MEMORANDUM
Oakton Community College

TO:   MGT 121 Online and Hybrid Principles of Management Students
FROM:  Laura Saret, Ed.D.
SUBJECT:  Welcome

Welcome to MGT 121! The purpose of this memorandum is to give you an overview of the course and tell you what I expect from you in this course and what you can expect from me. Before getting started with the class and WebCT please read the following instructions carefully.

You must have the course access code that comes with the Enhanced Cartridge to access the course materials on webCT for this class. See information below for purchasing an access code. If you do NOT purchase a code immediately, McGraw-Hill will give you the option of a trial code for 2 weeks. Be sure to get your real code before the trial expires. You will not be excused from doing assignments or participating in other class activities if you do not have the Enhanced Cartridge code. No exceptions will be made!

Required Instructional Materials.
Required Text: Essentials of Contemporary Management 3rd Edition by Jones/George with Enhanced Cartridge

Instructions for purchasing the book. Make sure that you purchase the book with the Enhanced Cartridge or purchase the enhanced cartridge code separately (see information below)
1. The traditional printed textbook (with the enhanced cartridge code) is available via Oakton’s bookstore OR
2. If you choose to buy the book from another location, here are some options:
   • You can buy your text online at www.shopmcgrawhill.com (you will still need to purchase the enhanced cartridge code) OR
   • By an e-book via digital download to your primary computer or access online from any computer - 55% savings over traditional book (you will still need to purchase the Enhanced Cartridge). To purchase an e-book:
     1. Go to http://textbooks.vitalsource.com or www.CourseSmart.com or textbooks.zinio.com. Search for your book by entering the title, author, or ISBN (0078185513 which bundles the book with the access code. Provide your credit card and get access instantly. All eBooks include prompt customer support. Further details are available online.
     2. eBooks let you save up to half the cost of a print book while reducing your impact on the environment; get access to powerful digital tools for learning, like the ability to search for topics, make highlights and notes, and share notes with other students digitally; and print out the pages that you need

Instructions for purchasing Enhanced Cartridge Code.
1. If you do not buy your book in the bookstore, you will need to purchase the Enhanced Cartridge code. To do this go to http://highered.mcgraw-hill.com/sites/0073530247/student_view0/mh_enhanced_cartridge.html and click on Enhanced Cartridge.

Additional resources: 1URL for book- http://www.mhhe.com/jones3e We will be using a variety of materials from the World Wide Web that you can link to from the course WebCT site.

**Technology requirements**
The class is accessible from all the OCC campus computers. To access the website from outside you will need one of the following browsers:

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<tr>
<th>Windows 98/ME/2000/XP/Vista</th>
<th>Netscape 4.76 and 6.21</th>
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<td></td>
<td>Internet Explorer 5.0 or higher, including</td>
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<td>6.0 (Note: IE 5.5 SP1 is not supported)</td>
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<td></td>
<td>AOL 7.0</td>
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<td>I have also used Firefox without problem but you may not get graphics</td>
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<tr>
<th>Mac OS 9.X</th>
<th>Netscape 4.76 and 6.21</th>
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<td>Internet Explorer 5.0 or higher, including 6.0 (Note: IE 5.5 SP1 is not supported)</td>
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<td></td>
<td>AOL 7.0</td>
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Assignments must be done and saved in a Microsoft Word format. If you do not have access to Word, contact me asap.

**Important to do as soon as possible:**
Visit http://www.oakton.edu/online/GetStarted.htm for important information about being an online or hybrid student including hardware specifications and additional online resources. There is a tutorial available for you on the web to help you learn the features of WebCT. On 9/21 or as soon as possible after that you should Log into the course Website. You have 24/7 access to the website once the class begins on Monday, 9/21.

When you register for classes at Oakton you receive access to our computer system and school resources at both the Des Plaines and Skokie Ray Hartstein campus. This also includes an email account with an assigned email address.

**To enter the class Website**
- Go on the Internet and enter http://online.oakton.edu this will open the WebCT page.
- Click on My WebCT and enter your User Name and Password. Your User name and Password will be entered on the class Website the day class begins.

Your User Name - is your first initial and the first 7 letters of your last name, and the last 4 numbers of your Oakton ID B number.

Your Password - is your birth date without dashes.
Example: Sally Johnson B1234567 User Name – sjohnson4567 Password 052684

Click on Principles Of Management

Once you are able to enter the class on the date the class is scheduled to begin, you should read the class syllabus (by clicking on the overview link on the webpage). The syllabus contains course details. Because it contains important information about the course, you should become very familiar with the syllabus and look there first if you have questions.

Other information about the course

MGT 121 focuses on the management functions of planning, decision making, organizing, leading and controlling. In addition to learning about management, you will develop and demonstrate skills a manager requires and know how to apply these skills effectively.

Learning is a student/teacher partnership. I will try to help you understand the course content by providing materials, activities and assignments to help you learn. At any time you should feel free to provide informal feedback about the learning environment, your understanding, and how the course can be changed to better assist you in your learning endeavors. Your job is to do the assigned work in a timely fashion, participate in all activities, do assignments and quizzes on time, ask questions about areas of confusion, and suggest ways that I can make your learning experience more beneficial for you.

To be successful in online courses, you should

BE ONLINE AND “ATTEND” CLASS REGULARLY. For a hybrid class, this means that you will attend the face-to-face class as well as work online. If you are an online student, you will only work online. Try to logon and do work in the class everyday. Three times a week is a minimum. I will be online everyday and once on weekends. I will email you if I cannot be online.

Always remember that technology and Internet connections can be problematic. My home phone number is 847-433-5313. Write this down! If your Internet connection is having problems, you may want to call me, and you won’t want to have to be online to get my phone number.

BE PREPARED. I expect that you have the background to be successful in this course. You need to be able to read, write, and understand English at a college level.

If you are like most community college students, you have a very busy life. In addition to going to school, you may be working and/or have family obligations. Planning is the key to your success. If you wait until the last minute to complete a class assignment or quiz, you are more likely to have “life crises” arise and interfere. If you need to turn in an assignment late, you must talk to me in advance of the assignment due date. If you keep me informed, I will work with you in the unlikely event that something will need to be turned in late. Exceptions for late assignments and tests/quizzes will NOT be made AFTER the assignment is due.

Online students will probably need to spend 15 hours a week online and additional time reading and do other work offline. Hybrid students will spend less time online because of the time spent in class.

BE A GOOD PARTICIPANT! Participate in discussions and be respectful and encouraging to all members of the class and to the instructor. This course is designed to provide a positive, supportive environment in which all students can feel comfortable.

Before you post any materials or any response to the discussion board and before you send an email or reply, you should carefully consider your words and/or your posting/reply. If you are bothered by your posting/reply then you should not press SEND. If you offend yourself then you will probably offend others.
Please remember that you are a member of the class, and, as such, you have the same goal as the other members of the class — learning. You must all work together and treat others how you would like to be treated.

Be respectful of each other’s time constraints. You all have different schedules. Some of you have fulltime or part-time jobs, others may be taking many courses, and still others may do both of these in addition to having a family (having a family is a job by itself). Be careful not to wait until the last minute to do your part of the work since the quality (or poor quality) of your work will affect the grades of the others in your group or your partner.

Flaming will not be tolerated. Flaming is the posting of hostile, offensive, threatening, insulting, or disrespectful materials online or the sending of hostile, offensive, threatening, insulting, or disrespectful materials by email or instant messenger. You are expected to be respectful to all members of the class and to the instructor at all times. No offensive/threatening/insulting/disrespectful data/information or topics are to be used for any assignments or discussion board postings. When you are assigned to create examples or to select data/information for an assignment or for a discussion board posting, you are expected to select topics that are not offensive, threatening, insulting, or disrespectful to any member of the class or to the instructor. Keep in mind that this is a course for a general audience and, as such, all material should be appropriate for a general audience. Therefore, you should keep in mind a rating (like for movie ratings, appropriate for general audience) for all materials that you use for assignments or discussions of course topics, post online or send to someone else. Any offensive, threatening, or disrespectful materials will be removed from the discussion board, and the grade for the any discussion of course topics, discussion posting and/or assignment for which offensive, threatening, insulting, or disrespectful materials were used will be recorded as a zero (0); the individual who posted or used the offensive, threatening, insulting, or disrespectful materials will be expected to apologize to the class and to the instructor.

Ask questions. Remember that the question you ask is likely to be one that your classmates also have. No one should be put down or criticized for asking questions (There is no such thing as a stupid question!) or for making mistakes. You are a member of this learning environment and, as such, you are expected to encourage and to help each other to learn. Since we are all in this together, let us work together to make this class an enjoyable experience for everyone, both student and instructor alike.

Some activities are group activities designed to help you learn course content as well as help you gain skills in communication and working in a team—skills valued highly in the workplace. Your participation and contribution to these activities will help you and others in your group make the most of your time.

BE RESPONSIBLE FOR YOUR OWN LEARNING!

Keep me informed about what I need to know to help you be a better learner.

Know when assignments and quizzes are due and do them on time.

It is important that you read the book to prepare for quizzes, assignments, and discussions.

Unless you tell me that you don’t understand or are confused, I may not know that you are having a problem until it is too late—that is after you do poorly on a quiz or assignment. Feel free to call me or stop by the office at any time. Office hours are when I am scheduled to be in the office. If that is not a convenient time for you, let me know. I would be happy to meet with you at a different time.

DO YOUR OWN WORK!

This course is not merely about getting a good grade. The knowledge you gain in this course is critical to your success in future business classes and in the job market. You cannot learn the course content
by having someone else do it for you. Many of you will want me to be a job reference. When an employer asks me if you have particular skills, I want to be able to confidently state that you do and that I know this because you have demonstrated those skills to me.

Unless specified otherwise, I expect assignments and quizzes to be done individually. This means that you must NOT show your work to a classmate until both assignments or quizzes have been graded and returned. If you have questions about an assignment, ask me in class or stop by my office. I would be happy to help you.

DO NOT copy any part of another person’s work or allow another student to copy your work. Any work that is not your own is academic dishonesty (cheating) on your part and for the person who helped you. I take the issue of academic integrity seriously and vigorously enforce Oakton’s Academic Integrity Policy. If you have any questions about what violates the policy in this class, ask me—please do not make assumptions.

I hope you enjoy the class and learning more about management. Very little of your success will depend on memorizing—instead you must do quizzes, readings, assignments, and activities to be sure you understand concepts. I am sure you will find this class valuable in your future endeavors. Do the best you can—you will never know when a “tidbit” that you learn this semester will help you in the workplace.

If you have any concerns about the course you may reach me by email in the course website or at lsaret@oakton.edu as soon as the semester begins. If you use lsaret@oakton.edu, be sure that your subject line contains your name and course number. For general questions relating to webCT please contact the Office of Alternative Education at 8476351971. I look forward to working with you and being your guide in what I expect to be a stimulating and rewarding learning adventure.