Organization & Management Theory 2
Course Syllabus

Class Name: **Organization & Management Theory 2**
Semester: **Fall 2012** Section #: **0315**
Instructor: **Vilma Bernal** Phone #: **office 818-833-3410 Cell phone 818-571-9995**
Faculty Web Page: http://www.lamission.edu/~bernalva
Course Description: **This is a beginning course in theory and practice of management organization.**

Welcome to Online Management and Theory 2. In order to be successful in this class please read all the information and follow the instructions mentioned below. Should you have any questions, please do not hesitate to contact the instructor at 818-571-9995.

Class Meetings: No class meetings
Time: Anytime
Location: Any location

Student Learning Outcomes:
1 -Student will be able to conduct an interview and report results in order to examine different management styles and techniques.
2 –student will be able to comprehend the functions of management, the techniques of decision making and problem solving, and current management methods used by the managers to achieve organizational goals.

Textbook Required: "Management" by Williams, Soft Cover 5th edition. ISBN 13: 978-1133190905 Please obtain the textbook immediately.**
You can visit www.cengagebrain.com

Expectations:

Self Motivation and Self Discipline - To succeed in this class you must do all the assignments on time! You will need to make sure you are staying current with all reading, assignments, and activities.

- **Moodle** - First go to Moodle, http://moodle.lamission.edu/ and become familiar with the web-classroom. If you have questions, call me, email immediately so that I can help you work out those issues. Success in this class depends on being informed. As you visit Moodle, read the document called "Tips." There are many important tips for you.

- **Take an Active Role**- The instructor's role in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you through as you learn therefore you will need to take active role in the learning process.
- **Time Requirements** - This is a regular 3 unit class. You will need to spend at least the same amount of time you would working on traditional format classes. (approximately 6 hours a week). No on-campus class meetings required for this class. "Each unit of lecture is equal to 18 hours of "seat time" in a normal classroom. Each unit of lecture should be accompanied by an additional 2 hours of study time. If a 3 unit lecture class is taught in 18 weeks, it would require 3 hours per week of "seat time." If that same class were taken during a 5-week Fall or Winter term, it would require 10.4 hours per week plus the additional 21 hours of study time. These are good rules for scheduling yourself to work on classes you take online."

- **Interaction** - In online classes we stress interaction with your fellow students. Many times you will learn just as much from each other as from your instructor. Look forward to finding solutions, applications and other neat stuff and sharing it with your fellow classmates. **Make sure that you participate in the discussion Forum assignments they are worth 10 points.**

Attendance and Participation Policy

There are no class meetings but you are to **participate actively in online discussions** and activities. It will be to your advantage to log in to the class website **at least 4-5 times a week** to check on discussions and to work on activities. If you will be traveling or otherwise unable to access the class website for a period of more than a few days, drop me a note and let me know so that I won't wonder where you disappeared to!

Office Hours

My office hours are: **Mondays 4pm to 5pm; Tuesdays 10am to 12pm and Wednesday 1pm to 3:30pm**. I'm also available online. This means that you can reach me using your computer and you can also call me.

Contact Instructor

If you are going to have serious problems that prevents you from completing assignment or quiz on time, you must let me know **PRIOR** to missing the assignment. I prefer you send me email to: bernalva@lamission.edu

FALL Semester 2012- August 27-December 16

GENERAL CALENDAR DATES

Applications Accepted.....Year Round
Assessment & Orientation.....Year Round
Deadline for K to 8 (Young Student) Application.....August 10

DAY AND EVENING CLASSES BEGIN.....August 27
Saturday Classes Begin.....September 1
last Day to Petition for CrediVNo-Credit.....October 5
Deadline to Petition for Fall2012 Graduation.....October 19
last Day for Section Transfer.....November 2
Classes End.....December 8
FINAL EXAMS.....December 10-15
Semester Ends.....December 16

Priority Registration Dates- Enrollment is by appointment only, through the Internet
(You may not register before your appointment date and time.)
EOPS,DSPS Foster Youth and Veterans.....May 7 to May 9
Continuing Students.....May 10 to June 3
New and Re-entering Students.....June 4

ADD Dates– *Late ADDs ore not permitted*
Deadline to add full-term classes (In Person).....September 7
(Short Term C1asses Have Different Deadlines-Check with your Instructor)

DROP Dates
Drop Classes without receiving a W' with refund (In Person).....September 7*
Drop classes without receiving a W' with refund
(Internet).....September 9* Drop classes without incurring fees
or with a refund
(Registration/parking/non-resident fees- 16-week semester-length classes)
In Person/Intemet.....September 10
Drop classes with a W *(1etter grade is required from this date forward)*
In Person.....November 16
Internet.....November 18

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF-OFFICIALLY- on or before November 18, 2012 (Internet). Failure to do so may result in a grade of "F" in that class.

REGISTRATION INFORMATION

Website-WWW.laccd.edu (Student Information System) Admission Regular Office Hours
Monday and Thursday-8am-5pm
Tuesday and Wednesday-8am-7pm
Friday – 8am-12noon

HOLLIDAYS (College CLOSED)

Memorial Day-May 28
Independence Day-July 4
Labor Day-September 3
Veteran's Day- November 12
Thanksgiving-November 22-25

Dropping the Class

Circumstances may arise that will keep you from completing the course. If this is the case, drop the class. As a policy, ***I do not exclude students***. **However, if you stop attending the class (or wish to drop a class) YOU MUST DROP THE CLASS YOURSELF – See official dates above. Failure to do so may result in a grade of "F" in the class.**

Assignments: Please read this carefully – Assignments are broken down by week!

Week	Textbook Reading	Assignments	**Due Date**	Points
1	None	Read Important Documents: Rubric for Discussion Forum, Case Study	**9/2/12**	

		Discussion Forum		**10**
2	Chapters 1 and 2	**Test –Chapter 1** EOCQ- Chapter 1 *Discussion Forum*	**9/9/12**	**20** 10 10
3	Chapter 3	**Test –Chapters 2 and 3** EOCQ- Chapters 2 and 3 Case Study: Teamwork Discussion Forum	**9/16/12**	**20** *10* *15* **10**
4	Chapter 4	**Test –Chapter 4** EOCQ- Chapter 4 *Assignment: What would you do? "Less Sugar" Marketing* *Discussion Forum*	**9/23/12**	**20** *10* *15* *10*
5	Chapter 5	**Test –Chapter 5** EOCQ- Chapter 5 *Discussion Forum*	**9/30/12**	**20** *10* *10*
6	Chapter 6	**Test –Chapter 6** EOCQ- Chapter 6 Case Study: Company Policy	**10/7/12**	**20** 10 15
7	Chapter 7	**Test –Chapter 7** EOCQ- Chapter 7 *Assignment: Managing Organizational Change*	**10/14/12**	**20** **10** **15**
8	Chapter 8	**Test –Chapter 8** EOCQ- Chapter 8 Case Study: Personal Time Management Discussion Forum	**12/21/12**	**20** **10** **15** **10**
9	Chapter 9 & 10	**Test –Chapter 9 & 10** EOCQ- Chapter 9 & 10 *Assignment: Organizational Structure*	**10/28/12**	**20** **10** **15**
10	Chapter 11	**Test –Chapter 11** EOCQ- Chapter 11 Case Study: Request for Leave of Absence ***Discussion Forum***	**11/4/12**	**20** **10** **15** **10**
11	Chapter 12 & 13	**Test –Chapter 12 & 13** EOCQ- Chapter 12 & 13	**11/11/12**	**20** **10**
12	Chapter 14	**Test –Chapter 14** EOCQ- Chapter 14 *Review Instructions for Projects: Interview and Video (look for video)* *Discussion Forum*	**11/18/12**	**20** 10 10
13	Chapter 15	**Test –Chapter 15** EOCQ- Chapter 15 *Assignment:*	**11/25/12**	**20** **10** **15**

		Communication Skills Quiz		
14	Chapter 16	**Test –Chapter 16** EOCQ- Chapter 16	**12/2/12**	**20** **10**
15	Chapter 17	**Test –Chapter 17** EOCQ- Chapter 17 Discussion Forum	**12/9/12**	**20** **10** **10**
16	Chapter 18	**Test –Chapter 18** EOCQ- Chapter 18 Turn in: **Interview Project** **Video Project** ***Discussion Forum***	**12/16/12**	**20** **10** 20 20 **10**

Grading Structure

Case Studies	60 pts. (4 case studies @ 15 pts. ea. = 60 pts.)
End of Chapter Questions –EOCQ	180 pts. (18 chapters @ 10 pts. ea. = 180)
Discussion Forums (DF)	100 pts. (10 DF @ 10 pts. ea. = 100 pts.)
Tests	360 pts. (18 chapters @ 20 pts. ea. = 360 pts.)
Assignments	60 pts. (4 @ 15 pts. ea. = 60 pts.)
Video Project	20 pts. (1 project @ 20 pts. ea. = 20 pts.)
Interview Project	20 pts. (1 project @ 20 pts. ea. = 20 pts.)
Total points	**800 points**

Grading Scale

Grade	Points
A	800-720
B	719-640
C	639-560
D	559-480
F	479 and below

Posting of Grades:

Your grades will be posted under "grade" section. Only you can see your grades. **It is your responsibility to insure you have received the proper grades for your assignments, quizzes and tests.** Please bring any discrepancies to my attention ASAP do not wait until the end of the course.

Course ground rules:

- Participation is required
- Learn how to navigate in your Course Management System
- Keep abreast of course announcements
- Address technical problems immediately

Disabilities Policy :

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

Disabled Students Program & Services office strives to accommodate any special need requirements.

Disabled Students Program & Services Office (DSPS) (http://lamission.edu/dsps/) strives to accommodate any special need requirements. The program is dedicated to meeting the educational, occupational and personal needs of disabled individuals. "