

SYLLABUS – MANAGEMENT 01 (Fall Semester 2014)

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Management 01 Principles of Management
Room GC230
3 Hour Course—Section #4422
Tues., 6:45 to 10:00PM (16 class meetings)

The course gives the student an overview of the management field with emphasis on the basic management functions of Planning, Organizing, Leading and Controlling. (SLO—The Student Learning Objective is to master the Basic Principles of The Field Of Management)

TEXTBOOK: FOUNDATIONS of MANAGEMENT—Basics and Best Practices— Robert Kreitner

EVALUATION:

Grade for the course will be determined by a mid-term exam (25%), final exam (35%), pop quizzes (30%), with class participation, resume, cover letter and attendance/ punctuality record making up the (10%) balance of the grade.

STUDENT RESPONSIBILITY:

The student is expected to prepare for class by **studying** the assigned chapter **prior** to the class meeting. Usual assignments will be one or more chapters in the textbook. The entire textbook will be covered in the course. It is expected that the student will invest two hours in home study for each class hour (**Total of six hours per week**).

The college believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time, personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

ATTENDANCE AND PUNCTUALITY:

Since a significant amount of course content is transmitted in the lectures, students are expected to be on time and attend every class session. West Los Angeles College attendance policy will be adhered to in this course. Two absences will result in a reduction of the course grade. **Three absences will result in being dropped from the class.**

RESUME AND COVER LETTER:

Each student will submit a business resume and sample cover letter by 9/30/14 or sooner which will be critiqued and evaluated by the instructor. The intent of this exercise is to improve the student's résumé. Failure to meet the targeted 9/30 due date will result in a point reduction for the resume component of your grade.

POP QUIZZES:

During the course several pop quizzes will be given to monitor students' knowledge and comprehension of the assigned material. The quizzes will consist of ten questions covering only the assigned reading for that particular class session.

MIDTERM:

A written mid-term examination covering Chapters 1-6 in the text and all lecture material to date will be administered at the 10/14 class meeting.

FINAL EXAM:
Dec 16th 2014

Will cover all chapters and all lecture material

Management 01—FALL Semester` 2014
Assignment Guide Section #4442 // 16 Class meetings

Following is a guide for weekly homework assignments in this course. It is expected that you invest Six (6) hours per week in preparation for each class meeting.

<u>WEEK/DATE</u>	<u>STUDY</u>	<u>ASSIGNMENT</u>
1) -9/2/14		Orientation and introduction to the course
2) -9/9/14	Chapter 1	Today's Managers and Entrepreneurs
3) -9/16/14	Chapter 2/3	Demographics, Global Economy, Social and Ethical Responsibilities
4) -9/23/14	Chapter 4	International Management
5) -9/30/14	Chapter 5	Planning and Strategy (<u>1st draft Resumes due</u>)
6) -10/07/14	Chapters 6	Making Decisions and Solving Problems
7) -10/14/14	Midterm Exam	
8) -10/21/14	Chapter 7	Designing Effective Organizations
9) -10/28/14	Chapter 8	Maintaining Control and Improving Quality
10) -11/04/14	Chapter 9	Human Resource Management
11) -11/11/14	Chapter 10	Communicating For Results
12) —11/18/14	Chapter 11	Motivating Employees
13) —11/25/14	Chapter 12	Managing Groups And Teams
14) —12/02/14	Chapter 13	Influencing And Leading
15) —12/9/14	Chapter 14	Managing change And conflict Final Exam Review
16) ---12/16/14	FINAL EXAM	