

SYLLABUS

Course Title: Management II/ Section 8141/Spring 2014

Class Times & Location: This is an 8-week online course that begins on April 14, 2014 and ends on June 8, 2014. No daily login is required; however, you are required to be logged into the Etudes class website for at least 6 hours each week to complete assignments. Please note that students who misses the first week of class and/or more than any two assignments will be dropped from the class. All assignments must be completed by June 8, 2013 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. 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

In this course emphasis is placed on understanding the dynamics of behavior in organizations by systematically studying the individual, group, and organization processes. The applied knowledge of scientific theory with practical concepts proves that organizational effectiveness and individual well-being, hence, a more productive organization.

COURSE OBJECTIVES

This course is designed to:

1. Provide a fundamental understanding of the science and art of individual behavior and group dynamics in the organizational setting.
2. Improve behavioral skills with emphasis on communication, leadership, motivation, and teamwork.
3. Review contemporary issues such as organizational citizenship behaviors, and restructuring in the face of increasing competition.
4. Examine the importance of group dynamics through discussions of the interdisciplinary influences.
5. Determine how organizational behavior influences the overall effectiveness of an organization.

RESOURCES

Textbook: *ORGB, 3rd Ed.*, Nelson/Quick, South-Western, Cengage Learning Academic Resource Center, 2011, ISBN-13: 978-1-133-19119-3

Students who are a registered through the DSPS Office and require special accommodation should notify me as soon as possible.

CLASS CONDUCT

Students are expected to provide excellent quality of work, and to conduct themselves in a respectful manner when communicating with instructor and other students. Class attendance and participation in class discussion forum are expected and absences will affect your final grade. The due dates for assignments are non-negotiable; therefore, late work will not be accepted. Additionally, the College Policies and Standards is also posted on the site for your reference.

COURSE COMPONENTS

Weekly Quiz

You will be responsible for reading two chapters from the textbook each week and taking a weekly quiz for those chapters. The weekly quizzes must be taken within Etudes and will be presented in True/False and Multiple Choice formats. It will consist of 16 questions worth 1 point each (8 from each chapter). Refer to *Assignments, Tests, and Surveys* tab. Participation in weekly quizzes is required.

Exams

There will be three (3) exams that will test your understanding of the assigned readings. These will also be presented in True/False and Multiple Choice formats. Each exam question is worth 1 point. The exams consist of 40-47 questions taken from the last four to six chapters covered.

Refer to the *Assignments, Tests, and Surveys* tab. Participation in each exam is mandatory in order to receive a passing grade in this class.

Discussion Forum/Class Participation Assignments

There will be three (3) assignments worth 'up to' 15 points each. Refer to the *Discussion Forum* tab. In order to receive full credit, you must follow the instructions provided. The assignment topic will correlate with one of the chapters covers during that period. Participation in each Discussion Forum Assignment is required. Although you will be able to view your classmates posting, you are NOT required to respond to their posting. It is available simply as a learning tool for you.

Students who miss any three assignments (Quiz or Discussion Forum) during the course will be dropped from the class. Participation is mandatory in exams in order to receive a passing grade.

Extra Credit Assignment

There will be one extra credit assignment. Instructions will become available under the *Assignments, Tests, and Surveys* in Week 3. It will close in Week 7 and is worth 15 points!

GRADING

| Assignment Grading | Final Grade |
|---|----------------------------------|
| Weekly Quizzes (8x16 points each) = 128 pts | A = 090% - 100% (270-300 points) |
| Discussion Forum/Class Participation Credit (3x15 points each) = 45 pts | B = 079% - 089% (237-269 points) |
| Exam 1 = 40 points | C = 068% - 078% (204-236 points) |
| Exam 2 = 40 points | D = 057% - 067% (171-203 points) |
| Final Exam = 47 points | F = 000% - 056% (000-170 points) |
| Total Points: 300 | |

COURSE OUTLINE

| Assignment Title | Opens | Due Date/Closes |
|--|----------------------|---------------------|
| Week 1 Quiz - Chapters 1 & 2 Discussion Forum Essay #1 (opens) | 04/14/14.3 6:00 a.m. | 04/20/14 11:45 p.m. |
| Week 2 Quiz - Chapters 3 & 4 Discussion Forum Essay #1 (closes) | 04/21/14 6:00 a.m. | 04/27/14 11:45 p.m. |
| Week 3 Quiz - Chapters 5 & 6 Exam I - Chapters: 1 - 6 <i>Extra Credit Assignment opens</i> Discussion Forum Essay #2 (opens) | 04/28/14 6:00 a.m. | 05/04/14 11:45 p.m. |
| Week 4 Quiz – Chapters 7 & 8 Discussion Forum Essay #2 (closes) | 05/05/14 6:00 a.m. | 05/11/14 11:45 p.m. |
| Week 5 Quiz - Chapters 9 & 10 Discussion Forum Essay #3 (opens) | 05/12/14 6:00 a.m. | 05/18/14 11:45 p.m. |
| Week 6 Quiz - Chapters 11 & 12 Discussion Forum Essay #3 (closes) Exam II - Chapters 7-12 | 05/19/14 6:00 a.m. | 05/25/14 11:45 p.m. |
| Week 7 Quiz - Chapters 13 & 14 <i>Extra credit assignment due</i> | 05/26/14 6:00 a.m. | 06/01/14 11:45 p.m. |
| Week 8 Quiz - Chapters 15 & 16 Final Exam -Chapters 13-16 | 06/2/14 6:00 a.m. | 06/08/14 11:45 p.m. |