Effective Semester / Session: Fall 2018

Type of Action:

- New
- Modification [X]
- Cancellation

Course Alpha and Number: MG 234

Course Title: Introduction to Management

Reason for initiating, revising, or canceling:
To update the course guide to reflect changes to the programs in which this course is required. Assessment measures have also been clarified.

Dr. Debra A. Steed
Proposer

Date: 5/31/18

Dr. Debra A. Steed
Director, School of Business

Date

Zerlyn A. Taimanao
Acting Dean, Learning and Student Success

Date: 4/4/18
Northern Marianas College
Course Guide

Course: MG 234 Introduction to Management

1. Department
   Business

2. Purpose
   Introduction to Management is a practical introduction to the skills, concepts, and attitudes of successful management and helps students to understand the roles and duties of managers in today's public and private organizations. It also introduces students to various management theories, historical trends, and explains the importance of sound organizational management in a free enterprise society. The course is part of the B.S. in Business Management, the B.S. in Business Management Accounting Concentration, A.A. in Business, A.A.S. degree in Business Management, Certificate of Completion in Business Management, and is also intended for non-degree students interested on gaining greater knowledge of contemporary private/public organizational management.

3. Description

   A. Required/Recommended Textbook(s) and Related Materials
      Readability level: Grade 12

   B. Contact Hours
      1. Lecture: 3 hours per week / 45 per semester
      2. Lab: None
      3. Other: None

   C. Credits
      1. Number: 3
         2. Type: Regular Degree Credits

   D. Catalogue Course Description
      This course is an overview of management theory, which introduces students to various management styles, models, and concepts, and helps them understand the roles and duties of managers in today's business. Contemporary concepts of streamlined organizations, teamwork, and employee empowerment are emphasized, as well as more traditional hierarchical methods and organization. Prerequisite:
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E. Degree or Certificate Requirements Met by Course
This a required course for the A.A.S. degrees in Business Administration, and Sales and Marketing.

F. Course Activities and Design
The course will be based on the text with current issues in international and local business introduced through newspapers, magazine articles, and videotapes. Classes will include lectures, group activities in problem solving, discussion of contemporary events, and text-related issues.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)
Prerequisites: MG 231
English Placement Level: EN 101

5. Estimated Cost of Course; Instructional Resources Needed
Cost to the College: Instructor's Salary
Cost to the Student: Tuition for a three-credit course, and the cost of the textbook.
Instructional resources needed for this course include, whiteboard, dry-erase markers, multi-media system, and appropriate reference materials.

6. Method of Evaluation
Students will be evaluated on the basis of periodic short quizzes and examinations, and on participation in class discussions and problem-solving exercises.

NMC's grading and attendance policies will be followed.

7. Course Outline
This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.
1.0 The Nature of Management
   1.1 The four management functions
   1.2 Management types
   1.3 Management skills

2.0 Foundations of Management Understanding
   2.1 Historical forces shaping management
   2.2 Classical perspective
   2.3 Behavioral perspective
   2.4 Quantitative management perspective
   2.5 Contemporary perspective

3.0 Understanding Competitive Environments and Organizational Cultures
   3.1 The external environment
   3.2 The internal environment
   3.3 Environment and culture
   3.4 Changing and merging corporate cultures

4.0 Social Responsibility and Ethics in Management
   4.1 Organizational social responsibility
   4.2 Being an ethical manager
   4.3 Managing an ethical organization

5.0 Managerial Decision Making
   5.1 Types of decisions and problems
   5.2 Decision making models and steps
   5.4 Group approaches to decision making
   5.5 Improving decision making effectiveness

6.0 Establishing Organizational Goals and Plans
   6.1 Goals in organizations
   6.2 Criteria for effective goals
   6.3 Planning time horizon
   6.4 Organizational responsibility for planning
   6.5 Barriers to planning

7.0 Strategic Management
   7.1 The role of competitive analysis in strategy formulation
   7.2 Formulating corporate-level strategy
   7.3 Formulating business-level strategy
   7.4 Formulating functional-level strategy
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8.0 Basic Elements of Organizational Structure
  8.1 The nature of organizational structure
  8.2 Types of departmentalization
  8.3 Methods of vertical coordination
  8.4 Methods of horizontal coordination

9.0 Strategic Organizational Design
  9.1 Assessing structural alternatives
  9.2 Weighing contingency factors
  9.3 Matching strategy and structure

10.0 Managing Diverse Human Resources
   10.1 Strategic human resource management
   10.2 Human resource planning
   10.3 Maintaining effective work-force relationships

11.0 Change Management and Innovation
   11.1 The nature of change and innovation
   11.2 Organizational life cycles
   11.3 The change management and innovation process
   11.4 Key organizational change components

12.0 Motivation in Organization
   12.1 The nature of motivation
   12.2 Need theories
   12.3 Cognitive theories
   12.4 Reinforcement theory
   12.5 Social learning theory

13.0 Leadership in Organizations
   13.1 The nature of leadership
   13.2 Leadership traits
   13.3 Developing situational theories

14.0 Managerial Communication and Interpersonal Processes
   14.1 Communications and the manager's job
   14.2 Interpersonal processes
   14.3 Organizational communications

15.0 Managing Groups and Teamwork
   15.1 Types of teams
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15.2 Work team processes
15.3 Managing team conflict

16.0 Controlling the Organization
16.1 Controls as a management function
16.2 Types of controls
16.3 Assessing control systems

17.0 TQM and Managerial Control Methods
17.1 The importance of control
17.2 Total Quality Management
17.3 Strategic planning and quality control

18.0 Operations and Service Management
18.1 Designing operations management systems
18.2 Inventory management
18.3 Managing productivity

19.0 Managing Information Systems and Technology
19.1 Information and management
19.2 Emerging information technologies
19.3 Implementation of information technology

20.0 International Management
20.1 The international business environment
20.2 The economic environment
20.3 The legal-political environment
20.4 The sociocultural environment
20.5 Tailoring management style to international cultures

21.0 Entrepreneurship and Small Business Management
21.1 The nature of entrepreneurship
21.2 Preparing to operate a small business
21.3 Managing a small business

8. Instructional Goals
This course will introduce students to:

1.0 The field of management from an historical perspective and from its present legal, socioeconomic, and political environments;
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2.0 The various views on the ethics and social responsibility of those in management positions;
3.0 The process of goal setting and planning and the importance of this initial management process;
4.0 The fundamentals of organizing as well as the role that the organizational structure plays in achieving organizational goals;
5.0 The theories of leadership on organizations and related areas of motivation, and communication;
6.0 The control process, its importance, and issues of quality control, budgeting, and management information systems; and
7.0 The processes of starting and managing a small business.

9. Student Learning Outcomes
Upon successful completion of this course, students will be able to:

1.0 Discuss the field of management in its historical perspective and contemporary environments;
2.0 Discuss critically the issues of social responsibility and business ethics;
3.0 Demonstrate goal setting and other applications of planning theories and techniques;
4.0 Explain the organizing process and the various ways that organization affects the achievement of management goals;
5.0 Discuss the importance of leadership and explain the different roles played in this area by motivational and communication process;
6.0 Explain the role of control functions and process and discuss the issues and impact of quality control, budgeting, and management information systems; and
7.0 Discuss the basic steps in starting and managing a small business.
10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

1.0 Tests and quizzes;
2.0 Homework;
3.0 Research assignments;
4.0 Oral presentations; and
5.0 Final Exam.