Course Description

A comprehensive knowledge and understanding of the dynamics involved in managing modern organizations. The history of management and its impact on the modern manager will be explored. The functions and elements of management will be examined.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Apply the six stages of decision-making to a business situation.
2. Explain elements of strategic planning, conduct SWOT analysis, and make strategic decisions.
3. Evaluate the need for change and recommend change for a business situation.
4. Compare and contrast organizational structures and mechanisms for coordination, and design a structure.
5. Explain and apply criteria for selection, pay, development, and appraisal of employees; and explain labor relations.
6. Describe the diversity of the American workforce and recommend ways to manage the diverse workforce.
7. Recommend ways to motivate employees applying an understanding of human behavior and leadership theories and styles.
8. Describe and apply ways to build effective teams and resolve conflict.
9. Describe and apply effective communication strategies.
10. Compare and contrast types and methods of managerial control.
11. Identify ethical issues in business situations and apply ethics to make decisions.
12. Explain the importance of information and information security.
13. Explain the opportunities and challenges of globalization.
14. Evaluate the need for technology and recommend a decision.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Power Point Presentation:** This summarizes key issues in the assigned chapters and is supplemented with additional readings or Internet sources to provide broader subject matter application and professional relevance.
2. **Reading Assignments:** include approximately 1-4 textbook chapters in each course unit.
3. **Review Activities (Non-Graded):** Details are available in each course unit. Although these are non-graded assignments, practicing these activities will help you to master the topics covered, and therefore will help you to be better prepared for the Unit Assessment.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities in Units II, IV, and VII are provided to aid students in their course of study

5. **Unit Assessments:** Students are required to take unit assessments at the completion of each unit.

6. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

7. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

**Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive email updates from the forum. You will not be able to unsubscribe after your course end date.**

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

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<tr>
<th>Item</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Assessments (8 @ 12.5%)</td>
<td>100%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I: Introduction to Modern Management

<table>
<thead>
<tr>
<th>Review</th>
<th>Unit Lesson Guide</th>
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| Read:        | Chapter 1: Managers and Managing  
|              | Chapter 2: The Evolution of Management Thought  
|              | Chapter 3: Values, Attitudes, Emotions, and Culture: The Manager as a Person  
|              | Supplemental Material:  
|              | PowerPoint: Basics of Management |
| Submit:      | Assessment |

### Unit II: The Environment of Management

| Review       | Unit Lesson Guide  
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<tr>
<td></td>
<td>Learning Activities (Non-Graded): See Lesson Guide</td>
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| Read:        | Chapter 4: Ethics and Social Responsibility  
|              | Chapter 5: Managing Diverse Employees in a Multicultural Environment  
|              | Chapter 6: Managing in the Global Environment  
|              | Supplemental Material:  
|              | PowerPoint: Ethics and Social Responsibility  
|              | PowerPoint: Organizing: Managing Diversity  
|              | PowerPoint: Globalization and Management |
| Submit:      | Assessment |

### Unit III: Decision Making, Planning, and Strategy

<table>
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<tr>
<th>Review</th>
<th>Unit Lesson Guide</th>
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| Read:        | Chapter 7: Decision Making, Learning, Creativity, and Entrepreneurship  
|              | Chapter 8: The Manager as a Planner and Strategist  
|              | Supplemental Material:  
|              | PowerPoint: Managerial Decision Making  
|              | PowerPoint: Entrepreneurship  
|              | PowerPoint: Planning: Strategic Planning |
| Submit:      | Assessment |

Notes/Goals:
## Course Schedule

### Unit IV  
Value-Chain Management and Organizational Structure

**Review:**
- Unit Lesson Guide
- **Learning Activities (Non-Graded):** See Lesson Guide

**Read:**
- Chapter 9: Value-Chain Management: Functional Strategies for Competitive Advantage
- Chapter 10: Managing Organizational Structure and Culture

**Supplemental Material:**
- PowerPoint: Technology, Innovation, and Quality Management
- PowerPoint: Organizing: Organizational Structure

**Submit:**
- Assessment

### Notes/Goals:

### Unit V  
Human Resource Management: Organizational Control and Planning

**Review:**
- Unit Lesson Guide

**Read:**
- Chapter 11: Organizational Control and Change
- Chapter 12: Human Resource Management

**Supplemental Material:**
- PowerPoint: Controlling: Organizational and Operational Control
- PowerPoint: Planning: Managing Change
- PowerPoint: Organizing: Human Resource Management

**Submit:**
- Assessment

### Notes/Goals:

### Unit VI  
Leading and Motivating Individuals and Groups

**Review:**
- Unit Lesson Guide

**Read:**
- Chapter 13: Motivation and Performance
- Chapter 14: Leadership

**Supplemental Material:**
- PowerPoint: Leading: Motivating People

**Submit:**
- Assessment

### Notes/Goals:
### Unit VII: Leadership and Effective Teams, and Communication

**Review:**
- Unit Lesson Guide
- **Learning Activities (Non-Graded):** See Lesson Guide

**Read:**
- Chapter 15: Effective Groups and Teams
- Chapter 16: Promoting Effective Communication
- Chapter 17: Managing Conflict, Politics, and Negotiation

**Supplemental Material:**
- PowerPoint: Leading: Team Building and Conflict Management
- PowerPoint: Leading: Communication

**Submit:**
- Assessment

### Unit VIII: Managing Critical Organizational Processes

**Review:**
- Unit Lesson Guide

**Read:**
- Chapter 18: Using Advanced Information Technology to Increase Performance

**Supplemental Material:**
- PowerPoint: Managing Information

**Submit:**
- Assessment

Notes/Goals: