Course Number and Title: Management 301 – Introduction to Management Strategies

Session: 1998—Block 3

Instructor: Dr. Phyllis R. Anderson

Telephone Number: Office (630) 261-1884, home (630) 495-8234

E-Mail Address: Error! Bookmark not defined.

Office hours: 9:00 am to 5:00 pm

Credit Hours: 3

Textbook: Miller, Catt, Carlson, Fundamentals of Management

Course Description:

This course is designed to introduce classical management, behavioral and management concepts and theories of the discipline of management. Emphasis is placed on the interrelationships among planning, organizing, directing and controlling. The impact of organizations on participants, and participants on the organizations are studied. The systems approach to solving operational problems is investigated.

Performance Objectives:

1. Acquaint students with the contemporary concepts and theories of the discipline of Management.
2. Introduce several managerial techniques that are useful in solving managerial problems.
3. Think strategically and organizationally about management issues.
4. Explain the organizational context in which managers function.
5. Provide an understanding of the concept of entrepreneurship and the art of managing in a global environment.
6. Explain the linkage between quality and productivity.
8. Discuss the concept of leadership and the art of functioning in teams.
9. Create a framework to analyze management issues, using the various models presented in the course.
10. Communicate effectively orally and in writing the results of student’s thinking and analysis.
Basis for Course Grade:

- Attendance and participation: 10%
- Assignments: 10%
- Exams: 50%
- Project: 30%

Assignments:

Students will assume they have been assigned by their manager (me) to report on what they have learned in a specific subject area. Write a memo in which you reflect on something you read in the text or something we discussed in class, including a case/incident. Tell me what you learned and how you would use it, or how it would be useful to the company. Obviously you will only be able to report on one thing. Use this assignment as an opportunity to explore some idea in writing. Each memo should be at least one page, single spaced.

Exams:

There will be ten examinations (worth a total of 25%) and a final (worth 25%). Each will consist of 25-80 multiple-choice questions, and possibly 1 or 2 "method/tool" questions. The exams will cover the text materials as described in the Tentative Schedule shown below.

Paper:

Each student will write a paper examining how the various concepts and theories are used in a company. Additional guidelines will be provided as necessary.

Course Policies:

1. All written assignments must use Acceptable English grammar and style and must be professionally presented. I recommend you use memo style for the weekly assignments. Assume I am your manager and you are writing the memo to me.
2. All written work must appropriately reference sources. Plagiarism will result in an automatic grade of F.
3. It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of her/his physical abilities in order to complete the course, please notify the instructor as soon as possible.
4. This course develops critical thinking skills through discussion and written assignments. Students are encouraged to explore their understanding of the material and to develop their judgement through the assignments. Students are NOT expected to have all of the answers!
5. **Bad Weather**: If the weather is bad and you think GSU may cancel classes, call (708)
534-4909 for information or listen to the radio for closing information. If classes are cancelled the schedule will be adjusted – material due for discussion will be included (if briefly) the following week. Any written assignments may be turned in at the beginning of the next class.

6. Optional Extra Credit may be earned by reading and reporting on an approved book or by doing an additional critical incident. These are usually worth about 5% (but DO NOT replace an unacceptable grade on any of the four main grading categories above). If you wish to do one, contact the instructor.

Tentative Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic/Activity</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>1</td>
<td>July 2</td>
<td>Managers, Management &amp; Philosophies</td>
<td>Exam. Chap. 1,2</td>
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<td>2</td>
<td>July 7</td>
<td>Communications and Decision Making</td>
<td>Exam. Chap. 3.4</td>
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<td>3</td>
<td>July 9</td>
<td>Planning and Organizing</td>
<td>Exam. Chap. 5,6</td>
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<td>4</td>
<td>July 14</td>
<td>Staffing, Training and Leading</td>
<td>Exam. Chap. 7,8</td>
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<td>5</td>
<td>July 16</td>
<td>Controlling &amp; Job Performance</td>
<td>Exam. Chap. 9,10</td>
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<td>6</td>
<td>July 21</td>
<td>Social Responsibility &amp; Int'l. Mgmt.</td>
<td>Exam. Chap. 11,12</td>
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<td>7</td>
<td>July 23</td>
<td>Operations Management &amp; Groups</td>
<td>Exam. Chap. 13,14</td>
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<td>8</td>
<td>July 28</td>
<td>Managing Change &amp; Employee Relations</td>
<td>Exam. Chap. 15,16</td>
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<td>9</td>
<td>July 30</td>
<td>Productivity &amp; Human Resources</td>
<td>Exam. Chap. 17,18</td>
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<td>10</td>
<td>Aug. 4</td>
<td>Current Trends &amp; Careers</td>
<td>Exam. Chap. 19, 20</td>
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<td>11</td>
<td>Aug. 6</td>
<td>Project Work</td>
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<td>12</td>
<td>Aug. 11</td>
<td>Project Work</td>
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<td>13</td>
<td>Aug. 13</td>
<td>Project Work</td>
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<td>14</td>
<td>Aug. 18</td>
<td>Project Presentations</td>
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<td>15</td>
<td>Aug. 20</td>
<td>Final Exam. Chapters 1-20</td>
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Projects will be described separately.

July 2, 1998