

SPM 4154
Spring 2009 Course Calendar

DATE	ASSIGNMENTS
Jan. 7 - Wednesday Course Introduction Instructor and Student Information	
Jan. 9 - Friday No Class- Attend Student Organization Meeting	
Jan. 12 – Monday Goal Setting Resume	Motivational Quote Due
Jan. 14 - Wednesday The Meaning of Leadership, Administration, and Management Essential Skills of Administration	Five Goals Due Pass out Goal Setting for 21 days
Jan. 16- Friday Bases of Leadership Influence Responsibility, Authority, Power	First Draft of Resume Due
Jan. 19 – Monday No Class - MLK Holiday	
Jan. 21 – Wednesday Theories of Leadership Leadership Styles	Read Pages 1-23
Jan. 22 - Thursday Keynote Speaker- Dr. George Cunningham 3pm Location-TBD	
Jan. 23- Friday Leadership Styles	
Jan. 26 –Monday Leadership Questionnaire Situational Leadership	First Draft of Cover Letter Due
Jan. 28- Wednesday Exam # 1	Exam
Jan. 30 - Friday Review Test Review Resume	
Feb. 2 – Monday Making Wise Decisions	Read Pages 25-46
Feb. 4 - Wednesday Making Wise Decisions Involvement of Co-workers in Decision Making	Final Draft of Resume & Letter Due

Feb. 6 - Friday
Brainstorming

Feb. 9 – Monday
Communicating Effectively

Feb. 11 – Wednesday
Communicating Effectively

Read Pages 47-68
Hand Out Usage of Time Form

Feb. 13 – Friday
Exam # 2

Exam

Feb. 16 - Monday
Group Project Organization
How to Submit a Proposal

Feb. 18 – Wednesday
Time Management

Usage of Time for 1 wk. Due

Feb. 20 - Friday
Time Management

Student Organization Attendance Due

Feb. 23 – Monday
Personal Organization
How to Organize & Plan an Event

Read Pages 69-77

Feb. 25 – Wednesday
Organizational Design
Application of Organizational Design

Feb. 27 – Friday
Exam # 3

Exam

March 2 – Monday
Staffing the Organization

March 4 - Wednesday
Selecting Personnel

Mach 6 – Friday
No Class- Attend Keynote Speaker/Workshop

March 9-13 – Spring Break – No Classes

March 16 - Monday
Interviewing Personnel

March 18 – Wednesday
Training Personnel

March 20– Friday
Personnel Management
Motivation of Personnel

Self Improvement Book Review Due

March 23 – Monday
Financial Management

Read Pages 78-94

March 25 – Wednesday Financial Management	Budget Due
March 27 – Friday Writing Specifications Purchasing Equipment	
March 30 - Monday EXAM #4	Exam
April 1 - Wednesday Review Exam & Financial Management	
April 3- Friday Financial Management	
April 6– Monday Confrontations and Due Process Managing Risks and Legal Concerns	
April 8- Wednesday Facility Operation and Administration	
April 10 – Friday Shipping/Receiving	Survey of Facility Maintenance Needs Due
April 13 – Monday Equipment Checkout and Inventory Control	
April 15 – Wednesday Computer Technology & Review	Power Point & Excel Assignment Due
April 17- Friday Group Projects	All Proposals Due Groups # 1 & 2
April 20 - Monday Group Projects	Groups # 3 & 4
April 22 - Wednesday Group Projects	Groups # 5 & 6
April 23-24, Thursday – Friday Examination Reading Days - <u>No Classes</u>	
April 28 - Tuesday Final Examination from 12:30 p.m. to 2:30 p.m., Tuesday, April 28, 2009	