

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Business Administration

MGMT 101 – Legal Environment of Business

Mondays & Wednesdays
5:45 p.m. to 7:00 p.m.

NOTE: This is a WebCT and a Long Distance Education Course

COURSE SYLLABUS

INSTRUCTOR: John B. LaRocco, B.S., M.S., J.D., LL.M.
OFFICE: TAH 2046
OFFICE HOURS: Mondays: 3:45 to 5:45 p.m.
Tuesdays: 5:00 to 6:00 p.m.
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PREREQUISITE: Upper Division Standing: MGMT 2 Recommended but Not Required

I. REQUIRED READING AND TEXTBOOK

Jennings, Marianne, *Business: Its Legal, Ethical and Global Environment*, 8th Edition, Custom Edition [Available at the Bookstore]
Thomson Web-Tutor, 8th Edition (See Part IV)
There may be several handouts which are required readings.

II. OPTIONAL TEXTBOOK

Tabor, Christine, *Study Guide: Business Its Legal, Ethical and Global Environment*, (Thomson).

III. WEB SITE

You may wish to visit Dr. LaRocco's University web site which is:
<http://www.csus.edu/indiv/l/laroccoj/> and click on the link to MGMT 101. This website is not part of the course and will not give students access to required materials. However, the website contains some frequently asked questions and answers which are also attached to this syllabus.

IV. THOMSON WEB-TUTOR

Along with the customized textbook, students should purchase access to a Web-Tutor prepared by Thomson, the publisher of the textbook. The tutor is to assist students in studying the material, to provide extra support for those students having difficulty in the course, to provide practice examination questions. Once purchased, students can access the tutor with a particular code or by notifying me with proof of purchase. Please note that the customized textbook plus the Thomason Tutor cost less than the regular textbook.

The Web-Tutor consists of: course content; glossary; discussion area; calendar; e-mail; student progress; course tools; and, various quizzes.

The main component that students use is the course content. This section is organized according to the chapters in your customized textbook. For each chapter, there is an outline, PowerPoint slides (not the instructor's PowerPoint slides); flash cards; author updates; research problems; videos; court case updates; chapter quizzes; fill-in solutions; web links; summary; and, discussion. Students should concentrate on the outline, flash cards and research problems. The outlines should be used to supplement the material covered in class. The flash cards are a handy method of reviewing the material in the text. The research problems trigger students' thinking about some of the complex issues raised in each chapter.

Students may take all quizzes, except the multiple choice quizzes, about the time the chapter is assigned. The multiple choice quizzes are only available during a narrow window because these quizzes provide students with an opportunity to receive extra credit points. [See Part XI.]

The glossary component contains important definitions. Knowing terms will help students understand the reading.

The discussion area contains some fascinating and usually contemporary legal issues. While students are certainly welcome to read these discussions, we will not be covering them in class and they will not be tested.

The calendar section is simply for students' own use if they wish to take advantage of it.

Students who timely and regularly use the tutor do better on the exams than students who do not use it.

V. COURSE OBJECTIVES

The first purpose of this course is to introduce the student to the law and to understand the role of the law in fulfilling our need for an orderly society. The next purpose is to understand how the law regulates businesses and influences business decision-making.

You will find the study of law to be quite different from any other subject matter that you have studied. For the first time, many of you will have to manipulate the knowledge you learn as well as to accumulate the knowledge. You will have to understand that a rule of law has an underlying policy because most legal rules are designed to encourage or discourage certain conduct. You will then apply the law to business transactions and business disputes.

Another purpose of this course is to acquaint future managers and executives with business legal problems and concepts that they can expect to encounter. The course covers the organization of the United States judicial system, alternative dispute resolution, ethics, tort law, contract law, sales, products liability, warranties, employment law, administrative law, personal property, real property, intellectual property, agency and business organizations.

An important purpose of this course is to provide students with the ability to logically spot a potential legal problem before it harms the manager, executive or a business organization. Preventative legal advice is much less costly than a long, protracted and messy lawsuit that results when a legal problem or a legal dispute is out of control.

I successfully practiced law and continue to utilize my legal skills as an arbitrator and mediator. I try to bring some of my “real world” experiences into the classroom. I hope these peeks at the “real world” will better prepare you to embark on your career.

This course is difficult and I demand a great deal of my students. Students who lack the discipline to study are not likely to do well. However, if you work hard, I think you will find the course enjoyable and you will reap the appropriate rewards. You will learn to think.

VI. EDUCATIONAL GOALS

The goals of MGMT 101 are to:

1. Provide students with an understanding of basic processes and institutions in the US legal system. Students should be able to explain common court processes and compare alternatives to these processes presenting reasons why and when one might choose a court or an alternative.
2. Enable students to distinguish, explain, and provide examples of the interrelationship between rules of law and rules of ethics.
3. Enable students to distinguish different sources of law, their attributes and strengths and weaknesses of each source. Special attention to enabling students to explain the why and how administrative agencies regulate business conduct.

4. Provide knowledge of legal rules which businesspersons must apply on a day to day basis including tort law, including an ability to define and provide examples of intentional torts, negligence, and strict liability torts, and the common defenses, about the legal requirements of a contract, contract rights and duties, and the nature and consequences of the failure to perform a contract obligation and about basic rules of sales, especially warranties and product liability law, personal and intellectual property, agency, business associations, and employment law.
5. Enable students to read, listen, or observe a set of facts with legal consequences and separate facts from opinion or speculation, identify the legal issues, know how to set forth the legal rules and reach a conclusion as to the probable legal result justified by an analysis of how those facts support that legal result.
6. Enable students to write or orally present an analysis of a circumstance or situation providing recommendations as to future behavior as a consequence of that circumstance or situation.
7. Enable students to define preventive law and identify strategies and approaches to reducing legal problems and expenses. Includes an ability to identify legal aspects to management questions.

VII. CONTINUOUS IMPROVEMENT AND ASSESSMENT

The College of Business is AACSB accredited, a very prestigious status. Continuous improvement is an integral component of business school accreditation. I am constantly trying to improve my teaching techniques as well as to improve this course. I hope that students are also committed to continuous improvement. One part of AACSB assessment is to try to measure (to the extent it is quantitatively possible) what you have learned during the semester. To this end, I may ask you to complete an assessment survey near the end of the course. The results and your responses are anonymous. The assessment is required. It will not take much of your time and it will be a good review. If I do not mention assessments in class, then you need not complete a survey this semester.

VIII. MESSAGES TO FUTURE STUDENTS

Attached are messages written to you by my former students. They tell you some things about the course that my prior students think you may want to know on your first day of class. Toward the end of class, you should prepare a message to your successors. Please e-mail your message to me at laroccoj@csus.edu and note the course "MGMT 101." Your message should tell future students things about the course that you would have liked to have known on the first day of class. If you do not wish your name to appear with your message, write the words "Please do not publish," immediately after your name. Otherwise, your name will appear with your message. Writing a message to future students is voluntary. However, I encourage you to write a message since you will be helping your successors (as your predecessors helped you).

IX. GRADING POLICIES

The final grade in this course is based on the cumulative numerical (points) score the student receives on three examinations plus any extra credit points and bonus points. The grade increments of “+” and “-” are utilized in this course. The total grade points are allocated as follows:

First Examination.....	100 Points
Second Examination	100 Points
Third Examination	<u>100 Points</u>
Total:	300 Points

In addition, students can earn up to 60 bonus points over and above the total of 300 points. Students can also earn extra credit points. [See Part XI.]

Final grades will be determined from the numerical scale set forth below:

A.....	276 - 360 Points ¹
A-	270 - 275 Points
B+.....	264 - 269 Points
B.....	246 - 263 Points
B-.....	240 - 245 Points
C+.....	234 - 239 Points
C.....	216 - 233 Points
C-.....	210 - 215 Points
D+	204 - 209 Points
D.....	186 - 203 Points
D-	180 - 185 Points
F.....	179 and below.

A student’s total score will **not** be raised regardless of how close the student is to the next highest grade. A 209.4 will not rise to a 210. A 209.5 will be rounded up to 210. Fractions are not rounded except at the end of the course. For example, if a student receives a 78.6 on the first exam, the .6 is not rounded to 79. If a student ends the course with a total score of 269.6, the score is rounded up to 270. A score of 269.4 is rounded down to 269. Also, grades are determined exclusively by the point system and not on a percentage basis. Percentages are irrelevant. For example, a 79.8 is not a B-. It is a C+. Similarly, a total point score of 239.2 is a C+ (not a B-) even if the percent can be rounded up to 80%. All grades are determined by point total.

¹ The "A" range is actually 276 to 300 points. The "360" reflects the possible bonus points which are over and above the scale. Extra credit points, if any, will be added to the student’s score but not to exceed 360 points.

X. EXAMINATIONS

There will be three examinations. Each examination will be one hour and thirty minutes in length. Each examination will be worth 100 points with an opportunity for up to 20 bonus points. The examinations are not cumulative. Each examination will only test the material covered in each of the three sections of the course. However, students should understand that some of the basic principles learned in the first and second parts of the course are utilized to understand the principles in the later sections of the course. The examinations will cover the material in the required textbook, class lectures, class discussions, web discussion page, and class handouts.

The examinations will be taken over the internet. Your computer must have a reliable internet connection and the computer must have Acrobat Reader. Attached to this syllabus is a detailed explanation about how to take the examinations through the internet within WebCT, including computer requirements.

Each examination is available between 5:00 p.m. and 7:30 p.m. on the three dates specified on the class schedule. Students will have 90 minutes or until 7:30 p.m., whichever comes first, to complete the exam. Thus, if a student begins the exam after 6:00 p.m., the student will have less than 90 minutes to take the exam. You must plan to and then be at a computer (on campus or anywhere in the world) within the window of time. Please carefully follow the examination instructions. Remember to save your answers as you go through the exam. You can change your answer even after saving it. To reiterate, please carefully study the attachment to this syllabus.

While WebCT will not register answers recorded after time expires, students must timely submit their exams. If a student goes more than 30 seconds past the allotted time, I will deduct one point from the exam for each block of 10 seconds that the student remains with the exam. Working past the time will not help anyway.

The student is solely responsible for his/her computer equipment and internet connection. WebCT is not responsible for malfunctions in students' computers or software. WebCT is also not responsible for internet interruptions or for power interruptions.

You will obtain your score immediately after the examination.

Since the exams are not proctored, students may use their textbooks, notes and materials during the exams. However, I prefer that you treat the examinations as if they are closed notes and closed books (but, hopefully, open mind). In the past, students who utilized their textbooks and notes have performed poorly on the examinations. I warn you that if you start thumbing through your notes or the text (even a computerized search) not only are you unlikely to find the answer but you will also waste valuable time. Students may not work together on the exam. A student cannot have any help during the exam. Working together or receiving assistance constitutes cheating.

The three exams will consist of 100 multiple choice questions and each question is worth one point. This is a student's basic score which forms the basis for the grade scale, that is, 90 points is an A; 80 points is a B; etc. In addition to the basic score, a student can earn bonus points on each examination. For each question that the student answers correctly, the student will earn .2 ($\frac{2}{10}$) point in addition to the basic point. Thus, the more questions a student answers correctly, the more bonus points the student earns. If a student answers all 100 questions correctly, the student will score 120 points.

The bonus points are designed to encourage good students to excel. The bonus points may help (but not much) a failing or marginal student because students are expected to still get close to an average of 70 questions correct on all three examinations to demonstrate their mastery of the subject matter.

While the exams are multiple choice, I have built a thinking, essay-like component into some of these questions. These questions contain a story followed by a series of multiple choice questions pertaining to the story. Therefore, many multiple choice questions will be more akin to an essay type question than traditional multiple choice questions. I will provide you with some sample questions prior to the first examination.

A note of caution: These examinations are very difficult. A student can score well on the examinations only by keeping up with the material and the assignments. If a student falls behind, even by one chapter, the student seriously impairs the student's chances of doing well on the examinations. The three exams are very long. To do well, the student must be very prepared and keep track of the time. The time constraints are onerous due to the length of the exams. Some students do not plan their time prudently and thus, do not finish the exams.

NO MAKE-UP EXAMS WILL BE GIVEN

A student will be excused from taking an examination only if the student presents a written excuse and evidence attesting to a genuine, serious illness or a serious family emergency. The student must provide a written note from a physician disclosing the nature of the illness, the treatment administered and the doctor's prognosis. I may have to speak with the physician. If the student is properly excused from the examination, the student will be given a make-up examination or a research project at the Professor's discretion. Several students have failed an examination in the past because I did not accept their excuses for missing an examination.

The Academic Technology and Creative Services Department has developed an orientation about how to take a MGMT 101 web-based examination. The orientation is available to all students via video streaming. Please note that the orientation refers to "OBE 118" which was the prior course designation for MGMT 101.

Students can take a mini-practice exam consisting of 10 questions about two weeks before the first exam. Students can take the practice questions more than once but with a 24-hour interval between attempts. You should use the interval to study for the next attempt. This will be an opportunity to check computer equipment and connections at the location where you will take examinations.

XI. EXTRA CREDIT

Students can earn a small number of extra credit points by taking a quiz for each assigned textbook chapter according to the schedule set forth below. Students need not take any or every quiz. Students who fail to purchase the tutorial will not be able to take any quiz.

Each quiz consists of 20 multiple choice or true-false questions covering the particular chapter. A student deciding to take a quiz will have one attempt per quiz during the 12 Noon to 12 Midnight window. Students will have only (5) five minutes to complete the quiz. Thus, students must be well prepared before taking a quiz. Students may refer to the text during the quiz but, if you do so, you will probably run out of time.

Extra credit points will be awarded as follows for each quiz.

<u>Number of Questions Answered Correctly</u>	<u>Number of Extra Credit Points</u>
0-11	0
12-16	1
17-20	2

Since there are 13 chapters and thus, 13 quizzes, 26 points is the maximum total number of extra credit points available.

Students will not be able to see which questions the student answered correctly and incorrectly. A student will only view the number of questions answered correctly immediately after completing the quiz.

Following is the schedule for students opting to take any or all of the extra credit quizzes.

<u>Chapter Quiz</u>	<u>Day/Date</u>	<u>Window</u>	<u>Time</u>
1	Monday, September 15	12 Noon to 12 Midnight	5 minutes
2	Wednesday, September 17	12 Noon to 12 Midnight	5 minutes
3	Monday, September 22	12 Noon to 12 Midnight	5 minutes
4	Wednesday, September 24	12 Noon to 12 Midnight	5 minutes
12	Monday, September 29	12 Noon to 12 Midnight	5 minutes
13	Wednesday, October 1	12 Noon to 12 Midnight	5 minutes
9	Monday, October 20	12 Noon to 12 Midnight	5 minutes
10	Wednesday, October 29	12 Noon to 12 Midnight	5 minutes
15	Wednesday, November 5	12 Noon to 12 Midnight	5 minutes
17	Wednesday, November 19	12 Noon to 12 Midnight	5 minutes
6	Monday, November 24	12 Noon to 12 Midnight	5 minutes
18	Monday, December 1	12 Noon to 12 Midnight	5 minutes
19	Wednesday, December 3	12 Noon to 12 Midnight	5 minutes

Students may access the extra credit quizzes through the “multiple choice quiz” link within each chapter on the Thompson Tutor. Students will not be able to take the quizzes except during the

windows specified above. Other quizzes are always available to students for study purposes. Quizzes will not be announced in class.

XII. CHEATING

This is a **law** class. While there is never any justification for cheating during college, it is especially heinous to cheat on a law examination. Unfortunately, a few students decide to cheat. Some are caught and some are not. However, I may relate in class my experiences of dealing with people in the real world who cheated during college. I hope my renditions give rise to some sobering thoughts within the minds of anyone considering cheating. I know most of you are honest.

Attempting to print or download an examination constitutes cheating. Having someone take the examination in your place is cheating. Working together during the exam is also cheating. WebCT has techniques to ascertain if students are working together. Working with anyone (including someone who is not a student) while taking an exam is cheating. Any student who attempts to assist another student with a quiz is cheating.

I police cheating by using my own independent investigative techniques as well as the honor system. The latter places the responsibility on you, the student, to turn in cheaters. While peer pressure may discourage you from doing so, you must understand that, in the long run, a cheater harms not only himself/herself but also taints all of society. Any student caught cheating will be assigned a failing grade. I reserve the right to inform potential employers about the student's misconduct. These sanctions are in addition to any punishment meted out by the College of Business and the University.

XIII. CLASS ATTENDANCE AND PARTICIPATION

I cannot take attendance. Nonetheless, perfect attendance (except for illness) in person, via television, via taping or via video streaming is expected. Obviously, students who regularly attend class or watch the program are more likely to do better on the examinations than students who skip class or fail to watch the program. Although not graded, students are expected to regularly participate on the discussion page. [See Part XIV.]

XIV. CLASS PROCEDURES

This course has a discussion component. Problems (like those on the exams) will be displayed on the WebCT discussion page. Students should post thoughts, questions and experiences on the discussion page. Sometimes, a hint about an upcoming examination appears on the discussion page. Important messages are also posted on the discussion page. In the past, students who failed to regularly check the discussion page have missed important notices. Students who regularly participate on the discussion page usually perform well on the examinations. Instead of attending class, students are expected to participate via the discussion page. Failure to do so will not lower your grade, but students who disregard the discussion page usually perform below

average in the course. Do not be concerned about whether your postings are “correct” or “accurate.” Most of the time, there is not any answer to the posted problems.

This class is taught primarily by lectures but with some discussions in class and/or on the discussion page. In class, I will sometimes emphasize material which is in the book or lecture about material which is not in the text. In addition, I may sometimes present the textbook material from a different perspective to facilitate your understanding of the readings. Everything is fair game for the examinations. Thus, attending the class or watching the course on television is critical.

A PowerPoint outline will be displayed during class. The outline generally tracks the class lecture and discussion. You may copy the outline in your notes or annotate your notes into the outline or ignore the outline. The PowerPoint outline is not published and not available through WebCT.

Please send messages to me via my regular e-mail address, laroccoj@csus.edu, rather than through the private mail within the WebCT course.

XV. COURSE GRADES

You will see your score immediately after each examination and so you can ascertain your grade after you take all three examinations. You can click on the grades icon to view all your scores. I will not send students scores or grades via e-mail.

XVI. OFFICE CONFERENCES

In addition to my published office hours, I am available for student conferences at other times. I am sure we can find a mutually convenient time to meet whenever a conference is necessary. Please make an appointment with me in class or by telephone. Occasionally, emergencies or school meetings cause me to be absent during office hours. It is best to confirm with me, in advance, that I will be present during my office hours.

XVII. CLASS SCHEDULE AND ASSIGNMENTS

Following is a tentative schedule of class assignments which, except for examinations, is subject to amendments which will be announced in class. The exams will be administered on the specified dates.

<u>DATE</u>	<u>ASSIGNMENTS</u>	<u>TOPICS</u>
September 3	Syllabus.....	Course Introduction
September 8	Chapter 1.....	Nature of Law
September 10	Chapters 2&3	Ethics
September 15	Chapter 3.....	Judicial System
September 17	Chapters 3&4	Judicial System

September 22	Chapters 4&12	Alternative Dispute Resolution
September 24	Chapter 12	Contracts
September 29	Chapter 12&13	Contracts
October 1.....	Chapter 13.....	Contracts
October 6.....	Chapter 13.....	Contracts
October 8.....	FIRST EXAMINATION	No Make-Up Exams
.....	[Chapters 1-4 & 12-13].....	
October 13.....	Chapter 9.....	Torts
October 15.....	Chapter 9.....	Torts
October 20.....	Chapter 9.....	Torts
October 22.....	Chapter 10.....	Torts
October 27.....	Chapter 10.....	Torts
October 29.....	Chapter 10.....	Sales
November 3.....	Chapter 15.....	Property
November 5.....	Chapter 15.....	Property
November 10.....	Chapter 15.....	Property
November 12.....	SECOND EXAMINATION	No Make-Up Exams
.....	[Chapters 9-10 & 15]	
November 17.....	Chapter 17.....	Agency
November 19.....	Chapters 6&17	Agency & Administrative Law
November 24.....	Chapter 6.....	Administrative Law
November 26.....	Chapter 18.....	Labor Law
December 1	Chapter 18.....	Labor Law
December 3	Chapter 19.....	Employment Law
December 8	Chapter 19.....	Employment Law
December 10	Chapter 19.....	Employment Law
December 15	THIRD EXAMINATION*	No Make-Up Exams
.....	[Chapters 6, 17-19].....	

*NOTE: The Third Examination will be available during the same window of time as the First and Second Examinations. Ignore the University's Final Exam schedule albeit the times are consistent.

XVIII. COMPLETING ONLINE EXAMS

System Check

*Before you begin an examination, you **must** check the computer system you are using against any requirements specified for WebCT.*

To check your computer system, go to the WebCT Home page (<http://online.csus.edu>) and click the WebCT Login button. On the login screen, click the link labeled "Browser Check". If needed, follow the instructions you are given up update your system. You can also contact the University Help Desk (<http://www.csus.edu/uccs/helpdesk/>) for help in setting up your system.

Running WebCT on unsupported browsers may produce unpredictable results. Dr. LaRocco is not responsible for any problem you might have with an examination if you are not running a supported browser. For additional information on supported browsers see the WebCT Browser Tune Up (http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup).

SacLink Account: Your SacLink user name is used for your WebCT account. Even if you do not use SacLink for Internet connection services, you still need to create a SacLink account to access WebCT. Refer to SacLink and WebCT (http://www.csus.edu/webct/saclink_webct.stm) for instructions on creating an account if you do not already have one.

Modem Speed: If you are connecting to the Internet using a dial-up connection, you may want to consider switching to a high-speed connection, such as a DSL or cable modem connection. You might also consider using a campus computer to complete your quizzes if your modem connection is not satisfactory.

Exam Preparation

The following points are specifically related to preparing for the exam given in the WebCT environment. This does NOT include general exam-preparation information supplied by Dr. LaRocco.

Assessment Tutorial: There are WebCT text and video tutorials available for students from the WebCT Student Resources page: <http://www.csus.edu/webct/student/>. Click on either the text or Flash-based (video) tutorials for Assessments for a quick tutorial on accessing and submitting WebCT exams.

Sample Exam: It is highly recommended that you take the sample exam for this course (available at the onset of the semester; students are allowed to take it four times). This “test” gives students the opportunity to learn any needed computer skills associated with WebCT testing. The Sample Exam can be access from the “Practice Exams” folder on the MGMT 101. WebCT Home page. Refer to the remaining exam sections of this document for further instruction.

Quiz Instructions: Prior to beginning an exam (within WebCT), you will be presented with quiz instructions that have been tailored for the particular exam you have linked to. It is very important that you read this page; it details specific information about question format, and length of the exam. Please carefully follow these instructions.

Troubleshooting: (per the instructions within each assessment in WebCT) – **SAVE your answers as you go along just in case something goes wrong.** Saved answers can be recovered and can be changed until the exam is submitted. If you wait to save your answers until the end, you run the risk of computer problems or your answers not being recorded if you exceed the time

limit, even by 30 seconds (you will be allowed to submit the exam after the time limit, but not save answers). Only saved answers will be scored.

Browser Configuration

- Ensure that JavaScript is enabled in your browser.
- Ensure that your browser is set to check for newer versions of the same page with every visit to the page. (See your browser's help files for details.)

JavaScript Errors

- If you encounter a JavaScript error when you begin the assessment, close down your browser completely, and restart it.

Browser or Computer Crashes

- If your browser or computer crashes during the assessment, saved answers will not be lost. When you begin the assessment again, the saved answers will appear.

Exam Format

Exam Constraints: You will be given 90 minutes to complete each exam. The exam schedule is as follows:

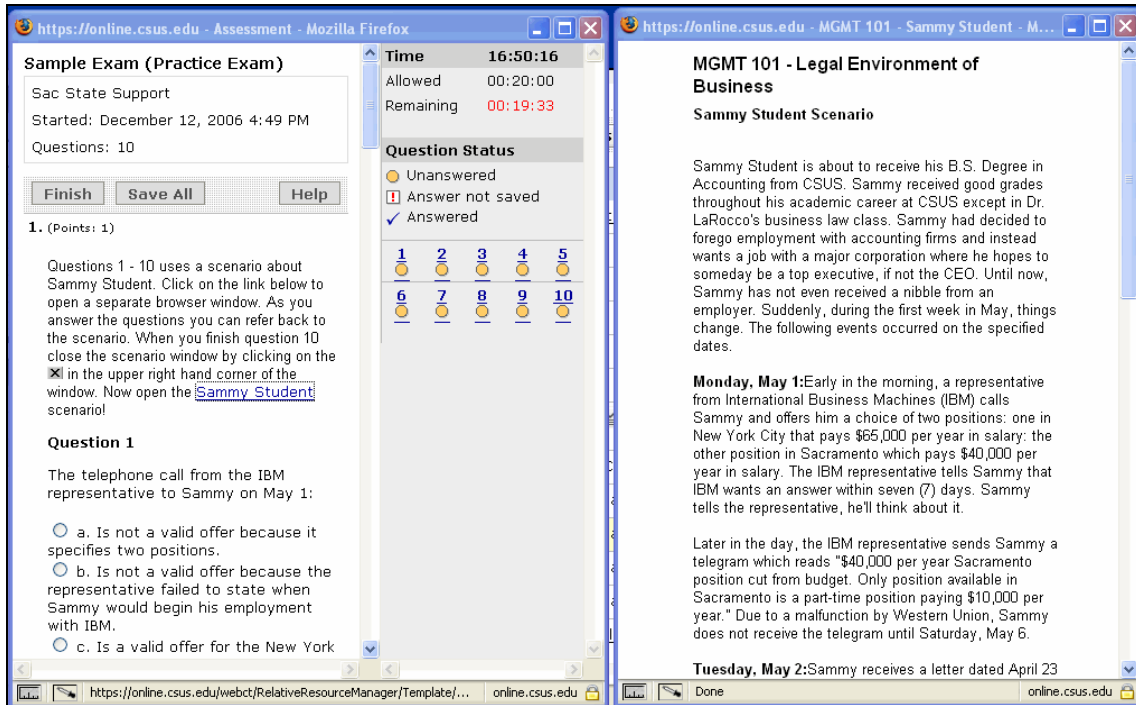
Title	Availability	Duration	Grade
First Exam	From: October 8, 2008 – 5:00 p.m. To: October 8, 2008 – 7:30 p.m.	90 minutes	/120*
Second Exam	From: November 12, 2008 – 5:00 p.m. To: November 12, 2008 – 7:30 p.m.	90 minutes	/120*
Third Exam	From: December 15, 2008 – 5:00 p.m. To: December 15, 2008 – 7:30 p.m.	90 minutes	/120*

*** Includes bonus points.”**

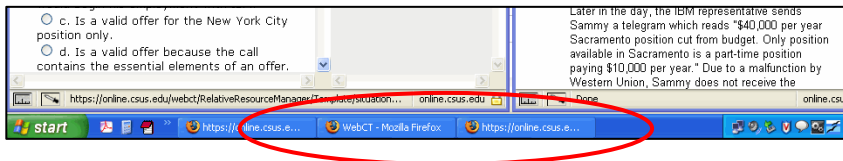
You will be able to access the examination(s) on WebCT starting at 5:00 p.m. on each of the three examination dates. Your access will terminate at 7:30 p.m. or after the expiration of 90 minutes, whichever comes first.

NOTE: You will not be able to submit (or save) additional answers after 90 minutes have expired; however, you will be able to submit the exam in its entirety after the 90 minute time limit has been reached. But keep in mind that your grade will suffer if you are more than 30 seconds late in submitting your exam.

Questions: Each exam consists of 100 multiple-choice questions. Some of the questions involve information contained in short stories or “scenarios.” A link to a scenario opens a separate window that you can keep open while you are answering the questions related to the specific scenario. The windows may overlay each other. You need to move the scenario window to show the test window (you can resize the windows). It might look something like this:



If, during an exam, you seem to have “lost” one of the **Quiz** windows, be certain to check the bottom-most toolbar of your browser (see screenshot below).



All available windows are available from this toolbar. To open any of these windows, click on the corresponding “button” on this toolbar.

Be sure to close the scenario window after you have finished answering the last scenario question. Do not accidentally close the exam window. However, if you unintentionally close the test window, simply follow the steps you initially took to access the quiz. Note that the quiz timer will continue to countdown regardless of whether or not your browser (or computer) is running.

Accessing the Exams

Wording conventions: Within the context of WebCT, every element akin to an exam, quiz, test or survey is referenced as an assessment. Even though you will specifically be taking exams in this class, remember that they are referenced as “assessments” within WebCT.

Take the following steps to access the exams on WebCT:

1. Establish an Internet connection and open your preferred Internet browser (be sure to check the supported Internet browsers section of this document before you start). Navigate to the following Web address: <http://online.csus.edu>.
2. Click on the **WebCT Login** button. You will be asked to provide your SacLink Username and Password. If you have problems with this step, visit the SacLink/WebCT information page (http://www.csus.edu/webct/saclink_webct.stm) or contact the University Helpdesk (<http://www.csus.edu/uccs/helpdesk/>).
3. Click on the link to the course labeled “**LaRocco, John - MGMT 101 Legal Environment of Business**” from your “myWebCT” page. The homepage for MGMT 101 – “Legal Environment of Business,” should be on-screen:

The screenshot displays the WebCT interface for the course 'MGMT 101: Legal Environment of Business'. On the left is a navigation menu with two main sections: 'Course Tools' and 'My Tools'. 'Course Tools' includes Course Content, Discussions, Mail, Chat, Calendar, and Search. 'My Tools' includes My Grades, My Progress, and Notes. The main content area shows the user's location as 'Course Content Home' and a banner image featuring the Liberty Bell, the Statue of Liberty, an American flag, a bust of Abraham Lincoln, and the U.S. Capitol building. Below the banner are six icons representing course resources: Content, Practice Exams, Examinations, Surveys, Video Streaming, and Live Video Streaming.

Your location: **Course Content Home**

MGMT 101: Legal Environment of Business

[Content](#) [Practice Exams](#) [Examinations](#)

[Surveys](#) [Video Streaming](#) [Live Video Streaming](#)

Helpful Student Comments Regarding Exams

- ✓ “Get your SacLink account established and get current with WebCT. You will do great and be patient it will all come together.”
- ✓ “Make sure you pace yourself so you do not run out of time.”
- ✓ “Taking the exams on computer can be frustrating if you’re not use to reading things on the monitor.”
- ✓ “Finally, I strongly suggest that you frequently check your WebCT, because there are valuable discussions that occur on there.”
- ✓ “ I am a traditional student and didn't take too well with this type of learning [distance education].”
- ✓ “There were two opportunities to practice taking the exams using this method prior to the 1st real test.”
- ✓ “The exams are very long and require you to think fast, but with good notes and regular attendance, you should pass with a good grade...”
- ✓ “I HIGHLY recommend that you check out the video streaming archives online! ...It was wonderful to be able to review if I missed anything during a lecture, or to watch the class if I missed the whole thing.”

XIX. VIDEOSTREAMING

In addition to the system requirements outlined for online exams, you should check your system for video streaming requirements. A list of system requirements can be accessed via the Video Streaming Table of Contents described in this section.

A note about connection speed: *If you are using dial-up to access the Internet, your video stream connection may cut out at times.*

Getting Started

The taped lectures for this class are available online via WebCT. To access the lecture archives, click on the icon labeled “**Video Streaming**” from the MGMT 101 WebCT Homepage:

From the **Video Streaming Table of Contents**, click on the link labeled “**Video Streaming Archives - MGMT 101**”. Click an underlined (hyperlinked) date on the **Course Outline** to access the lecture for that date:



[Video Streaming](#)

Lecture Availability

Lectures will not be available online until noon on the day following a lecture. Links are not guaranteed to work until noon!

Your location: [Course Content Home](#) > [Learning Modules](#) > [Video Streaming](#) > [Video Streaming Archives - MGMT 101](#)

SACRAMENTO STATE
College of Business Administration

MGMT 101 - Legal Environment of Business

Fall 2006

COURSE OUTLINE

Using Streaming Media Instructions

If a video stream archive is available, a link will appear below the date. To view an archive, please click the appropriate hyperlink under the DATE column.

DATE	TOPICS, ASSIGNMENTS
Sep 6 real media	Course Introduction, Syllabus
Sep 11 real media	Nature of Law, Chapter 1
Sep 13 real media	Ethics, Chapters 2 & 3
Sep 18 real media	Judicial System, Chapter 3

*Additional information regarding video streaming can be accessed from the **Video Streaming Table of Contents** in WebCT.*

XX. MESSAGES FROM PAST MGMT 101 STUDENTS

Dear Students, Professor LaRocco is the most knowledgeable and amazing instructor I have experienced in last two years at CSUS. He does really explain the material very well and his reviewing at the beginning of each class is wonderful. make sure do not miss class or miss watching the video. also it is very helpful to be active in WebCT discussion pages because the scenarios on discussion pages makes the concepts much easier to understand. you have made a great choice to take Dr. LaRocco 's class, you will learn a lot of good stuff.

As you know your grade in this class is based on three very comprehensive tests. There is no specific method to study for these exams. You need to know and understand the material, key being understand. You need to know the concepts on the PowerPoint slides and how they apply to real world scenarios. You will be tested on such make-believe scenarios on the tests. Pay close attention to the stories (scenarios) that Dr LaRocco creates in his lectures, the ones in the tests are very similar.

For future students: If you are a prolific note taker and do not want to type all of your notes, type an index (two columns) with the page number from your notes and the subject.

Sort this index by subject and you can easily refer to your notes by the page number. I add to the index after each lecture and then study my notes before the test. Good luck!

Take excellent notes! If you watch this class online, take your time to pause and write down the slides well. Also take good notes on the examples he gives in class. When you take notes on the examples, go back and review those examples and write down your own analysis of those scenarios. Jotting your own thoughts in your notes columns helps you think about the subject matter and is a good way to review. Study very well for the first exam. The first exam is a lot harder than you can imagine. If you think you've studied and reviewed enough, study more. Don't rely on your notes during exams because you will not have enough time & Take Excellent Notes! Good Luck

So you want to know about Dr. Larocco's MGMT 101 class? Yes what you have heard is mostly true. I rolled the dice and didn't buy the book, and I'm glad I didn't spend the money, because we know how the school screws us at the end of the semester when they buy back our books. Yes he is crazy, but it keeps the class interesting, and easy to watch. For those of you like me and are doing the on-line class, DO NOT get behind on the videos and DO NOT try to watch them all in one weekend. Now as for the exams, the time limit is tough, but I got A's on all the exams and this is how: First, DO NOT rely on your notes or the book (if you didn't believe me and bought it); second, answer the single question/answer questions first. Then go back and answer the scenario questions. With this method I averaged 4 minutes of extra time on the exam and my average score was 95%. Finally REVIEW, REVIEW, REVIEW. Do not rely on your notes to get you through the exam – THERE IS NOT ENOUGH TIME.

Dr. LaRocco is probably the most interesting professor that I have ever had in my college career. Here are some advice tips for future students of Dr. LaRocco - Please take his course seriously. Being prepared for lectures and class discussions are a must! -Appreciate that his lectures are available on video screening for reference -Don't slack, it is really easy to procrastinate in a distant learning course -Participate in the class discussions, you will be surprised to see the some discussion questions in the exam -His humor makes the course a lot more interesting to watch -Reading the scenarios in the exam takes up time during the exam, answer quickly or skip them for later if you are taking more time than necessary -Pausing during the pre-recorded lectures helps writing down the power point notes -Keeping track of the time during the lectures is a way to reference back to difficult material -Taking notes of Dr. LaRocco's scenarios and examples helps you understand the material -Don't forget to save your answers during the exam! Save! Save! Save!
Amazon.com has the book for a cheaper price then the CSUS bookstore -Attend the practice exam in Mendocino Hall. Tips for test taking really helped me. Thank you Dr. LaRocco for making Business Law interesting! Good luck with JLo, Renee Zellweger and Sharon Stone!

A lot of the previous students mentioned that one does not need the textbook to excel in this class. In most instances, this is true. However, there are some exam questions that were not covered in lecture but can be found in the textbook. If you don't want to buy the textbook, you can use the library reserve. Personally, I would rather have it available when I'm taking my exam, which is why I didn't return the textbook after reading other students' comments about the textbook not being necessary. I'm glad that I didn't! Students need to take **EXCELLENT** notes from lectures.

Dr. LaRocco is an excellent professor. He teaches the concept very thoroughly so there is no excuse for students to not understand the concepts. I took notes of every example/ scenario mentioned in class too. It was very helpful to me during exam. The exams are **VERY VERY VERY DIFFICULT**. After the first exam, I thought it was **IMPOSSIBLE** to achieve an A; however, you learn how to better prepare for the exams as the semester progresses. So, it is possible to achieve an A in this class. Students need to **STUDY** and **REVIEW, REVIEW, REVIEW!!!!**

The course will both challenge you and amuse you. Make sure you come in with an open mind and be ready to think and interact. I strongly believe you will get more out of the class by participating; it is the best way to learn and understand the concepts. The class is difficult by its nature and Dr. Larocco will not compromise the subject and teach you "for the exams" (like other instructors do) rather he will challenge you to analyze what is being discussed and apply it to actual and factual situations. In this process, you will learn and retain so much more. His style of teaching is very much animated and memorable. Often I catch myself taking the exam and I can clearly see and hear him making the point. If at all possible, make it to campus so you can feel his enthusiasm and passion for the subject matter. He is very receptive to questions so ask many questions. He gives great examples. Don't fall behind in the lecture, each day's lecture build on the previous one. In short be ready to have a great time and to be challenged. I guarantee you in more than one instance you will go, "hmmm, that explains why...." Lastly, know your materials before taking the exams. You will hardly have time to look at your notes. Trust yourself and go for it, otherwise, you will run out of time. The exams are difficult but fair and a great way of testing your comprehension on the subject. Good Luck.

MGMT 101 Students, this class is hard but very interesting thanks to Dr. LaRocco's interesting & funny scenarios. The most important thing to remember is that this subject matter is hard, the way to succeed is to keep up with watching the videos, try to understand as he is talking if you don't know or something is not clear ask! Also, do read the book sometimes it helps to clarify some things. Especially if you are used to regular classroom-classes. Keep up with the videos!!!!!! Use & participate in the discussion board A LOT! Answer the questions that are posted most likely they will be on the exam, use this as a study center it will pay off. Also, keep accurate notes that you review often. The exams are hard but as long as you understand the main topics and are able to apply them to real life cases you will do good. Do prepare for the exams they are not easy! Hello all, People say not to buy the book but you should it will help you out a lot. You

should write down everything Dr. L say's. Make sure that you write down all of the examples that he gives you. If you are taking this from home, it is best to type up your notes and take down almost every word. He means REVIEW, REVIEW, and REVIEW. If you want to pass this class this is what you have to do. This class is a lot harder than you think. And thinking is what this class and the test is about. So make sure to review, review, and review. Good Luck to you. Thank you and have a great day!

I enjoyed Dr. LaRocco's class, he is a wonderful teacher. What would help you do good in his class is to study and have a strategy going into the exams. There are essay questions that are so time consuming I suggest do the multiple choice first then the essay questions. Have a good semester.

Take good notes, "review, review, review" and you will do well in this class. Dr. LaRocco is very entertaining and makes business law actually fun to learn. Make sure you watch all the classes because he does cover a lot of material. I was a little worried about the test because of the 100 questions in 90 minutes but it wasn't that bad. If you know the material, then you don't have to stress. I always had time left over in the end. Good luck!

Future 101 students. This is a great class. It is very straight forward. Try to attend every class and take notes based on PowerPoint and any other information that he says. The tests can be somewhat difficult because of the time restraint. Also to do well on the tests it would be advised to look at the web discussions and just think about the questions that are posted. You also really don't need the book, I have gotten B's on my tests and have not even opened it. Good luck.

This message is to future MGMT 101 student who take Dr. LaRocco. Your grade is based upon 3 exams only, which means you have cannot fall behind. What really helped me was the video streaming archives. If you don't understand something, just rewind and keep watching until you understand. Also you should participate in the discussions. It really helps understand the scenarios and all sides of the story. I think that Dr. LaRocco is a great teacher. He makes the class so much more interesting.

Dr. LaRocco makes the course go by fast because the examples and discussions are pretty interesting; I always thought law was boring until I learned it from Dr. LaRocco; he makes the course very understandable. I just learn through his lectures because the book is not necessary; the lectures are thorough enough. However, this cool course has a downside--the test! You must know your material! You won't have time to look at your notes because you're gonna need every second to finish the long test! If you know your "stuff," you should easily pass this class with flying colors! Good Luck!

Dr. LaRocco is one of the best professors I have had at CSUS. He is very enthusiastic in his teaching and he provides examples that are very relevant to the course. You will do great in the class if you pay attention to his lectures. No need to buy the book, just pay attention in class. The best part is, you can video-stream the class so you can review the

lectures before the tests. Pay attention to the examples given in class, they will show up on the tests! And do the scenario questions on the test last, so that you have enough time to complete the exam.

Beware of tests! They are very difficult and require a lot of thinking. Take good notes and pay attention to his examples. His examples are usually on the tests in one form or another. LaRocco's classes are rarely boring because he is very enthusiastic and he tells many real life related examples. Just make sure not to miss any classes and you should pass the class. P.S. Tell him that your favorite car is a pink Cadillac convertible and your favorite actress is Sharon Stone. Good Luck.

To Future 101 Students: I really enjoyed Dr. LaRocco's course and I believe you will to. He brings personal experiences that makes the class entertaining, on top of the fact that he is absolutely crazy. A couple of suggestions to you: 1) go to class or watch the tapes, 2) take good notes, 3) the tests are timed so skip the long scenarios and do the small questions first and then go back to the long scenarios, 4) how to study for the exams is REVIEW, REVIEW, REVIEW Dr. LaRocco's notes, 5) on test days take a deep breath and RELAX. That's all I got for you. Good Luck!

To future MGMT 101 students: This is really hard class but you will learn a lot. I am happy to take this class because I learned a lot of things that I did not have any idea about it before. But not so happy with the grade. If you care about learning more than your grade this is good choice but if it is other way around, it is kind of hard to get good grade. Dr. larocco explains very well but his test are really hard and you need to be really fast in order to answer all the questions.

To all future students taking this MGMT 101 course with Dr. LaRocco: First, make sure you are familiar with the WebCT stuff. Because you will be able to do lots of things in WebCT, including watching class, participating discussion and most importantly, taking the 3 exams. Second, make sure you watch every class and take good notes. Some students in the class think watching the class twice helps. Third, review, review, review. Because the time limit, you have to be very familiar with the material in order to perform under the time pressure. Don't count on referring to notes during the exam, because you will not have enough time to do so. Last but not least, enjoy the classes. You will find it's informative and interesting. I personally learned a lot about the subject of law during this class. Good Luck!

To future MGMT 101 students: In order to survive in the class, you must listen to his lecture. If you happen to miss his lecture, you can always go to the WebCity and watch the lecture again. Also, the book comes in handy if you don't understand certain concept in the lecture. However, you don't have to dwell on it because Dr. LaRocco pretty much covers everything in his lecture. Most importantly, you have to prepare for the exams. I mean you really have to review all the notes over and over until you can memorize them because you don't have enough time to think or go through your notes while taking the

exam. There are hundred questions in each exam and you have to finish it in ninety minutes. That means you have less than a minute for each question. Trust me, time goes really fast when you take the exam. So, take good notes, review over and over for the exams, and you will get through this class with ease.

Congratulations! You have been enrolled this fun class. This class is very flexible for students. Students can choose attend the lecture or watch the video online later before the exam. The videos are usually available on the next day of each lecture. For your own good, you should take notes and participate by asking questions in class. One of the best ways to take notes is watching the video online. It is because the material discussed in class will be on the exam. Exam Strategy: Let me share some tips with you guys. Because each exam includes 100 MC questions and you have to finish the exam in 90 minutes, you might not have enough time to finish all the questions especially when you spend too much time on those scenario questions. Therefore, you might want to bring some scrap paper with you when you take the exam. I highly suggest you to skip all the scenario questions. After you finish all the short questions, you can go back to those scenario questions which you wrote down on your scrap paper. Bear in mind is that you still should pick an answer for each skipped question and save it before you truly skip it. The purpose is to prevent running out of time (not even make a wild guess). Another usage of scrap paper is to drop down the scenario using graph/drawing/whatever that makes sense to you. It helps me to understand the scenario when I took the exams because some of the scenarios are a bit long and they might involve so many different names and dates. I find that this especially helps those people who cannot read fast. So, think about it. Good luck!!

To future MGMT 101 students: I have a lot of concerns about MGMT 101 class. It's the hardest class that I'm taking this semester. As a matter of fact, I'm doing very bad in this class right now and I don't know whether I'll be able to pass the class. Even though I study hard, I cannot pass the test. To me I don't think the test is hard, it's just I don't have enough time to finish the test. We have like 100 questions, but only 90 minutes to answer the questions. The scenario is like an essay format and it takes too long to finish, not to mention it's very wordy. I think you should go straight to the main point in the scenario so that it would save our time to answer the questions. That's the problem I'm having in taking the exam. Other than that, the questions are very straight forward. Good luck to you all.

To future Dr. L students: This was a great class and it was tough but definitely passable. The key is taking spectacular notes and studying the in-class examples and really helping each other on the message board. The tests are tedious. Go through all the ones you know then do the ones that you have to read the essays for. The book is not used very much but it can't really hurt you, right? So you make that call. Also watch and review the streaming video on web ct – it helps a lot. I always wanted to be in law and my family told me I'm good at arguing but those damn accounting classes got my GPA down. Either way this is a great class with a great teacher. Good luck – review a lot – watch out for green, black and

blue acre – buy a Rolex – look for a pink Lincoln Cadillac convertible, and Sharon Stone, although she's getting up there in years. The alternative choice of JLo is more modern.

To Future MGMT 101 Students: Dr. Larocco is a wonderful professor. His lectures are interesting and informative. Dr. L really tries to help you understand the lectures and gives many examples. The key to passing this class is to attend all lectures and if you can to watch them again before the exams. Also, take good notes and pay attention to the examples because similar ones are on the exams. Do not depend on your notes when you're taking the exam because you will not have time to flip through your notes to find the answers. Instead, do a really good review before each exam. Also, I would recommend doing the other questions first and save the scenarios for the end. Don't spend too much time on one question and pay attention to the time. Try not to leave any questions blank. **DO NOT WAIT UNTIL THE DAY BEFORE THE EXAM TO WATCH THE VIDEOS!!! Good Luck!!!**

A message to future students...Do not let Dr. LaRocco scare you on the first day of school. I do have to admit that the exams are fairly tough but I think if you follow my procedures you will be all right. As far as note-taking goes I found myself writing down everything that came from Dr. LaRocco's mouth. It would also be a good idea to remember his examples and write them down if possible. Also, if you have the time, go back and review his lectures online. When it came to take the exam it really helped me to type my notes so I had everything more organized and I knew exactly where to refer back to something if I needed to. I also put tabs on each section of my notes. What I'm really trying to say is keep your notes neat and well organized. It also helped to read the book. The book puts Dr. LaRocco's lectures into different words (it was useful for me to read the information on my own and absorb it the way I was used to). If you are taking this class via distance learning, do not get behind on the lectures. Besides the difficult exams Dr. LaRocco is a very good teacher. He makes learning business law fun and interesting. My two room mates would get stuck watching his lectures with me and they would always say their teachers were boring compared to Dr. Larocco. Good Luck!

Future MGMT 101 students: Dr. LaRocco is an excellent professor and you will love his class, but his tests are the worst! He is not kidding when he says they are difficult. Dr. LaRocco gives you scenarios that are entertaining and relate them to the material you are studying. He loves to talk about his pink car and his girlfriends Sharon and JLo - he has a great sense of humor. I learned a lot in his class and I would highly recommend it.

MGMT 101 is a very challenging course. You must watch all the lectures, take good notes, and "review review review!!!" His class is tough, but very interesting. you 'll learn a lot from this class. **GOOD LUCK** to all of you.

To future MGMT 101 Students, Dr. LaRocco's teaching is entertaining and informative. I learned a lot from his teachings. However, if you are ESL student and can not read fast do not take this class. I had hard time with the time allowed to take the test. I enjoyed every

class. Thank you. I have taken lower division business law before and this is totally different from it. I actually learn something in this class. I would suggest to students that do take this class to pay attention to Dr. LaRocco's lecture; it is very interesting. His class allowed me to actually use some of the materials in real life situation. I suggest that students do not wait and watch the video all at once because it tiring watching videos after videos. I learned a great deal of information. I loved Dr. LaRocco's teaching, but his exams are extremely hard. If you attend his lectures you will do fine. I have to take LaRocco again and I am looking forward to it, but I am a little afraid of his exams.

Dr. LaRocco is a very enthusiastic and interesting teacher. He helps you to understand concepts with some good examples. Even though I couldn't watch all of the classes at the specified time, the video streaming archives online were always there and proved very helpful. Make sure you check these out!! By using this, I was able to watch classes that I missed and watch them again in case I missed certain things from lectures. His tests are mainly from his lectures, so take good notes and! His lectures are pretty easy to follow and are interesting. The tests are somewhat difficult because you don't get a lot of time to take them, so make sure you have a good understanding of the material. You don't really need the book, but it is helpful when you need to clarify on specific topics. Good luck!

First, I want to say that it is a tough class. You have to thinnnnnnnk rather than wait for being fed. The exam is hard but that is the way it is, right? I like LaRocco's class very much. First time I was exposed to the complexity of law in this society. Well, you don't have to buy the textbook and you can check them out at reference desk. Also, don't forget to check out on-line stream video. They are really helpful. Last, but not the least, knowing law empower yourself no matter what major you are in. So work hard on your exam.

Greetings MGMT 101 Students: Dr. Larocco is an awesome lecturer! I was enrolled in the distance learning class. The best advice is to watch his lectures at least two or more times to fully understand the material. It was a difficult class so re-read your notes and participate in the online discussions. Apply what you've learned to the scenarios and reflect on your notes and lectures. Also, maintain a quick pace when solving the test questions. Good luck! *"Live as if you were to die tomorrow. Learn as if you were to live forever."*

This class isn't an easy A. The tests are kind of hard, and my advice for you is to do the shorter questions first. Also while taking the tests, don't relay on your book, because you WILL run out of time. Also take very good notes in class. Write LaRocco's notes, but add in your own notes to it, and it will be so much easier for the test. LaRocco is a very useful teacher, and he explains things very well. This was my second time with MGMT 101, and I understand it better through LaRocco, and I'm sure I passed. He made the lectures interesting, and helped you understand the differences between each concept. So, if you work hard in this class, and are willing to take your own notes plus his, and read the book, you will pass this class, no doubt about it.

Frequently Asked Questions about MGMT 101
Legal Environment of Management
Professor John LaRocco

- 1. Question: How is the MGMT 101 course offered and taught to students?**
Answer: Most sections of MGMT 101 are taught in the traditional classroom. However, Professor LaRocco teaches MGMT 101 as a long distance learning and WebCT course.
- 2. Question: What is a long distance learning course?**
Answer: Students watch classes on cable television. From <http://www.csus.edu/distance/> Televised courses are offered at home over Comcast Cable (Channel 15 or 17) to students in Sacramento County, over Comcast Cable (Channel 15) to students in Roseville, over SureWest Broadband (Channel 17 and 21), over Charter Cable (Channel 19) to students in West Sacramento, over Charter Cable (Channel 21) to students in Auburn and over Volcano Vision Cable TV (Digital Channel 60 and Analog Channel 78) to students in Amador and Calaveras Counties. All courses may not be available on all channels.

Students can also enroll in the studio section of the course. They participate in the “live” classroom. Students enrolled in the long distance learning section may come to the studio if space is available.
- 3. Question: Can students videotape or otherwise record classes broadcast on television?**
Answer: Yes, students are welcome to videotape or record the classes so long as they use the videotape for their own personal educational purposes. Students may not transcribe, distribute, sell or otherwise transfer a recording. All programs are protected by copyright.
- 4. Question: Can students view the classes online?**
Answer: For all students, video streaming is available, via archives, approximately 24 hours after each class. The archives are available all semester. If they qualify, students may be eligible to watch the classes via live video streaming. Qualifications include students residing outside the cable viewing area or students with special needs.
- 5. Question: What is a WebCT course?**
Answer: Students take the examinations online. Course requirements are completed online. Course materials are available online. The students can download from WebCT class syllabi, handouts and other needed materials but not the textbook or the textbook tutor. After a student purchases the tutor, it will be available for the student on-line.

To participate in a WebCT course, a student must have a SacLink password. Do NOT disclose your password to anybody, including Professor LaRocco.

6. **Question:** **Do I have to attend the first day of class or, what if I miss a class?**
Answer: No. The first class session is broadcast on cable television and can later be viewed via video streaming. For all classes, students have access to video streaming archives. Attendance is not taken.

7. **Question:** **How do I contact the instructor?**
Answer: Students may contact Professor LaRocco via e-mail at laroccoj@csus.edu. Also, they are welcome to visit him during his office hours. Professor LaRocco makes special appointments mutually convenient for a student and Professor LaRocco.

In addition, WebCT offers a discussion page, where the students can chat with the Professor and each other, and a special electronic message system whereby students can send messages to each other. Professor LaRocco prefers that you use his regular e-mail address which is laroccoj@csus.edu as opposed to using the e-mail within the WebCT.

8. **Question:** **How do I take examinations?**
Answer: On the examination dates, students log in to WebCT via the internet to take the examinations. They take the examination during the window of time specified in the syllabus (usually a two and one-half hour period). The syllabus has detailed instructions about how to take a WebCT examination.

Please see the syllabus for an explanation and orientation about taking MGMT 101 exams online.

Students may take examinations from any location in the world so long as they have a proper, reliable and fast Internet connection and they remember the Pacific Time Zone.

9. **Question:** **Where can I get the MGMT 101 course syllabus?**
Answer: The syllabus is available for viewing on this website. Please note that changes may occur before the start of the semester. Once a student enrolls in the course, the syllabus is available on-line beginning the first day of class.

10. **Question:** **When does the class meet?**
Answer: Professor LaRocco's class meets from 5:45 p.m. to 7:00 p.m. on Mondays and Wednesdays except for Labor Day, Veterans Day, and Cesar Chavez's

birthday (if applicable). Class is not held on dates that students take examinations. While the class schedule states Library 11 as the location for one section of the course, this room is only available on the first day of class.

11. **Question:** **How many examinations are administered in MGMT 101?**
Answer: Three. The examinations are not cumulative, that is, the first examination covers the material in the first third of the course; the second examination covers the material from the second third of the course; and, the third examination covers the material from the final portion of the course.
12. **Question:** **Can I review my examination after it is graded?**
Answer: No. Because of the nature of WebCT examinations, we are unable to provide students with the examination after they have completed the examination. However, reviewing prior examinations is not necessary to study for future examinations inasmuch as the content of each examination is not cumulative.
13. **Question:** **How are the examinations scored?**
Answer: Each examination consists of 100 multiple choice questions. Each question is worth one point. Thus, the three examinations are worth a total of 300 points. The syllabus has a table which shows the number of points that a student must attain to receive a particular grade. The basic score forms the basis for the grade scale in the table, that is, 90 points is an A; 80 points is a B; etc. In addition to the basic score, students can earn bonus points on each examination. For each question that a student answers correctly, the student will earn $.2$ ($\frac{2}{10}$) of a point. Thus, the more questions a student answers correctly, the more bonus points the student earns. If a student answers all 100 questions correctly, the student will score 120 points. These bonus points encourage good students to excel. The bonus points are not designed to permit a poor student to pass the course. The bonus points may provide a small amount of help to a poor student but all students are expected to get close to an average of 70 questions correct on the three examinations to demonstrate their mastery of the subject matter.
14. **Question:** **How do I find out my examination score?**
Answer: Immediately after completing and properly submitting the examination, a student will be able to view the student's score.
15. **Question:** **What are the mechanics of taking an examination?**
Answer: How to answer each question on the computer is explained in detail in the syllabus. Please be certain to properly save all answers and submit an examination when finished or when time expires.

All examinations are open book and open note but Professor LaRocco advises students that, due to the time constraints, they should not waste their time thumbing through notes or the book even if the notes are on a computer.

Each examination is 90 minutes long, akin to a take home examination, except that the examination must be completed within the window of time on the scheduled day. Students should consult the syllabus to make sure that they understand the window of time. Once a student commences the examination, the student will have 90 minutes to complete the examination unless the student logs in less than 90 minutes before the end of the window of time.

16. Question: Are the examinations rigorous?

Answer: Yes. Students must answer 100 multiple choice questions in 90 minutes. Many of the questions have an essay component built into them which requires students to apply legal concepts to business problems and disputes. These questions require thinking as well as preparation.

The examinations have a very tight time constraint and thus, students must be well prepared.

17. Question: Are examinations scores curved?

Answer: No. Students are not competing against each other. Students should strive to get the highest score possible and they will achieve the grade specified in the table in the syllabus regardless of how other students perform. Thus, every student could conceivably receive an "A" in the course. But, the inverse is also possible.

18. Question: Does the course have extra credit?

Answer: Yes, a student may earn up to 26 extra credit points. A student can earn extra credit points by taking and doing well on quizzes. The syllabus explains the extra credit quizzes. Please note that just taking a quiz does not guarantee any extra credit points. Indeed, some students take quizzes and do not earn any extra credit points. The quizzes are only accessible to students who purchase the web tutor.

19. Question: How is the course taught?

Answer: The course is a lecture-discussion. Those students in the studio classroom often participate in discussions. Of course, students watching the program on television or on a computer cannot participate in discussions, but they can later go to the discussion page to post their remarks.

20. Question: Can I sign up for another course offered at the same time as, or overlapping with, MGMT 101?

Answer: Yes, but a student cannot use the other course as an excuse for failing to fulfill any of the requirements of MGMT 101. The MGMT 101 exam schedule will not be adjusted merely because the student has another class (or even another exam) at the same time. The student must take the MGMT 101 examinations at the scheduled dates and times. Students who sign up for two classes at the same time may encounter a severe problem during finals week when the exams for the two courses will be at exactly the same time. Students should consult the Associate Dean for Undergraduate Programs about these scheduling conditions.

21. Question: Some prior students of MGMT 101 recommended that I not purchase the textbook. Is this good advice?

Answer: No. Professor LaRocco presents the material quite differently from the custom textbook presentation. Some students like Professor LaRocco's approach while others prefer the textbook presentation. Tuning into class and reading the text is the only insurance that students will attain a mastery of the material. The tutor is also an essential learning component of the course.

In addition, several topics in the textbook are not covered in class yet, the topics are covered on the examinations. Finally, the extra credit quizzes are based almost exclusively on the material in the textbook.

22. Question: What if I took MGMT 101 with Professor LaRocco and did not receive a C- or above? Should I repeat the course with Professor LaRocco?

Answer: Professor LaRocco strongly suggests that students not repeat the course with him if they did not do well the first time. However, in the end, it is the student's choice.

Some students do not do well because they have difficulty acclimating themselves to long distance learning, WebCT exams or Professor LaRocco. We have found that students taking a long distance learning class must possess certain characteristics including self-initiative, self-discipline, being a good reader, being well organized and being flexible. Thus, if a student does not do well, the student is most likely better off repeating the course in a traditional, classroom section.

23. Question: What is the likely grade distribution for MGMT 101?

Answer: As stated in Question No. 17, students do not compete against themselves so, the grade distribution for any semester is not likely to be a bell curve. Most students, if they work hard, do well.

24. Question: What else should I know?

Answer:

If you enroll in the course, you will be able to read advice from former students who successfully completed MGMT 101. Their tips are helpful. Sometimes, these communications from former students are attached to the syllabus.