I. Catalog Description and Credit Hours of Course:

The course will focus on the process of planning, organizing, leading, and controlling the use of resources to accomplish performance goals. 3 credit hours

II. Prerequisites: Completion of 45 hours.

III. Purposes or Objectives of the Course:

Upon completion of this course the student should be able to:

A. Describe the nature of managerial work.

B. Summarize significant historical contributions to management theory and their application to current management practice.

C. Demonstrate understanding of organizational culture and environment as well as the role of an organization's purpose, mission, and goals in strategic planning and control.

D. Demonstrate knowledge of various theories which enable managers to understand, predict, and influence behavior in organizations.

E. Describe and discuss how environment, strategy, size, and technology influence an organization's design.

F. Demonstrate awareness of the complex issues faced by managers in the area of ethics and social responsibility.

G. Analyze management processes for adaptations that need to be made due to globalization of markets.

IV. Student Learning Outcomes:

Upon completion of this course the students will be able to:

A. Identify the four functions of the management process: planning, organizing, leading, and controlling.

B. Identify important contextual factors of management.

C. Identify important management theories.

V. Expectations of Students:

A. Normal expectations, including two hours of time spent outside of class for each one hour in class

B. Periodic access to a microcomputer terminal for assigned activities
VI. Course Content or Outline:

A. Course Introduction  
   1. Definition of management and the basic functions of management 
   2. What managers do 
   3. Why organizations are needed 
   4. Managerial skills 
   5. The management process 
   6. Managerial roles 
   7. Global context of management 

B. The Evolution of Management Theory  
   1. Contributions of management theorists relative to the classical and behavioral schools 
   2. Introduction of modern schools and integrative approaches 
   3. Emerging perspectives 

C. Issues in Managerial Ethics and Social Responsibility  

D. Strategic Planning  
   1. Components of the strategic planning process 
   2. Situation analysis 
   3. Formulating strategy 
   4. Implementing strategy 
   5. Integrating the planning process 

E. Individuals in Organizations  
   1. Participation 
   2. Performance 
   3. Ability, attitudes, values 
   4. Perception 
   5. Learning, reinforcement, and self-management 
   6. Personality 

F. Managing Organizations  
   1. Organizational structure 
   2. Context and organizational design 
   3. Job design 
   4. Organizational culture 

G. Managing Groups in Organizations  
   1. Basic attributes of groups 
   2. Group and intergroup dynamics 
   3. Teamwork and the creative use of groups 
   4. Group decision making and creativity 

H. Motivation  
   1. Content theories 
   2. Process theories 
   3. Reinforcement theories 
   4. An integrated model
I. Leadership                                                 5 hours
   1. Power and politics
   2. Trait and behavioral theories
   3. Situational contingency theories
   4. Attribution theory and the new leadership

J. Communication 3 hours
   1. Analyzing communication
   2. Techniques for communicating effectively
   3. Communication networks
   4. Impact of new technologies

K. Managing Organizational Dynamics 4 hours
   1. Conflict resolution and negotiation
   2. Organization change and stress
   3. Innovation and organization development

VII. Textbook(s) and/or Other Required Materials or Equipment:

A. Textbook

B. Periodicals
   1. Academy of Management Journal
   2. Academy of Management Review
   3. Administrative Science Quarterly
   4. Advanced Management Journal
   5. Business Week
   6. California Management Review
   7. Harvard Business Review
   8. Human Relations
   9. Journal of Applied Psychology
   10. Journal of Management
   11. Management Review
   12. Organizational Dynamics

VIII. Basis for Student Evaluation:

A. Performance on regularly scheduled exams

B. Assignments the instructor considers necessary in meeting the objectives of the course

C. Class participation

D. Computer simulation/gaming may be used at the discretion of the instructor