

Course Title: Management I, Section 8234, Fall 2015

Class Times & Location: This is an 8-week online course that begins on October 26, 2015 and ends on December 20, 2015. No daily login is required; however, you are required to be logged into the Etudes class website for at least 6.30 hours each week to complete assignments. Please note that students who miss the first week of class or any two weekly assignment will be dropped from the class. All assignments must be completed by December 20, 2015 at 11:45 p.m. Course grades will be posted shortly thereafter.

Instructor Information & Office Hours: Lorena Leslie, Adjunct Assistant Professor – Email: lesliell@wlac.edu. Course communication happens via Etudes course site *only* once the class opens. When contacting the instructor via Etudes, use the support forums or private messaging (see *Discussion and Private Messaging* tab). Ideally, you should post your question in the forums so that everyone benefits from the response. Questions of private nature should be sent via *private message within Etudes* to the instructor. Only high-priority announcements or important tasks reminders will be sent via email.

COURSE DESCRIPTION

This course provides practical and valid information about solutions to managerial problems through research findings, theory and current successful practices. Detailed analysis of basic managerial functions including planning, organizing/staffing, leading and controlling is made. Emphasis is placed on technical, interpersonal, conceptual, diagnostic and political managerial skills needed to succeed as a manager in a domestic or global business environment.

STUDENT LEARNING OBJECTIVE (SLO)

Analyze the role of a manager in a business environment and prepare a business plan reflective of the unique U.S. marketplace.

RESOURCES

Textbook: *Foundations of Management Basics and Best Practices*, Robert Kreitner, Cengage Learning (2008), ISBN 978-0-618-90737-3

The Performance Objectives and Lecture for each Chapter in the Textbook can be found under the *Modules* tab.

COLLEGE POLICIES

Academic Integrity (Plagiarism): In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct: According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices: State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

CAMPUS RESOURCES

Office of Disabled Student Programs and Services (DSP&S): Student Services Building (SSB) 320 | (310) 287-4450. West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center: Heldman Learning Resources Center (HLRC) | (310) 287-4486. Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services: Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486. The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

COURSE COMPONENTS

Weekly Quiz

You will be responsible for reading two chapters from the textbook each week and taking a weekly quiz taken from those chapters. The weekly quiz must be taken within Etudes and will be presented in True/False or Multiple Choice format. It will consist of **25 questions worth 1 point** each. The quizzes are timed, and once you begin you cannot save and continue later. Refer to *Assignments, Tests, and Surveys* tab. Participation in weekly quizzes is required.

Exams

There will be three (3) exams that will test your grasp of the assigned readings. These will also be presented in True/False or Multiple Choice format. Each exam question is worth 1 point. The exams consist of 50 questions taken from the last four to six chapters covered. The exams are timed, and once you begin you cannot save and continue later. Refer to the *Assignments, Tests, and Surveys* tab. Participation in each exam is mandatory in order to receive a passing grade in this class.

Essays

There will be three (3) essay assignments worth 25 points each. The topic will correlate with one of the chapters covered during that period, one of which will include the SLO. Participation in each Discussion Forum assignment is required, and no make-up is available. Essays are *not* timed. Refer to the *Discussion Forum* tab.

Students who misses any two assignments (Quiz or Discussion Forum) during the course may be dropped from the class. Participation is mandatory in all three Exams to receive a passing grade.

Extra Credit Assignment

There will be one extra credit assignment worth 25 points! Instructions will be provided in Week 6 and it will be due in Week 7.

GRADING

Assignment Grading	Final Grade
Weekly Quizzes (25 pts each x 7) = 175 pts	A = 090% - 100% (360 -400 points)
Essays (3x25 points each) = 75 pts	B = 080% - 089% (320 - 359 points)
Exam 1 = 50 points	C = 070% - 079% (280 - 319 points)
Exam 2 = 50 points	D = 060% - 069% (240 - 279 points)
Final Exam = 50 points	F = 000% - 059% (000- 239 points)
<i>Total Points: 400</i>	

COURSE OUTLINE

	Assignment Title	Opens	Due Date/Closes
Week 1	Week 1 Quiz - Chapters 1 & 2 Essay #1 (opens)	10/26/15 6:00 a.m.	11/01/15 11:59 p.m.
Week 2	Week 2 Quiz - Chapters 3 & 4 Essay #1 (closes)	11/02/15 6:00 a.m.	11/08/15 11:59 p.m.
Week 3	Week 3 Quiz - Chapters 5 & 6 Exam I - Chapters: 1,2,3,4,5,6 Essay #2 (opens)	11/09/15 6:00 a.m.	11/15/15 11:59 p.m.
Week 4	Week 4 Quiz – Chapters 7 & 8 Essay #2 (closes)	11/16/15 6:00 a.m.	11/22/15 11:59 p.m.
Week 5	Week 5 Quiz - Chapters 9 & 10 Exam II - Chapters 7,8,9,10 Essay #3 (opens)	11/23/15 6:00 a.m.	11/29/15 11:59 p.m.
Week 6	Week 6 Quiz - Chapters 11 & 12 Extra Credit Assignment opens Essay #3 (closes)	11/30/15 6:00 a.m.	12/06/15 11:59 p.m.
Week 7	Week 7 Quiz - Chapters 13 & 14 Extra credit assignment closes	12/07/15 6:00 a.m.	12/13/15 11:59 p.m.
Week 8	Week 8 Final Exam -Chapters 11,12,13,14	12/14/15 6:00 a.m.	12/20/15 11:59 p.m.