

## BUS 310 Management

**Purpose:** The purpose of this course is to gain an understanding of business management, including historical and current management theory, types of managers and roles of managers in an organization.

**Course Format:** Management consists of three course modules that are divided into Areas of Study. Each Area of Study has several lessons each of which includes a short video presentation (based on the reading material) and a very short quiz to help you measure your learning.



If you are taking the course as independent study it is completely self-paced but must be completed within 90 days. You can watch the video lessons and do the reading on your schedule whenever and wherever you want. All of the reading material you will need is included.

At the end of each Area of Study, you must complete a chapter test to see if you're ready to move on or have some material to review. Once you've completed the entire course, you will be required to take a final proctored exam.

**Learning Objectives:** Upon completion of the three sections of this course, students should be able to:

1. Compare and contrast the levels, roles, and functions of management
2. Distinguish between modern theories of management, including quality management and systems management theory
3. Break down quantitative management and the roles of branches such as operations management
4. Illustrate the types of planning and its function in management
5. Model different types of organizations, including centralized and decentralized organizations
6. Examine leadership and its role in organizations and the difference between a manager and a leader
7. Analyze the role of motivation in the workplace and how managers affect motivation
8. Illustrate the communication process and the role of organizational communication
9. Investigate controlling and its function in management
10. Analyze the decision-making process and describe tools used to make informed decisions
11. Outline the importance of business ethics in contemporary business

**Course Content:** As part of a cooperative arrangement this course uses material that was originally developed by Study.com. The original material has been enhanced to meet the educational standards of the college.

### BUS 310.1 Management and Management Theory

First Area of Study: Management Basics

Second Area of Study: Classical School of Management  
Third Area of Study: Behavioral School of Management Theory  
Fourth Area of Study: Contemporary and Future School of Management Theory

**BUS 310.2 Organizational Change, Teams and Leadership**

First Area of Study: Organizing in Business Management  
Second Area of Study: Organizational Change  
Third Area of Study: Work Teams  
Fourth Area of Study: Leadership Theory  
Fifth Area of Study: Leading in Organizations  
Sixth Area of Study: Motivation in the Workplace  
Seventh Area of Study: Communication in the Workplace

**BUS 310.3 Financial, HR, Production and Global Concerns**

First Area of Study: Controlling in Organizations  
Second Area of Study: Human Resources  
Third Area of Study: Strategic Management and Managerial Decision Making  
Fourth Area of Study: Production and Quality Assurance  
Fifth Area of Study: International Management and Contemporary Issues