

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Number: Management 301

Course Title: Introduction to Management Strategies

Session: Fall 1999, Block 1

Instructor: Tom Ramsey

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Office Hours: To be announced

Credit Hours: 3 Hours

Catalog Description: This course introduces classical management, behavioral and management science. It reviews the fundamental functions of management emphasizing the interrelationships among planning, organizing, directing and controlling. Both the impact of organizations upon the participants and the impact of participants upon organizations is studied. Finally, the course examines systematic approaches to solving operational problems.

Prerequisites: Junior standing

Textbook and Other: Miller, Donald S., Stephen E. Catt and James R. Carlson. Fundamentals of Management: A Framework for Excellence Chapters 1 - 13. West Publishing Company, 1996.

Miller, Donald S., Stephen E. Catt and James R. Carlson. Fundamentals of Management: A Framework for Excellence Chapters 14 - 20. West Publishing Company, 1996.

Class Handouts

Instructional Modalities: Lecture/Discussion

MGMT 301

Expected Student Outcomes:

After completing this course, the student should be able to:

- Understand the basic concepts of classical management, behavioral and management science;
- Identify the fundamental functions of management;
- Describe the interrelationships of organizational behavior;
- Describe the managerial environment;
- Relate concepts to real-life situations.

Grading:

A	91% and above
B	81% to 90%
C	71% to 80%
D	61% to 70%
F	Below 61%

Course Requirements:

Project 1	15%
Project 2	20%
Examination 1	20%
Examination 2	20%
Examination 3	20%
Class Participation	5%

Students will be challenged to think critically, and work individually and in a team environment. Examinations will contain both objective and essay questions. In addition, students will prepare an individual and group project.

Topical Outline/Course Content

Week 1 - September 4th

COURSE OVERVIEW

Chapter 1: Management and the Workplace

Chapter 2: Philosophies of Management

Week 2 - September 11th

NO CLASS

Week 3 - September 18th

SELECT GROUPS

Chapter 3: The Role of Communication

Chapter 4: Decision Making

Week 4 - September 25th

Chapter 5: Planning

Chapter 6: Organizing

Week 5 - October 2nd

PROJECT 1 STATUS UPDATE

REVIEW FOR EXAMINATION 1

Chapter 7: Staffing and Training

Week 6 - October 9th

EXAMINATION 1 (Chapters 1 to 7)

Week 7 - October 16th

Chapter 8: Leading

Chapter 9: Controlling

Week 8 - October 23rd

Chapter 10: Motivating Job Performance

Chapter 11: Social Responsibilities and Ethics

Week 9 - October 30th

PROJECT 1 DUE

GROUP DISCUSSION OF PROJECT 1

REVIEW FOR EXAMINATION 2

Chapter 12: International Management

Chapter 13: Production/Operations Management

Week 10 - November 6th

EXAMINATION 2 (Chapters 8 to 13)

Chapter 14: Working in Groups

Chapter 15: Managing Change and Conflict

Week 11 - November 13th

Chapter 16: Employee-Management Relations

Chapter 17: Promoting Job Satisfaction and Productivity

Chapter 18: Human Resource Management

Week 12 - November 20th

PROJECT 2 STATUS UPDATE

Chapter 19: Current Trends in Management

Chapter 20: Preparing for Management Careers

Week 13 - November 27th

NO CLASS--Thanksgiving Break

Week 14 - December 4th

PROJECT 2 DUE

GROUP DISCUSSION OF PROJECT 2

REVIEW FOR EXAMINATION 3

VIDEO PRESENTATION OF MANAGEMENT TECHNIQUES

Week 15 - December 11th

EXAMINATION 3 (Chapters 14 to 20)

Syllabus Statement for Persons With Disabilities

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student need consideration of his/her physical abilities in order to complete this course, please notify the instructor as soon as possible.

Management 301

Project 1

The first project is designed to get you better acquainted with the activities that management is involved in on a daily basis. The general assignment is to interview a manager--this could be your direct supervisor, a friend, a relative or anyone else who is a manager. Do not restrict yourself to the questions below. Please use the following guidelines/questions when performing the interview:

1. Note who it is you are interviewing, including his/her title, position and any other relevant information. Also, what is the person's primary responsibility? Does he/she set the direction for the company/division? What does he/she do to make as productive as possible? What does he/she do to make the workers as effective as possible? Are the results he/she and the organization achieve satisfactory and why/why not? Have the person describe a "typical" day.
2. What business is this person's organization in? What does his/her department do? Make diagrams of this or obtain an organizational chart.
3. How many people are in the organization or the department?
4. Provide other information on the organization, such as what is the environment like? Who are their customers? Who are their suppliers? What resources are used for their products/services?

MANAGEMENT 301 GROUP PROJECT

The group project consists of typing an approximately five page paper on a management problem. Specifically, you and your group should choose a management problem existing in your current work environment and analyze it. The management problem can range from human resources issues to financial problems. Basically, the group will analyze the problem and determine its causes using the theories/models presented in the text and from outside sources, suggest some solutions, weigh the pros and cons of each, select one of the solutions, suggest an implementation strategy and describe the types of tests you would perform to ensure that they are working properly.

Some other aspects of the paper:

- There must be sufficient background on the company to describe their current situation.
- It should present the problem and then follow the general guidelines above
- When quoting/referring to the text or outside materials, please follow the MLA style for works cited