

Course Title: Management 01, Section 8100, Fall 2015

Class Times & Location: This is a 16-week online course that begins on August 31, 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 3.10 hours each week to complete assignments. Please note that students who miss the first week of class and/or more than more than two weekly assignments 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.

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.

COURSE COMPONENTS

Weekly Quiz

You will be responsible for reading one chapter from the textbook each week and taking a weekly quiz taken from that chapter. The weekly quiz must be taken within Etudes and will be presented in True/False and Multiple Choice format. It will consist of 15 questions worth 1 point each. Refer to *Assignments, Tests, and Surveys* tab. Participation in weekly quiz 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 60-80 questions taken from the last five 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.

Essay Assignments

There will be three (3) essay assignments worth 30 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. Refer to the *Discussion Forum* tab.

Students who miss any three assignments (Quiz or Discussion Forum) during the course will 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. Instructions will be provided in Week 14. It will be due in Week 15 and will be worth 15 points!

GRADING

Assignment Grading	Final Grade
Weekly Quizzes (15 pts each x 14) = 210 pts	A = 090% - 100% (450-500 points)
Essays (3x30 points each) = 90 pts	B = 080% - 089% (400-449 points)
Exam 1 = 60 points	C = 070% - 079% (350-399 points)
Exam 2 = 60 points	D = 060% - 069% (300-349 points)
Final Exam = 80 points	F = 000% - 059% (000-299 points)
<i>Total Points: 500</i>	

COURSE OUTLINE

	Assignment Title	Opens	Due Date/Closes
Week 1	Quiz - Chapter 1	08/31/15 6:00 a.m.	09/06/15 11:59 p.m.
Week 2	Quiz - Chapter 2 Essay #1 Assignment (opens)	09/07/15 6:00 a.m.	09/13/15 11:59 p.m.
Week 3	Quiz - Chapter 3	09/14/15 6:00 a.m.	09/20/15 11:59 p.m.
Week 4	Quiz - Chapter 4 <i>EXAM I - Chapters: 1 - 4</i>	09/21/15 6:00 a.m.	09/27/15 11:59 p.m.
Week 5	Quiz - Chapter 5 Essay #1 Assignment (closes)	09/28/15 6:00 a.m.	10/04/15 11:59 p.m.
Week 6	Quiz - Chapter 6 Essay/SLO Assignment #2 (opens)	10/05/15 6:00 a.m.	10/11/15 11:59 p.m.
Week 7	Quiz - Chapter 7	10/12/15 6:00 a.m.	10/18/15 11:59 p.m.
Week 8	Quiz - Chapter 8	10/19/15 6:00 a.m.	10/25/15 11:59 p.m.
Week 9	<i>EXAM II - Chapters: 5 – 8</i> Essay #2/SLO Assignment (closes)	10/26/15 6:00 a.m.	11/01/15 11:59 p.m.
Week 10	Quiz - Chapter 9	11/02/15 6:00 a.m.	11/08/15 11:59 p.m.
Week 11	Quiz - Chapter 10 Essay #3 Assignment (opens)	11/09/15 6:00 a.m.	11/15/15 11:59 p.m.
Week 12	Quiz - Chapter 11	11/16/15 6:00 a.m.	11/22/15 11:59 p.m.
Week 13	Quiz - Chapter 12 Essay #3 Assignment (closes)	11/23/15 6:00 a.m.	11/29/15 11:59 p.m.
Week 14	Quiz - Chapter 13 <i>Extra Credit Assignment Opens</i>	11/30/15 6:00 a.m.	12/06/15 11:59 p.m.
Week 15	Quiz - Chapter 14 <i>Extra Credit Assignment Closes</i>	12/07/15 6:00 a.m.	12/13/15 11:59 p.m.
Week 16	FINAL EXAM -Chapters 9 - 14	12/14/15 6:00 a.m.	12/20/15 11:59 p.m.