

**SYLLABUS****MANAGEMENT 1****#4422****FALL 2015**

Instructor: Mr. Sandi J. Pinio

Campus mailbox #180B

Campus office hours: By appointment

Principles of Management

Room GC 320

Tuesdays 6:45 PM to 10 PM

This course provides practical and valid information about practices, and small 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.



**Textbook: Foundations of Management – Basics & Best Practices, by Kreitner**  
**ISBN: 9780618907373**

**NOTE: There will be 16 Tuesday night meetings. The college will be closed on Labor Day Monday, Sept. 7, Wednesday, and Thursday, Nov 26 – 29.**

**Course Objective**

- This course gives the student an overview of the management field with emphasis on the basic management functions of Planning, Organizing, Leading and Controlling.
- Improved financial terminology, knowledge and assessment of financial markets, improved creativity, knowledge of business plans, working with balance sheet, working with income statements and knowledge of cash flow analysis.
- Improving business application software knowledge, improve Internet research skills, designing business memos and other office communications and drafting contracts.
- Working as a part of a team, improving “People skills”, managing people, improving business vocabulary, improving leadership skills, making good decisions and improving negotiation skills.
- Time Management skills, organizing thoughts, data, planning, modeling and controlling operations.

**Student Learning Outcomes**

- Use A Variety Of Resources, Market Analyses, Accounting And Financial Data, To Create Short And Long Term Business And Marketing Plans. (Business Planning)
- Use Current And Emerging Technologies To Create, Document, Analyze And Manipulate Data That Supports Management Of Business Operations. (Technical Skills)
- Promote A Collaborative Environment For Co-Workers With Clear Articulation To Produce Teamwork And Flexibility In A Diverse Workplace. (Leadership)
- Manage And Direct Daily Work Activities That Support Business Productivity. (Managing Operations)

**STUDENTS WHO NEED ACCOMODATIONS:**

Students with Learning Disabilities who believe they may need accommodations in this class are encouraged to contact the DSPS office located in SSB 320, phone number 310-287-4450 as soon as possible to better ensure accommodations are implemented in a timely fashion.

**Class format and instructional methods** Format includes class lectures, reading assignments, review of assignments in class/lecture. Weekly homework assignments, Mid-Term and final.

### **Student responsibility**

You are expected to prepare for class by **studying** the assigned chapter **prior** to the weekly class meeting. Usually, assignment will be one or more chapters in the textbook. The entire textbook will be covered in the course. It is expected that you will invest at least two hours in home study for each class hour (total of 6 hours per week).

### **Attendance and Punctuality**

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

### **Resume & Cover Letter**

Each student will submit a business resume and sample cover letter by 4/14/15 or sooner and will be critiqued and evaluated by the instructor. The intent of this exercise is to improve the students resume. Failure to meet the targeted 9/29/15 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 student 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 on the 10/20/15 class meeting.

### **Final exam**

The final will cover all chapters and all lecture material and will be given on December 20, 2015.

### **SCHEDULE FOR MANAGEMENT 1      FALL 2015**

<b>WEEK</b>	<b>DATE</b>	<b>STUDY</b>	<b>ASSIGNMENT</b>
1	9/01/15		Orientation and class introduction
2	9/08/15	Chapter 1	Today's Manager & Entrepreneurs
3	9/15/15	Chapter 2	Demographic, Global Economy Technology
4	9/22/15	Chapter 3	Social & Ethical Responsibility
5	9/29/15	Chapter 4	International Management First Draft Resume & Cover Letter Due
6	10/06/15	Chapter 5	Planning & Strategy
7	10/13/15	Chapter 6	Making Decisions & Solving Problems

8	10/20/15	Chapter 7	Designing Effective Organizations Mid-Term – Covers Chapters 1 – 6 and all lecture material
9	10/27/15	Chapter 8	Maintaining Control & Improving Quality
10	11/03/15	Chapter 9	Human Resource Management
11	11/10/15	Chapter 10	Communicating For Results
12	11/17/15	Chapter 11	Motivating Employees
13	11/24/15	Chapter 12	Managing Groups & Teams
14	12/01/15	Chapter 13	Influencing & Leading
15	12/08/15	Chapter 14	Managing Change & Conflict
16	12/15/15		Final Exam

I – First draft & Cover letter

II – Midterm exam – covers chapters 1 – 6 and all lecture material

Final	= 30%	Grading Scale / Points Earned/Course Grade
Midterm	= 25%	90 - 100 = A
Pop Quizzes	= 15%	80 – 89 = B
Assignments	= 15%	70 – 79 = C
Class participation	= 10%	60 – 69 = D
<u>Resume &amp; Cover letter</u>	= 5%	50 – 59 = F
	100%	

I look forward to a great class and welcome.

Mr. Pinio

## Before you begin

Don't try to insert bookmarks as you enter text and other objects. Most documents change quite a bit from their inception to completion. For that reason, you should wait until the document is complete, more or less, before inserting navigational bookmarks. Otherwise, you might find yourself moving, duplicating, or even deleting bookmarks unintentionally as you modify the document's text.

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If you find you must move bookmarked text, keep the following behaviors in mind:

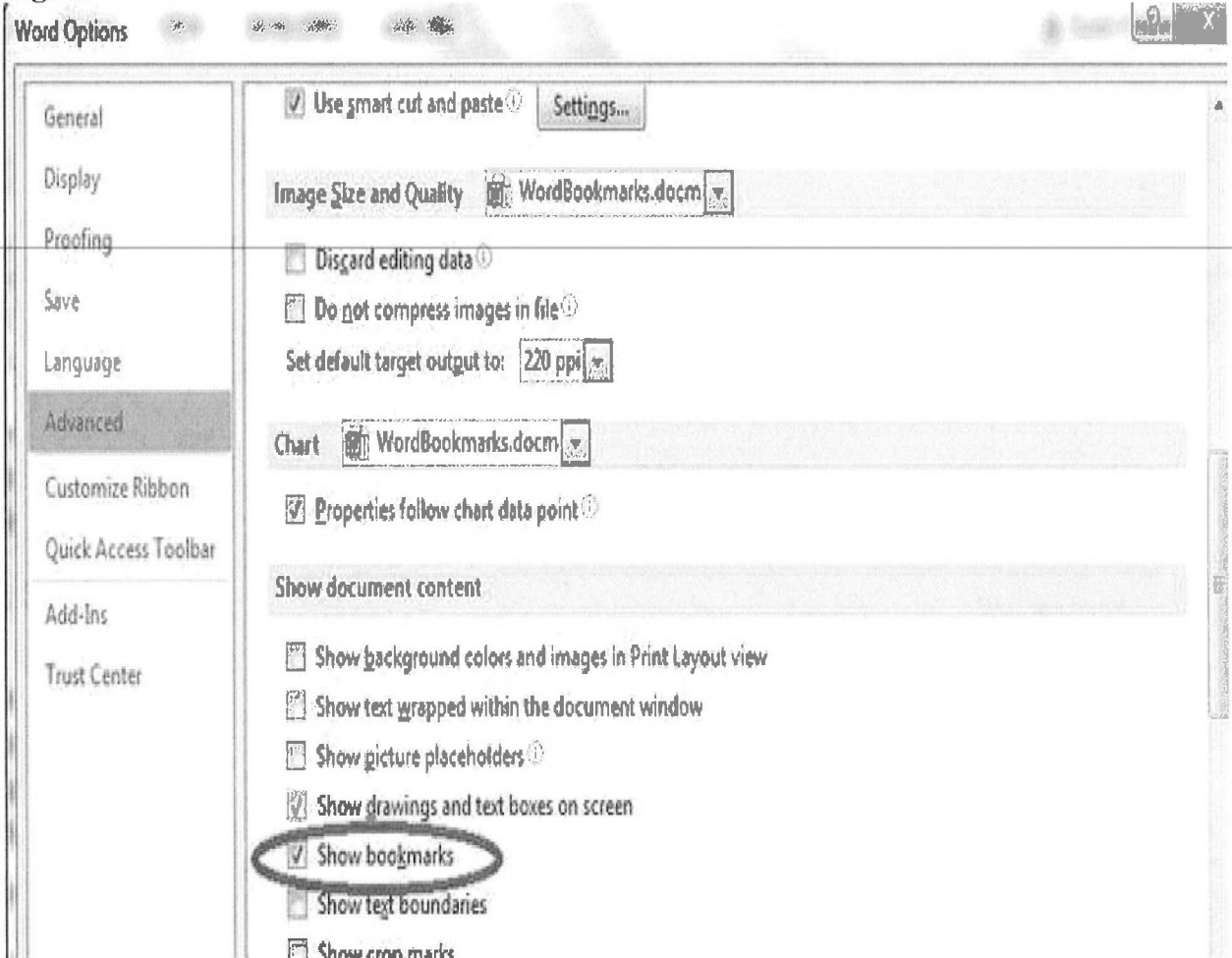
- If you copy all or part of a bookmarked text (or object) within the same document, the bookmark remains with the original text. The copied text isn't bookmarked.
- If you copy bookmarked text or an object in its entirety to another document, both documents will be bookmarked.
- If you move bookmarked text within the same document, the bookmark moves with the text.
- If you delete part of bookmarked text, Word won't delete the bookmark.

If you forget where your bookmarks are, you can display a visual clue as follows:

1. Click the File tab (or Office button).
2. Choose Options (or click Word Options).
3. In the left pane, choose Advanced.

4. In the Show document content section, check Show bookmarks (Figure A).

Figure A



5. Click OK.

Word will enclose bookmarked text in a set of brackets. You probably won't want to display these brackets in the final document, but turning on the display while completing the document is helpful.

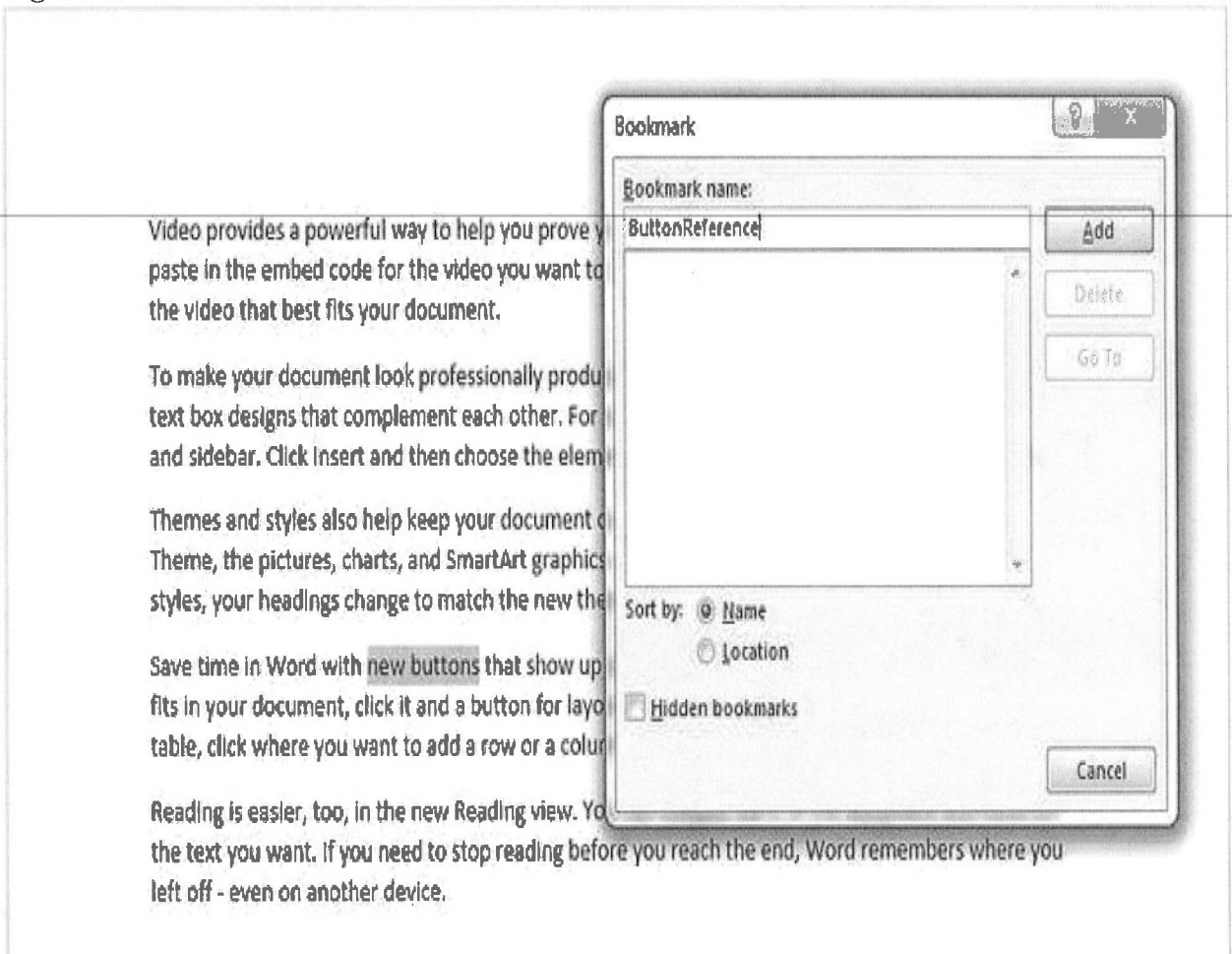
## Inserting bookmarks

Deciding where to insert the bookmarks shouldn't be difficult if the document is mostly done. Consider how you and your users will actually use the document. The process for inserting a bookmark is simple:

1. Click where you want to add the bookmark. If you select text, select the smallest string that makes sense. It's okay to select a word or heading, but it's probably not a great idea to bookmark an entire paragraph.
2. Click the Insert tab.
3. Click Bookmark in the Links group.

4. In the resulting dialog, give the bookmark a name. Use only letters and numbers with no spaces (**Figure B**).

**Figure B**



5. Click Add.

**Figure C** shows the bookmark. If you didn't enable the view for your document earlier, you won't see the brackets.



### Why Poor Content Delivery Could Cost More Than You Think

Every time your organization disappoints users, there's a clear impact on the bottom line. Make poor quality video delivery a thing of the past...

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**Figure C**

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

If you check the right option, Word will display bookmarks.

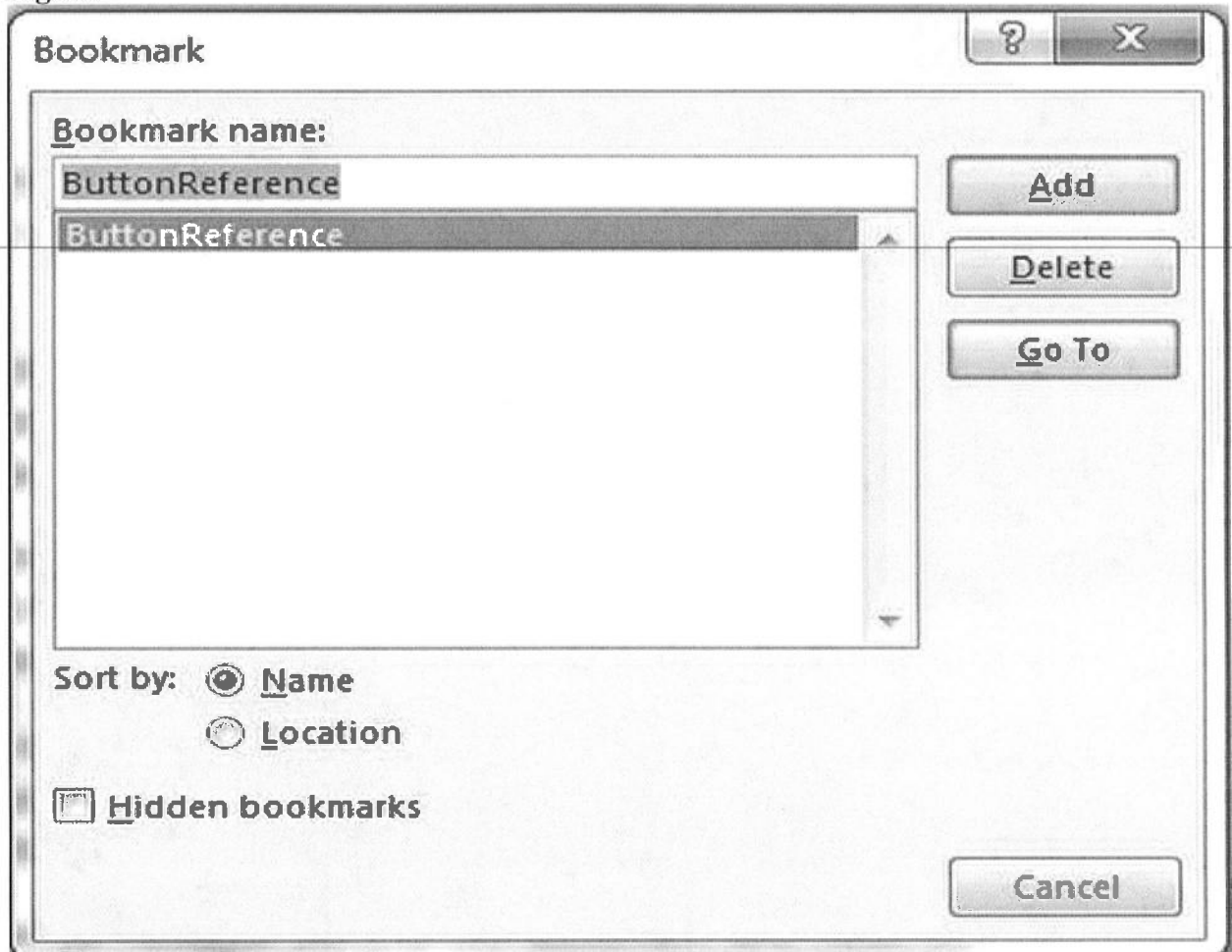
## Using a bookmark

After inserting bookmarks, you can then use them to quickly move to other areas of the document. To use the bookmark in this way, do the following:

1. Click the Insert tab and choose Bookmark from the Links group.

2. In the resulting dialog, select the bookmark you want to move to (**Figure D**).

**Figure D**



3. Click Go To.
4. Click Close.

Inserting bookmarks takes a few clicks, but it's easy. Once they're in place, you're done. On the other hand, moving to a bookmark might be a task you perform often. Even though doing so requires only a few clicks, it'll become tedious.

## Hyperlink instead

One possible alternative to tedious bookmark clicking is to use a hyperlink instead. You're probably familiar with hyperlinks, but you might not realize that Word will let you create them to navigate long documents. Users won't have to travel through the interface to use them — they'll just click the link.

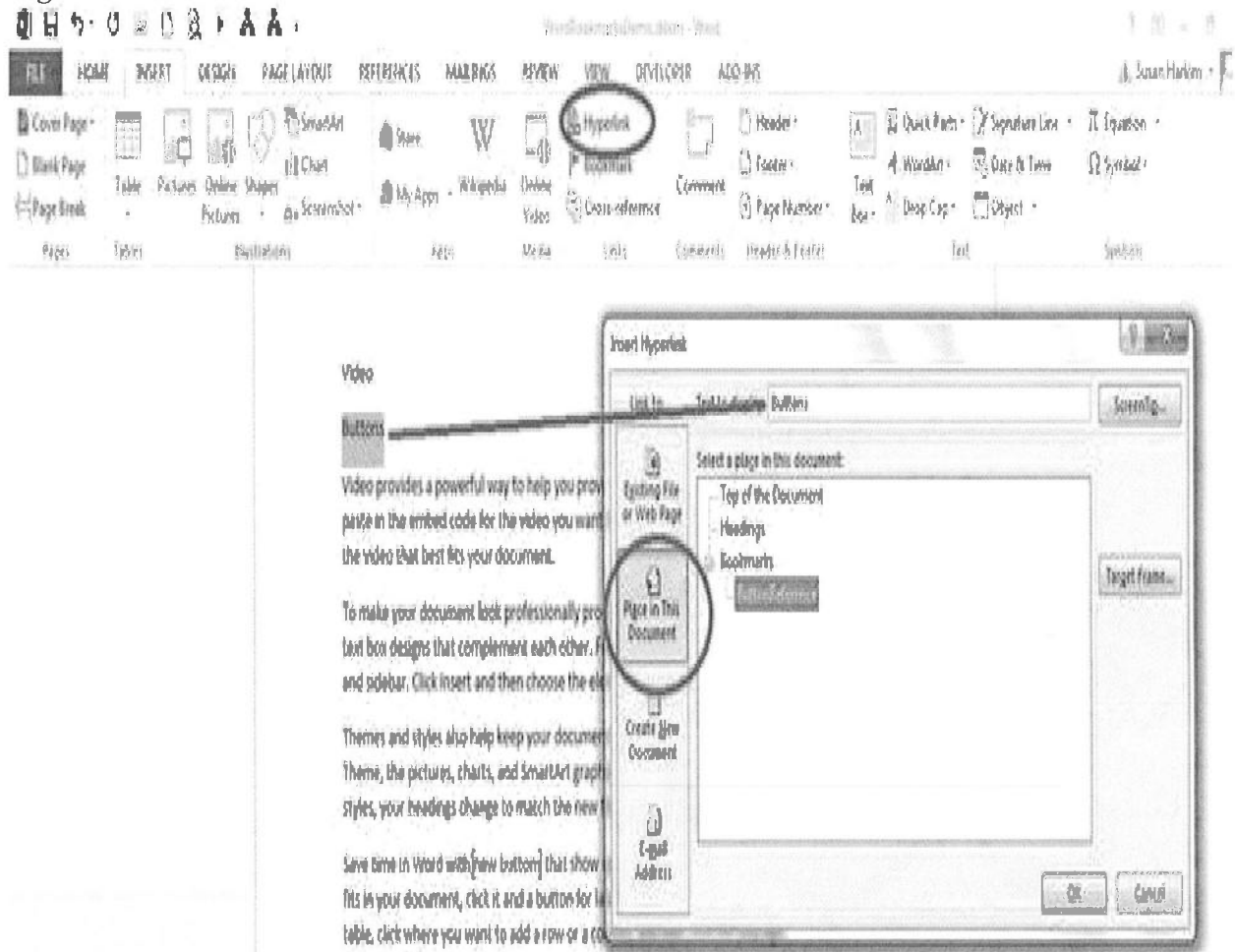
The downside is the placement. Instead of choosing a bookmark from a list of bookmarks, you'll have only the hyperlink to click — users must be in that spot to utilize it. Still, in most documents, it's a useful navigational tool.



You can use existing text (which is the best option, when available) or enter text specifically to create a hyperlink. To create a hyperlink, find text that references the area you want the hyperlink to link to, or add text and select it. For this example, I added a heading for Buttons and selected it. Next, add the hyperlink as follows:

1. Click the Insert tab.
2. In the Links group, choose Hyperlink.
3. In the resulting dialog, click the Place In This Document shortcut on the left.
4. If you're using Word's built-in heading styles, you can link to one of those. In this case, link to the bookmark we created earlier, ButtonReference (**Figure E**).

**Figure E**



5. Click OK.

When you click the hyperlinked text (at the beginning of the document), Word selects the bookmarked text new buttons. It's a helpful addition, but if you're nowhere near the hyperlink when you decide to review the new buttons paragraph, the hyperlink doesn't help.