Instructor: Ms. Samantha Dukes  
Office Hours: M/W 9:00AM-12:30PM, 2:00-3:30PM  
Telephone: (678) 839-4827  
Email: sdukes@westga.edu  
Office: Miller Hall 2220  
Twitter: @SamanthaDukes3

Required Text:  

Prerequisite: BUSA 2106, ECON 2105 or permission of department chair

NOTE:  
You will complete this course via CourseDen. Due dates are critical, NO MAKEUPS or LATE ASSIGNMENTS WILL BE ACCEPTED. You are required to complete an in-class midterm & final exam (dates/time in schedule). It is vital that you stay current on assignments & check CourseDen regularly in order to be successful in this course.

Course Description:  
This course consists of a study of the basic concepts and processes of management. The course includes the study of legal, social, and political environment with specific emphasis on the behavioral perspectives in organizations. (http://www.westga.edu/mgmtbus/index_13934.php)

Learning Objectives Related to Learning Goals:

- Students will demonstrate an understanding of management theories and practices including motivation, leadership, group behavior, decision making, planning, structure, and strategy. (BBA 4)
- Students will demonstrate an understanding of some of the quantitative tools used by managers. (BBA 2)
- Students will display an understanding of basic ethical and socially responsible approaches to management. (BBA 5)
- Students will analyze current business issues in the context of their task, general, and global environments. (BBA 4, BBA 6) (http://www.westga.edu/mgmtbus/index_17238.php)

Credit Hour Policy (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Student Rights and Responsibilities:  
Please carefully review the information at the following link:  
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf
The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

**Academic Dishonesty:**
Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, failing grade in the course and/or referral to the Vice President for Student Affairs (http://www.westga.edu/undergrad/1762.htm).

**Requests for Modifications**
Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations. The Office of Accessibility Services can provide assistance with requesting and arranging accommodations. Accessibility Services can be accessed at: http://www.westga.edu/counseling/4486.php.

**CourseDen:**
This is an on-line class. You will attend class virtually through CourseDen. You will be required to come to campus or an approved proctored exam facility & bring your student ID for the midterm & final exam. Announcements and changes in the schedule will be made through CourseDen. The PowerPoint notes, lecture notes, articles, videos, quizzes, on-line assignments, exams, etc. will be posted on CourseDen. CourseDen is accessible at http://webct.westga.edu.

**Exams:**
You will be given four online exams during the semester. The lowest online exam grade will be dropped. In addition, a required midterm & final exam will be given in-class, which are each worth 10% of your final grade.

Exams 1-4 will be completed on-line in CourseDen. You will have one attempt at each exam. You must submit your exam in the time allowed. The exam will be available from 12:00AM to 11:59 PM on the exam date. You will have 1.5 hours to complete the exam.

**PREPARE IN ADVANCE FOR YOUR TEST TAKING ENVIRONMENT.** It is your responsibility to ensure that you have adequate technological capabilities, including a reliable internet connection, prior to the exam. You may wish to take the exam in one of the RCOB computer labs or the library. Technological issues on an individual basis will not permit a make-up exam.

You will only be allowed to make-up an exam if you notify the instructor IN ADVANCE and have a documented reason for missing the exam (i.e. death of immediate family member, serious illness, etc.). The instructor reserves the right to make determinations on an individual basis of whether the reason for missing the exam is reasonable.
Quizzes:
Students will be required to complete an online quiz for each chapter. **Quizzes covering a particular test will be available until 11:00PM the date prior to the exam covering those chapters. You will have 30 minutes to complete each quiz. NO LATE SUBMISSIONS WILL BE ACCEPTED.** The lowest quiz grade will be dropped. The average of the remaining quizzes will be the quiz portion of your grade. The Orientation Quiz does NOT count toward your quiz average.

Article Reviews:
You will prepare four article reviews during the semester. Details of each assignment will be posted well in advance of the due date in order to give you adequate time to complete the assignment. The average of your article reviews will be the article review portion of your grade. **Assignments should be turned in via CourseDen by 11:00PM on the date due. NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Grading Scale</th>
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</thead>
<tbody>
<tr>
<td>Online Exams 1-4 (lowest grade dropped)</td>
<td>60%</td>
<td>A: 90-100</td>
</tr>
<tr>
<td>Mandatory In-Class Midterm Exam</td>
<td>10%</td>
<td>B: 80-89</td>
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<tr>
<td>Mandatory In-Class Final Exam</td>
<td>10%</td>
<td>C: 70-79</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>D: 60-69</td>
</tr>
<tr>
<td>Article Reviews</td>
<td>10%</td>
<td>F: &lt;60</td>
</tr>
</tbody>
</table>

Important Links:

- **CourseDen (D2L) Home Page**
  - [https://westga.view.usg.edu](https://westga.view.usg.edu)
- **CourseDen Help & Troubleshooting**
  - [http://www.westga.edu/~distance/webct1/tutorials/](http://www.westga.edu/~distance/webct1/tutorials/)
- **Textbook Website**
- **UWG Online Student Page**
  - [http://uwgonline.westga.edu/students.php](http://uwgonline.westga.edu/students.php)
- **SITS**
  - [http://www.westga.edu/sits/index_5779.php](http://www.westga.edu/sits/index_5779.php)
- **Ingram Library Services**
- **Distance Learning Services**
  - [http://www.westga.edu/~distance/webct1/students/](http://www.westga.edu/~distance/webct1/students/)
- **University Bookstore**
  - [http://www.bookstore.westga.edu/](http://www.bookstore.westga.edu/)
- **Disability Services**
  - [http://www.westga.edu/counseling/4486.php](http://www.westga.edu/counseling/4486.php)
<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Assignments Due</th>
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</thead>
<tbody>
<tr>
<td>January 5th</td>
<td>Orientation, Chapter 1</td>
<td>Complete Profile on CourseDen Complete Orientation Module</td>
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<tr>
<td>January 12th</td>
<td>Chapter 2 &amp; 3</td>
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<tr>
<td>January 19th</td>
<td>MLK Day, Chapter 4</td>
<td>Quizzes 1-4 due by 11:00PM on 1/25</td>
</tr>
<tr>
<td>January 26th</td>
<td>Exam 1, Chapter 5</td>
<td>Exam 1 available 12:00AM to 11:59PM on 1/26 Article Review #1 due by 11:00PM on 1/27</td>
</tr>
<tr>
<td>February 2nd</td>
<td>Chapter 6 &amp; 7</td>
<td>Quizzes 5-9 due by 11:00PM on 2/15</td>
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<tr>
<td>February 9th</td>
<td>Chapter 8 &amp; 9</td>
<td></td>
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<tr>
<td>February 16th</td>
<td>Exam 2, Midterm Exam</td>
<td>Exam 2 available 12:00AM to 11:59PM on 2/16 Article Review #2 due by 11:00PM on 2/17 Required In-Class Midterm Exam Friday, February 20th 9:00-11:00AM Miller Hall Lecture Hall <em>Make sure to bring your student ID</em></td>
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<tr>
<td>February 23rd</td>
<td>Chapter 10 &amp; 11</td>
<td></td>
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<tr>
<td>March 2nd</td>
<td>Chapter 12 &amp; 13</td>
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<tr>
<td>March 9th</td>
<td>Chapter 14, Exam 3</td>
<td>Quizzes 10-14 due by 11:00PM on 3/10 Exam 3 available 12:00AM to 11:59 PM on 3/11 Article Review #3 due by 11:00PM on 3/12</td>
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<tr>
<td>March 16th</td>
<td>Spring Break</td>
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<tr>
<td>March 23rd</td>
<td>Chapter 15</td>
<td></td>
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<td>March 30th</td>
<td>Chapter 16</td>
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<tr>
<td>April 6th</td>
<td>Chapter 17 &amp; 18</td>
<td>Quizzes 15-18 due by 11:00PM on 4/12</td>
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<tr>
<td>April 13th</td>
<td>Exam 4, Final Exam Review</td>
<td>Exam 4 available 12:00AM to 11:59PM on 4/13 Article Review #4 due by 11:00PM on 4/14</td>
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<tr>
<td>April 20th</td>
<td>Final Exam</td>
<td>Required In-Class Exam Friday, April 24th 9:00-11:00AM Miller Hall Lecture Hall <strong>Make sure to bring your student ID</strong></td>
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**Changes to the schedule will be posted on CourseDen. It is the student’s responsibility to check CourseDen for any schedule changes.**