Course Number: BA2023

Course Title: Introduction to Management

Course Description: Introduction to Management assumes no prior management knowledge or experience. Core concepts and contemporary supervisory subjects are presented in direct, practical terms enabling students to analyze the issues confronting supervisors and develop practical solutions.

Instructor: Jodi Eppinette

Instructor Bio: Jodi Eppinette, Med Southern Arkansas University, B.S.E. Southern Arkansas University

Prerequisite: All reading courses completed

Textbook Information: *Supervision.*

Learning Outcomes
1. Students will demonstrate knowledge of core managerial and supervisory concepts.
2. Students will define and utilize terminology commonly associated with the field of management.
3. Students will analyze supervisory situations and offer practical solutions.
4. Students will collaborate to evaluate and submit two case studies.

On-Campus Requirement
The final exam must be taken at an approved proctor site.

Modes of Interaction
1. It is recommended that students follow the suggested course calendar.
2. Students must adhere to the absolute deadlines posted on the course calendar. These include mid-term, two-week, coursework and proctored final exam deadlines
3. You must remain in contact with your instructor throughout the course. Satisfactory contact can be accomplished through weekly submissions of assignments, quizzes, exams and emails.
4. Incomplete grades are not granted for Internet courses. However, students may request an extension in the event of extraordinary medical or other verifiable circumstances. These extensions are for two-weeks beyond the end of the semester. All extensions must be requested prior to deadlines.
5. Students must contact the instructor to report any technical or personal issues that may prevent reasonable and satisfactory progress in the course.
6. Students will prepare and submit two "group" case studies during the semester. Students should discuss the cases selected through the discussion feature of the course, or through in-course e-mail. The instructor must also receive each discussion posting and e-mail so that group participation can be evaluated. When students have elected to join a case study group, the group leader should notify the instructor which case has been selected and which class members will be participating in that case evaluation. No more than five students may participate in one research group.
7. Students may respond to the suggested topics for discussion listed on the Learning Guide for each chapter. If a topic has already received response, students may choose to reply to these answers rather than respond to the original question or comment. Extra credit may be awarded for excellent discussion posting and participation.
8. Students must complete each corresponding chapter assignment listed in the assignment feature of Blackboard prior to taking the quiz for that chapter. All chapter quizzes for the chapters included in each unit exam must be completed prior to taking that unit exam. Scores from quizzes and exams taken prior to completing all previously required work will not be accepted.
9. Students will post a short biography on the Discussion Board. Choose the topic Student Biography.

10. Enter your name on the subject line. Enter your biographical information in the message area.

Methods of Assessment

1. There will be six unit exams given during the semester. The value of the exams range from 50 to 100 points each. There will also be a comprehensive final exam valued at 100 points.
2. Quizzes and crossword puzzles for each chapter are available on the textbook student support web site. They are designed to help students prepare for unit exams. To use these study tools the following web site should be accessed: www.thomsonedu.com/management/leonard You should then select Interactive Study Center from the listing in the upper left portion of the screen, select the appropriate chapter, and select either Interactive Quizzes or Crossword Puzzles. Students will receive 5 points for each quiz completed. Please send a copy of your quizzes to your instructor (See Syllabus for e-mail address) when the instructor's e-mail address is requested.
3. Students will earn points by completing the chapter assignment and unit cases listed in the Assignments portion of the course. Each must be answered completely, adequately elaborated, well phrased, and grammatically and typographically correct will receive the maximum score.
4. Chapter and unit assignments will be valued as follows:
    Questions for Discussion .... 5 points
    Skills Applications .... 5 points
    Video Cases (Real One Player Required—free download) .... 10 points Unit
    Cases .... 20 points
    Group Cases .... 25 points

Enrollment Procedures:

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

*   Submit application for admission.
*   Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
*   Provide proof of two immunizations against measles, mumps and rubella.
*   Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations
Collaborative assignment required. Written review of case studies is required.

Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard. All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
    o Can be accessed via SkyDrive inside your student email account. **FREE**
    o Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
    o There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- Adobe Reader 7.0 or higher – used to read files in pdf format
    o Cost: Free
    o Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
    o Cost: Free
    o Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
    o Cost: Free
    o Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
    o Cost: Free
    o Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
    o Cost: Free
    o Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-1.5.0_05-oth-JPR&SiteId=JSC&TransactionId=noreg
- Real One Player – used to view video clips
    o Cost: Free
    o Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl