



Course Description

MAN3025 | Organization Management | 3.00 credits

The student will learn the major functions of supervision and management including the functions of planning, organizing, leading and controlling. Emphasis is placed on learning how to communicate more effectively with employees and how to increase leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision making, strategic planning, managing stress, and ethical behavior and ethical role modeling. Cases that present the student with opportunities to make supervisory and management decisions, along with timely feedback on their effectiveness, will be used. Must pass this course with a grade of C or higher.

Course Competencies:

Competency 1: The student describes the major functional elements of supervision and management by:

1. Appraising the function of planning
2. Appraising the function of leading
3. Appraising the management function of controlling
4. Evaluating how staffing relates to supervision and management

Competency 2: The student will describe how organizational structure and culture impact supervision and management by:

1. Comparing and contrasting the elements of organizational culture
2. Evaluating the need for supervisors and managers to understand organizational culture and how this understanding could be beneficial to the organization
3. Comparing and contrasting the major elements of organizational structure and how they influence organizational effectiveness

Competency 3: The student will demonstrate an understanding of the human side of supervision and management by:

1. Examining the elements of human resources
2. Evaluating how the supervision and management of human resources is critical to an effective organization
3. Appraising the managerial function of human resource planning
4. Weighing the value of the function of human resources recruitment and related human resources functions
5. Arranging the functions of the human resource selection process into a logical order
6. Critiquing the functions of human resources orientation and training
7. Evaluating the functions of human resources performance evaluation and compensation management
8. Choosing and listing in order of importance the current topics in human resources management

Competency 4: The student will demonstrate an understanding of human behavior by:

1. Analyzing the effect of change on people.
2. Comparing and contrasting attitudinal behaviors
3. Assessing how personalities can differ
4. Classifying personalities and evaluating how they will be assessed
5. Assessing the importance of employee perceptions in an organization
6. Comparing and contrasting learning and knowledge as applied in supervision and management

Competency 5: The student will demonstrate an understanding of motivation by:

1. Evaluating the effectiveness of motivation
2. Differentiating between historical and current theories of motivation
3. Assessing how motivation is dynamic and ever-changing

Competency 6: The student will demonstrate an understanding of leadership by:

1. Assessing leadership theories and approaches
2. Comparing and contrasting historical leadership theories
3. Evaluating the importance of leadership concerns in today's dynamic, global environment

Competency 7: The student will demonstrate an understanding of control by:

1. Categorizing supervision and management control methodologies
2. Evaluating the methods for measuring control
3. Explaining how control can be used to improve organizational effectiveness
4. Comparing and contrasting current issues involved in management control

Competency 8: The student will demonstrate an understanding of goal setting and assessment by:

1. Constructing and setting goals
2. Selecting methods for measuring goals
3. Designing and evaluating a system for assessing goals

Competency 9: The student will indicate knowledge of decision-making by:

1. Considering decision-making techniques
2. Assessing several approaches to decision-making
3. Evaluating the importance of decision-making in contemporary supervision and management
4. Measuring decision-making effectiveness

Competency 10: The student will demonstrate an understanding of current supervision and management topics by:

1. Appraising stress management techniques
2. Considering what makes up ethical behavior
3. Evaluating techniques for managing stress within an organization
4. Assembling a code of ethics defining ethical behaviors
5. Considering the value of being a role model for ethical behaviors

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of ethical thinking and its application to issues in society
- Create strategies that can be used to fulfill personal, civic, and social responsibilities