

**WEST LOS ANGELES COLLEGE**  
**Management 001 – Principle of Management- 3 Units (CSU)**  
**Fall Semester 2013 Course Syllabus**  
**Course Section 4422**

**INSTRUCTOR:** Kevin L Smith, MBA  
**OFFICE HOURS:** Tue 6:00 PM  
**E-MAIL ADDRESS:** smithkl2@wla.edu

**CLASS LOCATION:** Room CE202  
**CASS STARTS:** 08/27/2013 6:45 PM  
**CLASS ENDS:** 12/10/2013 10:00 PM

**PREREQUISITES:** None

## **COURSE REQUIREMENTS AND OUTLINE**

1. **Text:** **Foundations of Management: Basics and Best Practices**, by Robert Kreitner, Cengage, ISBN 0618907378

**Course Description & Purpose:** 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, 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.

2. **Learning Objectives:** At the conclusion of this course, the student should be able to:
  - Discuss the generally accepted managerial processes: Planning, Organizing, Leading, Controlling, Communicating, Staffing, and Motivating.
  - Distinguish types of managers based on their organizational level, position and functional title.
  - Assess environmental internal and external factors, ethics, and social responsibility, and the global affect management.
  - Describe how to “to meet the competition” through global management, organizational strategy, innovation and change, and designing adaptive organizations using teams
  - Discuss managerial decision making strategies and processes and time management.
  - Describe the leadership skills needed to effectively design and implement intraorganizational processes and operations.

### **Course Goals**

**Ethics:** Students will be able to practice and demonstrate standards of personal and professional integrity, honesty, diversity, fairness that are desired and required of managers.

**Critical Thinking:** Student will learn fundamental listening and communication skills to begin to think like a manager and work with other management professionals

**Quantitative Reasoning:** Students will be able to quantitatively evaluate business transactions as well as understand and to prepare quantitative presentations for lower, middle and upper management and other stakeholders.

3. **Course Materials:** The main material for this course includes the course textbook, handouts, two spiral note books, 3 ring binder, stapler word processor and internet resources.

4. **Assignments and Exams:** Students are expected to read the assigned text pages **before** each class and to complete all course assignments. All assignment to be handed in **MUST BE TYPED, NO EXCEPTIONS. Late assignments will not be accepted and will get zero points. There is no make provisions for absences.**

5. **Attendance:** *Students are expected to attend all course meetings, in their entirety.* A student who is absent from six (6) or more hours [this is the equivalent of only two (2) classes] of class time is subject to being dropped from the course or receiving an “F.”

6. **Course Withdrawal Procedure:** Any student intending to withdraw from the course must follow the proper procedure, in accordance with the college catalog, and the instructor must be notified in writing to avoid receiving an “F” as the final grade.

7. **Grading:**

The grade in the course will be based upon the points earned:  
points possible:

900 and over will earn a grade of	A
800 to 899 will earn a grade of	B
700 to 799 will earn a grade of	C
600 to 699 will earn a grade of	D
and below will earn a grade of	F

8. **Student Conduct:** The WLAC Standards of Student Conduct found in the WLAC Catalogue will be enforced. The college policy on plagiarism, classroom behavior and exam conduct will be enforced. No cell phone. No eating or drinking in class room.

9. **Recording & Guest Policy:** The use of tape or other audio or video recordings during the course lectures, discussions or any class time is NOT permitted without the express written authorization of the instructor. No guests are permitted in the classroom without the express permission of the instructor. No children are allowed in the classroom.

10. **Assistance:** The Instructor is available during class breaks or after class to assist students.  
**Office Hours are on Tuesday at 6:00 PM before class**

11. **Students with Disabilities:** Please contact and get verification from the DSP&S office in HLRC 123 or call them at 310.287-4450.

## Management 001, Sec 4422, Fall 2013

Assignment Category	# of Assignments	Point possible per assignment	Total points	% of grade
Attendance	16 weeks	10	160	16%
Memo/Mins	10	20	200	20%
Reports	4	40	160	16%
Mid-term		100	100	10%
Final		100	100	10%
Project(s)	2-3	Varies	85	9%
Vocabulary		195	195	20%
<b>TOTAL</b>			<b>1,000</b>	<b>100%</b>
<b>900 – 1000 = A    800 – 899 = B    700 – 799 = C    600 – 699 = D    599 and below = F</b>				

All assignment to be handed in **MUST BE TYPED, NO EXCEPTIONS.**

**Assignment may not be email to instructor**

**Late assignments will not be accepted and will get zero points.**

**There is only very limited provisions for absences.**

**\*\*\*\*Syllabus and schedule subject to change at instructors discretion**