

MGT 2010, Principles of Management

TO: Students enrolled in **Principles of Management 2010**

FROM: Bob Reese, Management Professor, IVCC

Hello and welcome to Principles of Management 2010. This telecourse is designed to provide you with a basic understanding of what managers do and how it can be practiced. This course is structured to meet the needs of individuals who require flexibility in earning college credit.

Following are questions commonly asked by students. Read them and let me know if there are any that I may have not anticipated.

1. **HOW IS THIS COURSE SET UP?**

This course consists of viewing DVD's, completing assigned readings, and passing tests. You will be completing this work on your own.

2. **WHERE AND WHEN CAN I WATCH THE DVD?**

The DVD for the course is available in the bookstore.

3. **WHAT BOOKS ARE REQUIRED?**

A textbook and DVD are required for the course, and both are available from the IVCC bookstore

The required text is:

Text: Plunkett, Attner, and Allen, Management: Meeting & Exceeding Customer Expectations, 10th Edition, South-Western

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Cengage Learning, 2013.

TELECOURSE DVD

4. TESTS AND EVALUATIONS

Five module tests are required. Tests cover the material in the text. Each of the five module tests are worth 50 points and consist of multiple choice questions.

This course is designed to be completed in one (1) semester (or one summer session if taken during the summer). Each test must be completed by the test date specified on the Orientation Sheet (you can take it earlier than the date listed). If the test is not taken by that date, a grade of 0% will be received and **CANNOT** be made up.

Only under extreme extenuating circumstances will I consider granting any student an incomplete. In such a case the student must have completed at least three (3) module tests.

If you find yourself falling behind, consider dropping the course and trying again another semester.

TEST ONE

Read Chapter 1 and watch chapter 1 video

Read Chapter 2 and watch chapter 2 video

Read Chapter 3 and watch chapter 3 video

TEST TWO

Read Chapter 4 and watch chapter 4 video

Read Chapter 5 and watch chapter 5 video

Read Chapter 6 and watch chapter 6 video

TEST THREE

Read Chapter 7 and watch chapter 7 video

Read Chapter 8 and watch chapter 8 video

Read Chapter 9 and watch chapter 9 video

TEST FOUR

Read Chapter 12 and watch chapter 12 video

Read Chapter 13 and watch chapter 13 video

Read Chapter 14 and watch Chapter 14 video

TEST FIVE

Read Chapter 15 and watch chapter 15 video

Read Chapter 16 and watch chapter 16 video

5. WHERE SHOULD I TAKE THE TESTS?

Tests may be taken at the IVCC Assessment Center during their scheduled hours

Below is how you setup an appointment:

Go to www.registerblast.com/ivcc

1. Please review "How To Schedule Your Exam" information.
2. Select the "Choose Exam" tab.
3. Select which location to take your exam--- *For online courses, a student can take the exam at either location
4. If the student selects Oglesby- they will need to choose either the 4th or 5th option listed: "Proctored Exam-IVCC student only: (Computer)" or "Proctored Exam-IVCC students only: (Paper)".
5. If the student selects Ottawa- they will need to choose: "IVCC Students Only (Ottawa)".
6. Once the student selects the type of exam they will be taking, they will need to indicate if the exam is available in a 1, 2, or 3 hour time allotment.
7. From there, a calendar becomes available to choose the best date and time for the student.
8. The student will then need to fill in individual and course information that is asked and check the student acknowledgement box.
9. A student will receive an automatic e-mail confirming their appointment and then also a 24 hour notice e-mail reminder.

Please email me your email address so I can send your grades via email. PLEASE USE YOUR Office365 IVCC EMAIL ACCOUNT FOR THIS!!! Please remember that it will take about 3-5 days to receive, check, and send out the results.

6. HOW IS MY GRADE DETERMINED?

Your grade will be determined according to the percentage of points received on the five tests. The percentages along with the corresponding letter grade are:

GRADE	PERCENTAGE OF TOTAL POINTS
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

7. BONUS POINTS

Students may earn up to five (5) bonus points per unit by submitting a summary of a newspaper or magazine article that relates to a topic discussed in the unit. The summary should be typed with double spacing, and turned in along with your unit test answers. A link to the web site or a copy of the article (or the original) should accompany the summary. Summaries submitted after unit tests will not be accepted.

Appropriate newspaper and magazines that might be used for the summaries include: Wall Street Journal, Business Week, Forbes, Fortune, Harvard Business Review, Nation Business and Administrative Management (but any source can be used as long as it is a good article).

8. WHERE CAN I GET HELP?

If you have questions, contact me at the college at (815)224-0354 or E-mail me at: Bob_Reese@ivcc.edu.

9. WHO IS SUCCESSFUL IN THIS COURSE?

Successful students are self motivated individuals who can discipline themselves to work on their own. It is suggested you create a weekly schedule of reading and viewing to help with completion of assignments and preparation for taking the tests. Don't wait until the very end to prepare as it will most likely be disastrous.

10. IF A STUDENT IS CAUGHT CHEATING IN THIS COURSE HE/SHE WILL

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AUTOMATICALLY RECEIVE A FAILING GRADE FOR THE COURSE OR WITHDRAWN.

11. **WITHDRAWAL:** Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or through the "Student Initiated Withdrawal" links on WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. **IT IS YOUR RESPONSIBILITY TO WITHDRAWAL THROUGH RECORDS OFFICE OR ONLINE. YOU DO NOT GO THROUGH THE PROFESSOR TO WITHDRAWAL.** I do reserve the right to withdraw a student from class for any reason. This may include academic dishonesty, plagiarism, cheating, classroom disruptions, etc.

See the Course Orientation Information for withdrawal date.

IVCC EMAIL: Effective Summer 2011, all students will be responsible for checking their IVCC email. All electronic college correspondence will only be sent to the IVCC email. For information on accessing this account, [go to the Learning Commons](#).