

GENERAL INFORMATION			
Name: Christopher Rogers	Phone #: 7-2469		
Course Prefix/Number: MAN 3025	Course Title: Organizational Management		
Number of Credits: 3			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input checked="" type="checkbox"/> B.A.S. <input type="checkbox"/> A.A. <input type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 3-20-08	Effective Year/Term: 2009-2		
<input checked="" type="checkbox"/> New Course Competency <input type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication  <input type="checkbox"/> Numbers / Data  <input checked="" type="checkbox"/> Critical thinking  <input checked="" type="checkbox"/> Information Literacy  <input checked="" type="checkbox"/> Cultural / Global Perspective             </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Social Responsibility  <input type="checkbox"/> Ethical Issues  <input type="checkbox"/> Computer / Technology Usage  <input type="checkbox"/> Aesthetic / Creative Activities  <input type="checkbox"/> Environmental Responsibility             </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input checked="" type="checkbox"/> Cultural / Global Perspective	<input checked="" type="checkbox"/> Social Responsibility <input type="checkbox"/> Ethical Issues <input type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, <b>must correspond with course description on Form 102</b> ): The student will learn the major functions of supervision and management including the functions of planning, staffing, directing and controlling. Emphasis is placed on learning how to communicate more effectively with employees, how to motivate employees, and how to increase one's leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision-making, strategic planning, managing stress, and ethical behavior and ethical role modeling. The student will learn through the use of cases that will present the student with opportunities to make supervisory and management decisions after which they will be provided with timely feedback on their effectiveness.			
Prerequisite(s): MAN 2021	Corequisite(s): N/A		

**Course Competencies:** (for further instruction/guidelines go to: <http://www.mdc.edu/asa/curriculum.asp>)

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

1. defining the function of planning.
2. defining the function of organizing.
3. defining the function of leading.
4. defining the function of controlling.
5. describing how staffing relates to supervision and management.

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

1. describing the elements of an organizational culture.
2. explaining the need for supervisors and managers to understand organizational culture.
3. defining the major elements of organizational structure and how they influence organizational effectiveness.

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

1. describing the elements of human resources.
2. explaining why the supervision and management of human resources is critical to an effective organization.
3. defining the function of human resource planning.
4. defining the function of human resource recruitment and related functions.
5. defining the function of the human resource selection process.
6. defining the function of human resource orientation and training.
7. defining the functions of human resource performance evaluation and compensation management.
8. showing an awareness of current topics in human resource supervision and management.

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

1. describing the effect of change on people.
2. defining attitudinal behaviors.
3. defining how personalities can differ.
4. defining how personalities can be assessed.
5. describing the importance on employee perceptions.
6. defining learning and knowledge and their importance in effective supervision and management.

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

1. defining motivation.

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

2. describing historical and current theories of motivation .
3. explaining how motivation is dynamic and ever-changing.
1. defining leadership.
2. describing the historical theories of leadership.
3. describing leadership issues in today's dynamic, global environment.

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

1. defining supervision and management control.
2. describing how control can be measured.
3. explaining how control is utilized to improve organizational effectiveness.
4. describing current issues involving supervision and management control.

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

1. defining goal setting.
2. describing how goals can be measured.
3. developing a system for assessing goals.

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

1. defining decision making.
2. describing the approaches to decision making.
3. explaining how decision making fits contemporary supervision and management.
4. explaining how decision effectiveness can be assessed.

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

1. defining stress management.
2. defining ethical behavior.
3. describing how effective supervision and management can help manage stress within the organization.
4. describing a code of ethics and ethical behavior.
5. demonstrating the importance of being an ethical role model.

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