines located in the Weekly Lesson located under the "Lessons" tab in the classroom (l.h. side) while compiling the previous six weeks papers into one comprehensive management report to the client. The report should include all work from the previous six weeks and result in a **minimum** eleven-page paper with a minimum of two references each week. The required minimum page count does not include the cover page or reference page(s).	**Forum:** Week 7 Post **Paper:** Management Consultant Report
8	**Recommendations**	The student will produce a 10-page Power Point briefly discussing the problem, your research to support recommendations to the client.	**Forum:** Week 8 Post **Power Point:** Visual Executive Summary (Recommendation) to Client

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

> Drop/Withdrawal Policy
> Plagiarism Policy
> Extension Process and Policy
> Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University's grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I understand you must manage competing demands on your time. We all know that "life happens" but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day, unless exception has been granted. No work will be accepted past the final day of class.

Netiquette
Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Tutor.***com**: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- *Disability Accommodations*: Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (http://apus.libguides.com/index.php**)**
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.