



Division Name: Business
Course Name and Number: Principles of Management (MGMT001)
Units: 03
Section #: 22668 /Spring 2019 (Feb 4 – Jun 3)

Instructor Name: Gustavo Demoner

School Website: www.wlac.edu

Class Day(s): Mon

Address: 9000 Overland Ave., Culver City, CA 90230

Class Hours: 1:30pm-4:40pm

Class Location: GC-250

Instructor Email: demonegd@wla.edu

Office Location: CE 215

Pre-requisites & Co-requisites: No

Advisory: English 101 or English 028

Office Hours: Online within 24h-48h at the latest. I usually respond on the same day. Also on campus MoWe – 10:25am – 11:05am and 12:35pm-1:25pm. TuTh – 11:05am – 13:05pm.

Welcome Statement Dear Students, WELCOME to OUR SPRING 2019 Principles of Management (MGMT 001) course. I hope you had a great Winter, are feeling energized, motivated and awesome, because you deserve it. We will have a GREAT time. You will discover the essentials of management. The skills you learn here will help you succeed both in and out of the classroom. I believe learning is fun, and by helping one another, we move forward faster and stronger. I believe in each one of you.

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 the technical, interpersonal, conceptual, diagnostic and political managerial skills needed to succeed as a manager in a domestic or global business.

Free Text-Reading*

Principles of Management, 2017. CC. (<https://courses.lumenlearning.com/wmopen-principlesofmanagement/>)

* All the contents have already been linked to our Course Shell on Canvas. There is no need to download anything.

Course Student Learning Outcomes (SLO)

1. Analyze the role of a manager in a business environment.
2. Prepare a business plan reflective of the unique U.S. marketplace

Program Student Learning Outcomes (Program SLOs)

- A. Use business formulas to calculate and solve quantitative problems.
- B. Maneuver in the operational workflow of an organization through effective use of time management and utilization of appropriate resources.

Course Objectives:

Upon successful completion of this course, students will be able to . . .

- A. 1. Explain the term manager, and identify different types of managers.
- B. Evaluate the importance of multinational corporations and outsourcing in international business.
- C. Examine the demands that information technology places on the manager's job.
- D. Define the philosophical principles behind business ethics.
- E. Explain how planning contributes to business success.

- F. Differentiate between non-programmed and programmed decisions.
 - G. Define the bureaucratic form of organization, and discuss its advantages and disadvantages.
 - H. Illustrate the components of organizational staffing.
 - I. Compare leadership and management, and contrast the skills that contribute to each.
 - J. Explain the relationship between motivation, performance, and commitment.
 - K. Discuss the steps in the communication process, and the major communication barriers in organizations.
 - L. Identify various types of teams and groups; compare self-managed teams to project groups.
 - M. Identify the factors that contribute to poor performance, and the control techniques for managing ineffective performers.
- Define the techniques for improving work habits and time management

Institutional Learning Outcomes

- A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- F. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
- H. Ethics: Practice and demonstrate standards of personal professional integrity, honesty and fairness; apply ethical principles in submission of college work.

Course Requirements and Grading Criteria

- Quizzes and Assignments (300 Points and 30% of grade)
 - Discussions (100 Points and 10% of grade)
 - Business Plan Project (250 Points and 25% of grade)
 - Exams: (350 Points and 35% of grade)
- Total of 1,000 points or 100%

Grading Scale:

Points = Grade = Percentage
 1,000 - 870 = A = 100% - 87%
 869 - 770 = B = 86% - 77%

769 - 670 = C = 76% - 67%
 669 - 570 = D = 66% - 57%
 569 - below = F = 56% - 0%

Class Policies

Attendance

I expect you to attend every class (this means checking in multiple times every week for online students), and be aware of all requirements. More than two consecutive absences, or more than three classes missed in total, or constantly arriving late and leaving early are grounds for being dropped from this course (this means that one week of inactivity for online students). Attendance, participation and positive collaboration are of essence, and will be observed.

Walking 'In and Out of Class'

When you arrive to class, make sure you have used the restroom, had a chance to eat, checked your messages, etc. Walking in and out is rude and disruptive, as it is to be mentally absent. If you need to leave early, or have some other problem, you need to notify me in advance. Any student who makes a habit of walking in and out of class may be asked to leave, and/or will be dropped from the course.

Preparedness

You are expected to participate in the discussions, complete the assignments by the deadlines, and be active on all other opportunities.

Cell Phones, iPods, etc.

When appropriate, for the benefit of all, I will encourage the use of technology in the classroom. But remember not to be disruptive, and to participate. Copying and pasting each other's works such as essays, discussions and projects is unacceptable and grounds for failing the course. Online students must use technology appropriately.

Netiquette

Please see complete guide attached to this syllabus.

Contacting Me

E-mail (demonegd@wlaac.edu) is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from instructor via email and/or during office hours. I'm also available for phone calls if necessary. In that case, please email me with at least two options for days, and three options for times.

Refer to the course website/blog for more information on UMOJA policies.

Student Conduct:**Academic Integrity**

Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information, refer to the attached link:

http://www.wlaac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Campus Resources:**Office of Disabled Student Programs and Services (DSP&S)**

West Los Angeles College recognizes and welcomes its responsibility to provide and equal educational opportunity to all students with disabilities. The Disabled Students Programs and Services (DSP&S) department has been established to provide support services for all qualified students with disabilities pursuing an education at West Los Angeles College. DSP&S with approved testing accommodations will take exam according to establish procedure. Please follow the outlined test accommodation procedure as stated by DSP&S for every quiz and exam. The DSP&S department is located in the Student Services Building (SSB) 320; (310) 287-4450

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4408 or (310)287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self- paced computer- aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4408

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

For more information, refer to attached link:

<http://www.wlac.edu/library/index.aspx>

Learning Resource Center

All students are referred to and strongly encouraged to utilize FREE small group and individual tutoring available in our Learning Resource Center, 1st floor of the HLRC building. The LRC is transforming and expanding its services to include dedicated study group sessions with a tutor for specific courses at specific days and times (before or after class). Please let us know what classes you want tutoring for and the days and times you want it at

For more information, refer to attached link:

<http://www.wlac.edu/Library/LearningCenter.aspx>

Campus Sheriff's Office (Emergency Preparedness)

C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314

For more information, refer to attached link:

<http://www.wlac.edu/Sheriff/Index.aspx>

The Sheriff's Office website includes information about drill or emergency building evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender- Based Discrimination), and what do to in the event of a lock- down or active shooter situation.

Course Content

Module 1: Introduction to Management

Module 2: History of Management

Module 3: Planning and Mission

Module 4: Environments and Strategic Management

Module 5: Decision Making

Module 6: Organizational Structures

Module 7: Human Resource Management

Module 8: Groups, Teams, and Teamwork

Module 9: Culture and Diversity

Module 10: Leadership

Module 11: Motivation

Module 12: The Individual and the Organization

Module 13: Ethics in Business

Module 14: Communication

Module 15: Control

Module 16: Globalization and Business

Important

- ✓ Remember, YOU ALL START with an 'A'.
- ✓ I am counting on you to keep it that way :)
- ✓ I believe in YOU.
- ✓ YOU can do this!
- ✓ I support you LIMITLESSLY!
- ✓ It is a true HONOR to serve you.
- ✓ Always ask me EVERYTHING AND ANYTHING, ALL your questions are valuable.
- ✓ I AM here for YOU! You ARE a BLESSING in my life!

Disclaimer

This syllabus and class schedule is subject to change if circumstances warrant it. Expect revisions and divergences.

Course Assignments - Schedule

* (available until 06/02)

All Work	Due Date
Exams	
Exam 1 (250 pts) – Mid-term / Chapters 1-5	03/25
Exam 2 (250 pts) – Final / Chapters 6 -10	05/20
Discussions	
Self-Introduction (20 pts)	02/18
17 Unique Business Models (40 pts)	03/03
50 Entrepreneurs share priceless advice (40 pts)	04/15
Chapter Quizzes	
Quizzes Part I: Modules 1-4 (75 pts)	02/25
Quizzes Part II: Modules 5-8 (75 pts)	03/11
Quizzes Part III (75 pts)	04/15
Quizzes Part IV (75 pts)	04/29
Quiz-Based Projects	
Business Plan Project (250 pts)	05/27
Library Study Time – Project / Exam	03/25

SPRING BREAK: 03/29 – 04/05

FINALS: 05/28 – 06/03

Campus Closed on

Presidents' Day: Feb 15 - Feb 18

No Classes: Mar 28

Cesar Chavez Day: April 1

Memorial Day: May 27