



# BUSINESS MANAGEMENT CAPSTONE

## CAP400 — Business Management Capstone, 3.0 hours

### PROFESSOR

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Dr. Michael Cattermole

#### Biography

Dr. Mike Cattermole, DBA possesses over eighteen years of experience teaching college/university students online and on campus. Mike has eighteen years of experience in the staff development industry as well as experience as an organizational development consultant.

### CONTACT INFORMATION

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Email: [mcattermole@lakewood.edu](mailto:mcattermole@lakewood.edu)

### BOOKS AND RESOURCES

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Kinicki, Angelo. Organizational Behavior A Practical, Problem-Solving Approach 3e. 2020

### ACADEMIC INTEGRITY/ PLAGIARISM:

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Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

### DISABILITY ACCOMMODATIONS

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Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would

help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

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You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## LIBRARY

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Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

## SUPPORT

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Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

## CAREER SERVICES

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Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

## LESSONS

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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #1	<ul style="list-style-type: none"> <li>Reading and Research Week</li> </ul>	Weekly Summary Forum Research Readings (8)	Objective 1
<b>TITLE</b> Lesson #2	<b>COURSE TOPIC</b> Four Functions of Management and the Global Workforce	<b>READINGS/ASSIGNMENTS</b> Research Readings (2) Case Study: Four Functions of Management Weekly Summary Forum 2	<b>OBJECTIVES</b> Objective 2
<b>TITLE</b> Lesson #3	<b>COURSE TOPIC</b> The Silo Effect and Its Impact on the Six Disciplines of Business	<b>READINGS/ASSIGNMENTS</b> Research Readings (2) Weekly Summary Forum 3 Case Study: The Silo Effect	<b>OBJECTIVES</b> Objective 3
<b>TITLE</b> Lesson #4	<b>COURSE TOPIC</b> Business Communications	<b>READINGS/ASSIGNMENTS</b> Research Readings (2) Weekly Summary Forum 4 Assignment: Diversity, Teamwork, and Employee Motivation	<b>OBJECTIVES</b> Objective 4
<b>TITLE</b> Lesson #5	<b>COURSE TOPIC</b> Ethics and Corporate Social Responsibility	<b>READINGS/ASSIGNMENTS</b> Research Readings (2) Assignment: Corporate Responsibility Weekly Summary Forum 5	<b>OBJECTIVES</b> Objective 7
<b>TITLE</b> Lesson #6	<b>COURSE TOPIC</b> Problem Identification and Problem-Solving	<b>READINGS/ASSIGNMENTS</b> Weekly Summary Forum 6 Case Study: Problem Identification and Problem-Solving	<b>OBJECTIVES</b> Objective 6
<b>TITLE</b> Lesson #7	<b>COURSE TOPIC</b> Evidence-Based Decision-Making	<b>READINGS/ASSIGNMENTS</b> Research Reading (1) Weekly Summary Forum 7 Case Study: Evidence-Based Decision-Making	<b>OBJECTIVES</b> Objective 6 Objective 7
<b>TITLE</b> Lesson #8	<b>READINGS/ASSIGNMENTS</b> Weekly Summary Forum 8 Submit Your Capstone Paper		

## OBJECTIVES

Upon completing this course, you will be able to:

1. Demonstrate knowledge and application of the four functions of management as they apply to the global business industry (1)

2. Identify how the silo effect can impact the six disciplines of business and develop recommendations to remedy these problems (2)
3. Create a strategy to support a diverse workforce and resolve problems related to employee motivation and its impact on employee performance (3)
4. Analyze problems related to business communications and develop a plan to remedy the problems (4)
5. Identify, Assess and Apply best practices for creating an organizational culture that supports high levels of ethics and social responsibility (5)
6. Demonstrate the knowledge, skills and abilities of effective decision-making to identify and resolve complex business problems (6)
7. Analyze and apply data/research driven decision-making to resolve problems in the business industry (6,7)

## **SYLLABUS DESCRIPTION**

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Lakewood University recommends that you try to stick as closely to the provided scheduled syllabus as possible. Although the course is self-paced, there is an attendance requirement, so by sticking to the provided syllabus, you are then making yourself accountable for your turning your work in timely and not getting overwhelmed.