

Northern Marianas College

CURRICULUM ACTION REQUEST

Course: MG234 Introduction to Management

Effective Semester / Session: Spring 2024

Type of Action:

- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: MG234

Course Title: Introduction to Management

Reason for initiating, revising, or canceling:

This course guide is being updated to reflect a change in Required/Recommended Textbook(s) and Related Materials.



Jamin Dela Cruz

Jan 11, 2024

Proposer

Date

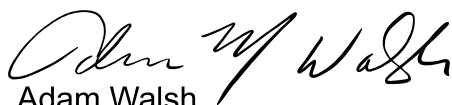
Barbara Hunter

Barbara C. Hunter

Jan 11, 2024

Academic Unit Head

Date



Adam Walsh

01.08.24

Language & Format Review Specialist

Date



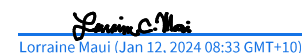
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Velma Deleon Guerrero

Jan 12, 2024

Academic Council Chair

Date



Lorraine Maui (Jan 12, 2024 08:33 GMT+10)

Lorraine C. Maui

Jan 12, 2024

Interim Dean of Academic Programs & Services

Date

Northern Marianas College

Course Guide

Page: 2

Course: MG234 Introduction to Management

1. Department

School of Business

2. Purpose

Introduction to Management is a practical introduction to the skills, concepts, and attitudes of successful management to help students 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 also intended for non-degree students interested in gaining greater knowledge of contemporary private/public organizational management.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required:

Cengage Unlimited: all textbooks and related materials are included in this online learning platform.

Recommended: None

B. Contact Hours

1. **Lecture:** 3 per week / 45 per semester
2. **Lab:** None
3. **Other:** None

C. Credits

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

D. Catalog Course Description

This course is an overview of management theory, which introduces students to various management styles, models, and concepts to help 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: MG231; English Placement: EN101; (Offered: Fall).

Northern Marianas College

Course Guide

Page: 3

Course: MG234 Introduction to Management

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

Course activities include: current issues in international and local business through newspapers, magazine articles, and videotapes through lectures, group activities in problem solving, discussion of contemporary events, and text-related issues.

4. Course Prerequisite(s); Concurrent Course Enrollment

Prerequisites: MG231

Concurrent Course Enrollment: None

Required English/Mathematics Proficiency Level(s)

English Placement Level: EN101

Mathematics Placement Level: None

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit hour course, cost of the textbook, and any applicable fees.

Cost to the College: Instructor's salary and/or any additional costs to NMC.

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.

Course: MG234 Introduction to Management

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 & Organizational Cultures
 - 3.1 External environment
 - 3.2 Internal environment
 - 3.3 Environment and culture
 - 3.4 Changing and merging corporate cultures

- 4.0 Social Responsibility & 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 & 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

Course: MG234 Introduction to Management

- 7.2 Formulating corporate-level strategy
- 7.3 Formulating business-level strategy
- 7.4 Formulating functional-level strategy

- 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 workforce relationships

- 11.0 Change Management & Innovation
 - 11.1 The nature of change and innovation
 - 11.2 Organizational life cycles
 - 11.3 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 & Interpersonal Processes
 - 14.1 Communications and the manager's job
 - 14.2 Interpersonal processes
 - 14.3 Organizational communications

Course: MG234 Introduction to Management

- 15.0 Managing Groups & Teamwork
 - 15.1 Types of teams
 - 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 & Managerial Control Methods
 - 17.1 The importance of control
 - 17.2 Total Quality Management
 - 17.3 Strategic planning and quality control

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

- 19.0 Managing Information Systems & 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 & Small Business Management
 - 21.1 The nature of entrepreneurship
 - 21.2 Preparing to operate a small business
 - 21.3 Managing a small business

Course: MG234 Introduction to Management

8. Instructional Goals

The course will introduce students to:

- 1.0 The field of management from an historical perspective and from its present legal, socioeconomic, and political environments;
- 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 as an important 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.

Course: MG234 Introduction to Management

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 while discussing 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 of Student Learning Outcomes

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.