

MGMT A100: APPLIED MANAGEMENT FOR PUBLIC AND PRIVATE ORGANIZATIONS

Item	Value
Curriculum Committee Approval Date	12/11/2013
Top Code	050600 - Business Management
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)

Course Description

An introduction to the tools, practices, policies, and concepts of management in modern organizations. Emphasis will be on planning, organizing, leading, controlling, communication, and decision-making. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Identify, define, and analyze the characteristics of successful management and organizations.
2. Apply the principles of management to ten case studies with minimal instructor input.
3. Apply planning, organizing, leading, controlling, communicating, and decision-making tools and techniques for successful organizational management.

Course Objectives

- 1. Identify and analyze the characteristics of successful managers and organizations.
- 2. List the roles, responsibilities, and skills required of managers in today's changing organizations.
- 3. Identify the environmental conditions and pressures facing today's managers and organizations.
- 4. Evaluate appropriate methods for planning, organizing, influencing and controlling for organizational effectiveness.
- 5. Identify the tools and techniques used by management scientists.
- 6. Discuss the process of decision-making and compare individual and group decision-making.
- 7. Define the planning function in terms of managerial responsibilities and decisions.
- 8. Discuss the relationships between the planning and organizing functions.
- 9. Compare specific techniques that are used to bring about structural, people and technological changes.
- 10. Identify the main factors that affect quality and the managers role in controlling quality.

Lecture Content

Introduction to Management Managerial Functions Types of Managers Dimensions and Evolution of Management Scientific Management Theory Administrative Management Theory Behavior Management Theory Management Science Theory Organizational Environment Theory Mission and Purpose of an Organization What is Organizational Environment. The Task Environment The General Environment Managing the Organizational Environment The Global Environment The Changing Global Environment Doing Business Internationally Cultural Differences Locally and Globally Ethics, Social Responsibility, and Diversity Decision Making Managerial Decision-Making Decision-Making Steps Cognitive Biases and Decision Making Group Decision-Making Organizational Learning and Creativity Strategic Planning The Planning Process Organizational Mission and Goals Formulating Strategy Planning and Implementing Strategy Organizational Structure and Design Designing Organizational Structure Job Design Grouping Jobs into Functions and Divisions Coordinating Functions and Divisions Control Systems What is Organizational Control. Output Control Behavior Control Organizational Culture and Clan Control Human Resource Management Strategic Human Resource Management Recruitment and Selection Training and Development Performance Appraisal and Feedback Pay and Benefits Labor Relations Motivation The Nature of Motivation Expectancy Theory Need Theories Equity Theory Goal-Setting Theory Learning Theories Pay and Motivation Leadership The nature of Leadership Models of Leadership Contingency Models of Leadership Transformational Leadership Gender and Leadership Groups and Teams Groups, Teams, and Organizational Effectiveness Types of Groups and Teams Group Dynamics High Performance Teams Communication Communication and Management Communication Media Networks Technology Advances and Communication Management of Time and Change Organizational Conflict Organizational Politics Managing Organizational Change Time Management Systems Innovation, Product Development, Entrepreneurship Innovation, Technological Change, and Competition Product Development Entrepreneurship and Intrepreneurship

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

1. Lecture and application of ideas 2. Discussion, individual and small group exercises 3. Collaborative learning 4. Case studies 5. Research (including Internet-based) and observations

Reading Assignments

.

Writing Assignments

Students will complete individual and group written exercises and essays that require them to synthesize and apply new information and skills developed during the course. Students will be required to complete written (or oral) presentations that gather information from a wide variety of sources (including the Internet) and their own personal observations, and use that information in a problem-solving mode.

Out-of-class Assignments

.

Demonstration of Critical Thinking

Students will be evaluated through a variety of formal and informal examinations, including written reports and casework. They will also complete numerous self-surveys and writing assignments that reflect the synthesis of information presented in the class and/or that analyze the students own experiences.

Required Writing, Problem Solving, Skills Demonstration

Students will complete individual and group written exercises and essays that require them to synthesize and apply new information and skills developed during the course. Students will be required to complete written (or oral) presentations that gather information from a wide variety of sources (including the Internet) and their own personal observations, and use that information in a problem-solving mode.

Textbooks Resources

1. Required Lewis, Pamela S., et al. . Management: Challenges for Tomorrows Leaders. Mason, ed. Mason: Southwestern/Thompson Publishers, 2013 Rationale: - 2. Required Williams, Chuck. . Effective Management, A Multimedia Approach, ed. Mason: Southwestern/Thompson Publishers, 2013 Rationale: - 3. Required Kinicki, Williams. Management, A Practical Introduction, 6 ed. McGraw Hill, 2014 4. Required Peter Drucker. The Essential Drucker, ed. Collins, 2005 Rationale: Drucker is considered to be the father of modern management. This book is a synopsis of his greatest writings over 60 years. Undergraduate students find his writing style to be very engaging.