**Syllabus**

**MISSISSIPPI VALLEY STATE UNIVERSITY**

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| **Academic Term and Year** | | | Fall 2018 (Corrected -As of August 21, 2018) | |
| **Course Prefix and Number** | | | BA 314 – 01 | |
| **Course Title** | | | Management | |
| **CRN:** | | | 10496 | |
| **Credit Hours:** | | | 3 Credit Hours | |
| **Date & Time** | | | Monday, Wednesday, Friday: 1:00 PM – 1:50 PM  BEB, Classroom 314  Date Range: Aug 20, 2018 - Dec 07, 2018 | |
| **Department** | | | Business Administration | |
| **Program** | | | Bachelor of Science in Business Administration | |
| **Instructor’s Contact Information** | | |  | |
| Name: | | | Estelle H. Simms | |
| Office Location: | | | Business Education Building Room 306 | |
| Office Hours: | | | Monday: 11:00 am - 12:00 pm  Tuesday: 10:00 am - 3:00 pm  Wednesday: 11:00 am - 12:00 pm  Thursday: 10 am - 3:00 pm  Other times by appointment only. | |
| Office Phone Number: | | | (662)254-3600: Desk (662) 254-3608 | |
| E-Mail Address: | | | esimms@mvsu.edu | |
| **Course Prerequisites** | | | Undergraduate level [BA 211](http://bannerssb.mvsu.edu:8020/prod/bwckctlg.p_display_courses?term_in=201910&one_subj=BA&sel_subj=&sel_crse_strt=211&sel_crse_end=211&sel_levl=&sel_schd=&sel_coll=&sel_divs=&sel_dept=&sel_attr=) Minimum Grade of C and Undergraduate level [BA 212](http://bannerssb.mvsu.edu:8020/prod/bwckctlg.p_display_courses?term_in=201910&one_subj=BA&sel_subj=&sel_crse_strt=212&sel_crse_end=212&sel_levl=&sel_schd=&sel_coll=&sel_divs=&sel_dept=&sel_attr=) Minimum Grade of C | |
| Technology skills: | | | Basic computer skills, working within Windows system environment, navigating the internet, and familiarity with e-mail. | |
| **Course Description** | | | The student will examine the foundations and traditional approaches of management principles: planning, organizing, leading, and controlling. This incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration is integrated with direct applications to the individual and group functioning in today’s business environment. | |
| **Course Introduction** | | | The course will cover the basic principles of management. However, the analysis of these management principles are connected to contemporary issues and aligned with the experiences of student enrolled in this course. Reflection is also a key component to synthesize of the concepts discussed. The student should be guided to incorporate a broad understanding of the opportunities for application within their workplaces. | |
| **Expected Student Learning Outcomes:** | | Upon successful completion of this course, adult learners will be able to:   1. Identify the functions of management. 2. Discuss common management challenges. 3. Discuss the benefits and pitfalls of planning. 4. Describe the approaches to organizational structure. 5. Describe who leaders are and what effective leaders do. 6. Describe the basic control process | |
| **Course Requirements** | |  | |
| Required Textbook: | | **Title:** Williams – MGMT11 (with MindTap Printed Access Card), 11th edition.  ISBN: 9781337407465 | |
| Resources | | The materials required for this course are included in Cengage Unlimited, a subscription service providing access to ALL Cengage ebooks and digital learning products—over 22,000—for $119.99 per term (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or at www.cengage.com.  Banner Image.png How to access your MindTap courseBA 314 MGMT F18 Section 01 **Instructor  :**  Estelle Simms  **Start Date  :**  08/20/2018 What is MindTap? MindTap empowers you to produce your best work – consistently.  MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today! Registration  1. Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPNBQPPTHPH/initial-course-confirmation> 2. Follow the prompts to register your MindTap course.  Payment After registering for your course, you will need to pay for access using one of the options below:  **Online:** You can pay online using a credit or debit card, or PayPal.  **Bookstore:** You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.  **Free Trial:** If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 09/03/2018 during your free trial. After the free trial ends you will be required to pay for access.  Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.  Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class:  <https://www.cengage.com/dashboard/#/course-confirmation/MTPNBQPPTHPH/initial-course-confirmation> System Check To check whether your computer meets the requirements for using MindTap, go to <http://ng.cengage.com/static/browsercheck/index.html>  Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.  Your Access Card for Cengage Unlimited is in the MVSU Bookstore and is pictured below:  C:\Users\Estelle Simms\AppData\Local\Temp\20180815_145220_resized.jpg  **How to Access MindTap**  **Access Your Campus Learning Management System (Black Board)**   1. Head to Black Board home page and log in. 2. Click the link for your course. 3. Click any link to Cengage content\* to continue the registration process.   Not sure where to click? Ask your professor or try a few. You'll know you've clicked the right one when you see the Cengage login screen. Be Sure to Enable Pop-Ups! Your course materials will open in a new tab or window, so you’ll need to ensure that pop-ups are enabled.  If your browser does not have pop-ups enabled, we can help fix that! [Enable Pop-ups](https://www.cengage.com/lms_docs/system_check/popupsfailed)  **Link to Your Account**   * Link your Cengage account with Black Board by clicking on "Sign Up Now".   **NOTE:** This is a one-time process. If you have previously completed this step (e.g. for another course), you won't have to complete it again.  **Payment Options**  No matter how you want your course materials—print, online or rental—we’ve got you covered!   * Purchase Cengage Unlimited! You’ll get digital access to your course materials PLUS the full library of Cengage ebooks and study tools. You can also add a print rental for just $7.99 plus free shipping! * Or you can purchase access to just your Cengage course materials course—or explore additional purchasing options. * Already have an Access Code? Click “Register Access Code” to redeem it. * Need more time to decide? You can get started with free temporary access\* to both Cengage Unlimited and your digital solution   *\*After your temporary access ends you will be required to pay for access*  ***Additional Registration/Purchasing Support***  Should you need additional guidance, please visit [www.cengage.com/start-strong](http://www.cengage.com/start-strong).  Financial Aid students can purchase access to Cengage Unlimited from the college bookstore.   * **What students should purchase:** Students should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value. * **Start at the bookstore:** Bookstores nationwide are planning to sell Cengage Unlimited —encourage your students to check there first. If it is not sold there, it can be purchased at cengage.com/unlimited.   *See Optional Table for Cengage Unlimited at the end of this Course Syllabus.* | |
| Supplementary materials: | | Writable CDs or Flash Drive (Store all Assignments) | |
| Class attendance policy: | | Regular and punctual attendance is required for all classes and activities earning credit. The student must comply with class attendance policies set by the professor and complete all work required for each course. Faculty members are obligated to notify students in writing at the beginning of each semester of the policies and procedures on absences and make-up work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed.  When students know in advance that they will be absent from class, faculty should be notified and arrangements made to secure assignments. Students may obtain from the Vice President of Student Affairs an official excuse from class due to an emergency (illness, accident, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University.  An official absence presented to the instructor within seven days from the date of the absence entitles the student to make up any work missed. Faculty members are required to submit absences and Attendance Reports at a designated time via the MVSU Banner System. Students who receive Financial Aid awards can only receive funds for “class attendance”. The MVSU Attendance Policy for Financial Aid includes (NS) No Shows and Unofficial Course Withdrawals.  My specific expectations regarding class attendance are: Each student is expected to be on time for every class meeting. This is a three (3) credit hour course. This class meets three times a week for a total of three hours per week. The student is allowed to be absent three (3) session without an official excuse. All unexcused absences after three will result in letter grade reductions. Other absences are grounds for official withdrawal from the course by the instructor.  The student is still annotated as AU or AE**.** It is the instructor's sole discretion as to what he/she shall consider AU or AE. | |
| Submission of Work: | | The first session begins on Monday, August 20, 2018.  Scheduled assignments must be completed and successfully submitted through the **MGMT-11MindTap** by all due dates. Assignments automatically become unavailable after the due date/time expires. Any additional assignments must be submitted by using **MS Word** (**.doc** file). | |
| Make-up policy: | | The instructor is not obligated to give any “make-up work”; and the student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absence from class is. Earning extra credit is not an option. If you miss an exam or homework assignment due date because of illness, accident, personal or family emergency, you must have the reason for your absence verified by the Vice-President of Student Affairs. Then, and only then will make-up exams be given, at the discretion of the instructor, usually administered at the end of the term as scheduled in the final examinations schedule of the university**.** If the reason for the absence is not verified, the grade will be “zero”.  *Official absences presented to the instructor within seven days from the date of the absence will entitle the student to make up any work missed.* | |
| Course Drops/Incompletes: | | Students not completing the course for any reason are required to submit official drop notices to the Registrar’s Office prior to the deadline date. ***This is the responsibility of the student.*** Failure to comply with the procedure WILL result in your receiving a letter grade of **“F”**.  *Not officially withdrawing from the university will impact your financial aid and result in you owing the university.* | |
| Decorum and Classroom Etiquette: | | Sleeping in class will be construed as an absence. Smoking is not permitted in the classroom. Because research indicates that Business students use electronic technology to cheat, electronic instruments (i.e., cellular phones, beepers, calculators) are not permitted to be operated in the classroom unless it has been pre-approved by instructor. Males are to remove all headgear during class sessions. Remember, the class sessions simulate meetings and discussions among students (future managers). Also, treating others with respect helps build strong and more effective interactions between people. So, please:  1) Arrive on time.  2) No personal or private conversations during class time. Good communication and listening require that only one person can be speaking at a time. If you would like to speak, I will gladly yield the floor to you, so long as you are discussing a relevant topic.  3) Keep walking in or out during class to a minimum. If you become seriously ill, of course, please leave class and take care of yourself. While you are enrolled in this class, attending class sessions (with appropriate outside-of-class preparation) is your job.    The above three points are based on respecting the rights of all of us to hear what is going on and not be distracted. As such, the instructor encourages each student to: Ask questions and participate in discussions, study hard and learn a lot, and have fun while you are obtaining knowledge and doing a good job. If you have questions or concerns, please see me or send an e-mail message. | |
| Technical Problems: | | If you experience technical/computer difficulties (need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your Cengage Digital Course – MGMT -11 MindTap ), contact the MVSU Blackboard Administrator, Mr. Mack Pendleton at 662.254.3114. Notify your professor via MVSU e-mail. | |
| Teaching/Learning Strategies | | | The primary instructional model for this course is collaborative learning. Specifically, the professor will set course content, course objectives, and methods of classroom assessment. The course may incorporate the following instructional strategies: online activities, assigned readings, cases, and/or individual projects. The students is encouraged to actively participate in activities, ask questions, and contribute comments for discussion. Students are also encouraged to offer input regarding instructional strategies and assignments. Most important, students are expected to be active learners and to ask for clarification when they have questions. In order to be successful in the class, it is important that students read the assigned material and submit assignments. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity. | |
| **Grade Appeals:** | | | Any student who believes s/he has been graded unfairly during a semester should work actively and positively with the professor to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved, the student should appeal the grade by following University procedures as outlined in the MVSU Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (*course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*). It is the student’s responsibility to prove that he/she has been graded unfairly. | |
| **Academic Integrity:** | | | All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F”. The University’s academic honesty and plagiarism policies are enforced in this course.  To address the situation of academic integrity, the university has implemented *Turnitin* to fight plagiarism and improve reading, writing, and research skills. *Turnitin* is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all student’s work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet. Plagiarism will result in at least a failing grade for the assignment(s) and/or the course.  Refer to MVSU Undergraduate Catalog for “Cheating and plagiarism policy.” | |
| **Special Needs and Accommodations:** | | | Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Social Science Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.  For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or [billy.benson@mvsu.edu](mailto:billy.benson@mvsu.edu). | |
| **Evaluation Procedures** | | | The ten point scale will be used. Since the cumulative system will also be used in the course, the breakdown for letter grades is shown below. The final grade will be based on attendance, quizzes, and examinations. | |
| **Summary of CPC Topics Covered in this Course:**  Accounting  Legal Environment of Business  Economics Business Ethics  Quantitative Techniques  Statistics  Management  Organizational Behavior  Comprehensive or Integrating Experience  Global Dimension of Business | | | **Contact Hours:**    0  0  0  5  0  0  45  5  5  0  Total (estimate of contact hours) 60 | |
| |  |  | | --- | --- | | **Course Grading Scale** | | | **POINTS** | **GRADE** | | 1. and above | A | | 480 - 539 | B | | 420 - 479 | C | | 360 - 419 | D | | Fewer than 359 | F | | | | *Any student who fails to complete Assignments, Quizzes, Mid Term and the Final Examinations will receive a grade of “F”.*  *See Attachment 1:*  *BA 314-E01 Online Equivalent* | |
| WEIGHT OF MODULE REQUIREMENTS The combined following activities are weighted to form the final grade for the course: | | | | |  |
| |  |  |  | | --- | --- | --- | | **ACTIVITY** | **LMS** | **POINTS** | | Student Homepage Flyer | Black Board | 20 | | Assignments (15 @ 12 points each) | Cengage MindTap | 180 | | Chapter Quizzes (15 @ 20 points each) | Cengage MindTap | 300 | | Mid Term Exam | Cengage MindTap | 50 | | Final Exam | Cengage MindTap | 50 | | **TOTAL** | - | **600 POINTS** | | | | | |

Optional Table – Cengage Unlimited Subscription:

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| --- | --- | --- |
|  | **Platform + textbook** | **Cengage Unlimited Subscription** |
| **Price** | **$XXX.XX** | * $119.99 for 4-month access * $179.99 for 1-year access * $239.99 for 2-year access |
| **Materials Included** | Only the materials required for this course. | Your required course materials + access to the entire Cengage catalog including 20.000 + ebooks across 70 disciplines. |
| **Print Rental** | No | Yes. Just pay $7.99 + free Shipping |
| **Access to Additional Study Guides** | No | Yes |
| **Access to Reference Materials** | No | Yes |

**Cengage Unlimited ISBNs:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subscription Access Length** | **Instant Access Code ISBN#** | **Printed Access**  **Card**  **ISBN#** | **Suggested**  **Retail Price** |
| 1-term access (4 months) | 9780357700006 | 9780357700037 | $119.99 |
| 1-year access (12 months) | 9780357700013 | 9780357700044 | $179.99 |
| 2-year access (24 months) | 9780357700020 | 9780357700051 | $239.99 |

Document Attachments: Attachment 1: Online Equivalent (Fall 2018)

Attachment 2: Rubric for Written Assignments

Attachment 3: Written Presentation Rubric

**BA 314 – E01 MGMT Fall 2018**

**Assignments**

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| --- | --- | --- | --- |
| **PLATFORM** | **ASSIGNMENT** | **REVEAL**  **DATE** | **DUE DATE** |
| Black Board | A#1: Student Homepage Flyer | August 21 | August 26 |
| MindTap | Chapter 1 Assignment  Chapter 1 Quiz | August 21 | September 30 |
| MindTap | Chapter 2 Assignment  Chapter 2 Quiz | August 21 | September 30 |
| MindTap | Chapter 3 Assignment  Chapter 3 Quiz | August 21 | September 30 |
| MindTap | Chapter 5 Assignment  Chapter 5 Quiz | August 21 | September 30 |
| MindTap | Chapter 6 Assignment  Chapter 6 Quiz | August 21 | September 30 |
| MindTap | Chapter 7 Assignment  Chapter 7 Quiz | August 21 | September 30 |
| MindTap | Chapter 8 Assignment  Chapter 8 Quiz | August 21 | September 30 |
| MindTap | **Mid Term Exam** (Chapters 1, 2, 3, 5, 6, 7, and 8) | **October 1** | **October 2** |
| MindTap | Chapter 9 Assignment  Chapter 9 Quiz | October 6 | December 2 |
| MindTap | Chapter 10 Assignment  Chapter 10 Quiz | October 6 | December 2 |
| MindTap | Chapter 12 Assignment  Chapter 12 Quiz | October 6 | December 2 |
| MindTap | Chapter 14 Assignment  Chapter 14 Quiz | October 6 | December 2 |
| MindTap | Chapter 15 Assignment  Chapter 15 Quiz | October 6 | December 2 |
| MindTap | Chapter 16 Assignment  Chapter 16 Quiz | October 6 | December 2 |
| MindTap | Chapter 17 Assignment  Chapter 17 Quiz | October 6 | December 2 |
| MindTap | Chapter 18 Assignment  Chapter 18 Quiz | October 6 | December 2 |
| MindTap | **Final Exam** (Chapter 9, 10, 12, 14, 15, 16, 17, and 18) | **December 3** | **December 4** |

**NOTE:** Because of the substantial time between Assignment and Chapter Quizzes reveal date and the due dates, there will be no resets for Assignments and/or Chapter Quizzes. Recommend the student begin to work on all assignments and Chapter Quizzes as soon as possible to prevent any surprises.

Attachment 1: BA 314 F18 Assignments

BA 314 - 01: Online Equivalent (Fall 2018)

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| --- | --- | --- | --- | --- |
| WEEK OF | TOPIC | READINGS | EXAM/QUIZ | VIRTUAL  TIME  REQUIRED |
| 08/20/18 | Introduction to Course (15 min.)  Assignment A-1 Black Board  Chapter-1 Assignment (60 min.) | Chapter 1 (90 min.) | Chapter 1 Quiz (20 min.) | 165 min. |
| 08/27/18 | Assignment Chapter 2 (60 min.) | Chapter 2 (90 min.) | Chapter 2 Quiz (25 min.) | 230 min. |
| 09/03/18 | Assignment Chapter 3 (60 min.) | Chapter 3 (90 min.) | Chapter 3 Quiz (25 min.) | 110 min. |
| 09/10/18 | Assignment Chapter 5 (45 min.) | Chapter 5 (90 min.) | Chapter 5 Quiz (25 min.) | 205 min. |
| 09/17/18 | Assignment Chapter 6 (45 min.) | Chapter 6 (90 min.) | Chapter 6 Quiz (25 min.) | 205 min. |
| 09/24/18 | Assignment Chapters 7 and 8 (60 min.) | Chapter 7 (90 min.) | Chapter 7 and 8 Quiz (40 min.) | 110 min. |
| 10/01/18 | Preparation for Mid - Term Exam | - - - | Mid – Term Exam (50 min.) | 50 min. |
| 10/08/18 | Assignment Chapter 9 (45 min.) | Chapter 8 (90 min.) | Chapter Quiz 6 (25 min.) | 110 min. |
| 10/15/18 | Assignment Chapter 10 (45 min.) | Chapter 9 (60 min.) | Chapter Quiz 7 (25 min.) | 175 min. |
| 10/22/18 | Assignment Chapter 12 (45 min.) | Chapter 10 (55 min.) | - - - | 55 min. |
| 10/29/18 | Assignment Chapter 14 (45 min.) | Chapter 12 (55 min.) | Chapter Quiz 8 (25 min.) | 170 min. |
| 11/05/18 | Assignment Chapter 15 (45 min.) | Chapter 14 (55 min.) | Chapter Quiz 9 (25 min.) | 185 min. |
| 11/12/18 | Assignment Chapter 16 (45 min.) | Chapter 15 (55 min.) | Chapter Quiz 10 (25 min.) | 75 min. |
| 11/19/18 | Fall Break / Thanksgiving Break | - - - | - - - |  |
| 11/26/18 | Assignment Chapters 17 & 18 (60 min.) | Chapter 17 - 18 (55 min.) | - - - | 165 min. |
| 12/03/18 | Preparation for Final Exam (240 min.) | - - - | Final Exam (50 min.) | 290 min. |

Attachment 2: BA 314 Online Equivalent (Fall 2018)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rubric for Written Assignments** | | | | | | |
|  | **Problem/Question** | **Information Seeking/Selecting and Evaluating** | Analysis | **Synthesis** | **Documentation** | **Product/Process** |
| **4** | Student(s) posed a thoughtful, creative question that engaged them in challenging or provocative research. The question breaks new ground or contributes to knowledge in a focused, specific area. | Student(s) gathered information from a variety of quality electronic and print sources, including appropriate licensed databases. Sources are relevant, balanced and include critical readings relating to the thesis or problem. Primary sources were included (if appropriate). | Student(s) carefully analyzed the information collected and drew appropriate and inventive conclusions supported by evidence. Voice of the student writer is evident. | Student(s) developed appropriate structure for communicating product, incorporating variety of quality sources. Information is logically and creatively organized with smooth transitions. | Student(s) documented all sources, including visuals, sounds, and animations. Sources are properly cited, both in-text/in-product and on Works-Cited/Works-Consulted pages/slides. Documentation is error-free. | Student(s) effectively and creatively used appropriate communication tools to convey their conclusions and demonstrated thorough, effective research techniques. Product displays creativity and originality. |
| **3** | Student(s) posed a focused question involving them in challenging research. | Student(s) gathered information from a variety of relevant sources--print and electronic. | Student (s) product shows good effort was made in analyzing the evidence collected. | Student(s) logically organized the product and made good connections among ideas | Student(s) documented sources with some care, Sources are cited, both in-text/in-product and on Works-Cited/Works-Consulted pages/slides. Few errors noted. | Student(s) effectively communicated the results of research to the audience. |
| **2** | Student(s) constructed a question that lends itself to readily available answers. | Student(s) gathered information from a limited range of sources and displayed minimal effort in selecting quality resources. | Student(s) conclusions could be supported by stronger evidence. Level of analysis could have been deeper. | Student(s) could have put greater effort into organizing the product | Student(s) need to use greater care in documenting sources. Documentation was poorly constructed or absent. | Student(s) need to work on communicating more effectively. |
| **1** | Student(s) relied on teacher-generated questions or developed a question requiring little creative thought. | Student(s) gathered information that lacked relevance, quality, depth and balance. | Student(s) conclusions simply involved restating information. Conclusions were not supported by evidence. | Student(s) work is not logically or effectively structured. | Student(s) clearly plagiarized materials. | Student(s) showed little evidence of thoughtful research. Product does not effectively communicate research findings. |
| Teacher Comments  Instructors Signature: Attachment 3: Written Presentation Rubric | | | | | | |

BA 314-E01: Online Equivalent (Fall 2018)

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| --- | --- | --- | --- | --- |
| WEEK OF | TOPIC | READINGS | EXAM/QUIZ | VIRTUAL  TIME  REQUIRED |
| 08/20/18 | Introduction to Course (15 min.)  Assignment A-1 Black Board  Chapter-1 Assignment (60 min.) | Chapter 1 (90 min.) | Chapter 1 Quiz (20 min.) | 165 min. |
| 08/27/18 | Assignment Chapter 2 (60 min.) | Chapter 2 (90 min.) | Chapter 2 Quiz (25 min.) | 230 min. |
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| 09/17/18 | Assignment Chapter 6 (45 min.) | Chapter 6 (90 min.) | Chapter 6 Quiz (25 min.) | 205 min. |
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| 10/01/18 | Preparation for Mid - Term Exam | - - - | Mid – Term Exam (50 min.) | 50 min. |
| 10/08/18 | Assignment Chapter 9 (45 min.) | Chapter 8 (90 min.) | Chapter Quiz 6 (25 min.) | 110 min. |
| 10/15/18 | Assignment Chapter 10 (45 min.) | Chapter 9 (60 min.) | Chapter Quiz 7 (25 min.) | 175 min. |
| 10/22/18 | Assignment Chapter 12 (45 min.) | Chapter 10 (55 min.) | - - - | 55 min. |
| 10/29/18 | Assignment Chapter 14 (45 min.) | Chapter 12 (55 min.) | Chapter Quiz 8 (25 min.) | 170 min. |
| 11/05/18 | Assignment Chapter 15 (45 min.) | Chapter 14 (55 min.) | Chapter Quiz 9 (25 min.) | 185 min. |
| 11/12/18 | Assignment Chapter 16 (45 min.) | Chapter 15 (55 min.) | Chapter Quiz 10 (25 min.) | 75 min. |
| 11/19/18 | Fall Break / Thanksgiving Break | - - - | - - - |  |
| 11/26/18 | Assignment Chapters 17 & 18 (60 min.) | Chapter 17 - 18 (55 min.) | - - - | 165 min. |
| 12/03/18 | Preparation for Final Exam (240 min.) | - - - | Final Exam (50 min.) | 290 min. |

Attachment 1: BA 314 Online Equivalent (Fall 2018)