Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan, Sultan Kudarat
College of Computer Studies

UNIVERSITY VISION

A trailblazer in arts, science and technology in the region.

UNIVERSITY MISSION

The University shall primarily provide advance instruction and professional training in science and technology, agriculture, fisheries, education and other related field of study. It shall undertake research and extension services, and provide progressive leadership in its area of specialization.

UNIVERSITY GOAL

To produce graduates with excellence and dignity in arts, science and technology

UNIVERSITY OBJECTIVES

a. Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services;
b. Provide relevant programs and professional trainings that will respond to the development needs of the region;
c. Strengthen local and international collaborations and partnerships for borderless programs;
d. Develop a research culture among faculty and students;
e. Develop and promote environmentally-sound and market-driven knowledge and technologies at par with international standards;
f. Promote research-based information and technologies for sustainable development;
g. Enhance resource generation and mobilization to sustain financial viability of the university.

Program Objectives and its relationship to University Goals:

PROGRAM OBJECTIVES (PO)	OBJECTIVES			
A graduate of BS in Information Systems can:	a	b	c	d
a) Perform theoretical and practices skills in innovating latest technology in computing;	/	/	/	/
b) Design and implement business information systems;	/	/	/	/
c) Design industry-based services and technology that will promote advancement and development to the community;			/	/
d) Demonstrate the code of conduct as well as social and legal aspects of Information System.	/	/	/	/

1. Course Code : IS 122
2. Course Title : Organization and Management Concepts
3. Prerequisite :
4. Credits : 3 UNITS

5. Course Description:

This introductory course designed to facilitate a better understanding of the theoretical concepts of organizations and the processes of management. It will help the students to develop an understanding and awareness of the essentials of managing and of the way organizations behave. It will also examine and evaluate information systems that support the organizational structure, policies, procedures and the management lifecycle.

6. Course Learning Outcomes and Relationships to Program Educational Objectives

Course Learning Outcomes	Program Objectives			
At the end of the semester, the students can:	a	b	c	d
a. Understand the basic terminology and definition about management and organization.	/			/
b. Understand that organizational philosophy, culture and values, ethics and moral are key factors for organizational success.	/			/
c. Integrate the management processes as a method for control the changes in organization.	/	/	/	/
d. Define the management functions and business processes that create value for an organization.	/			/
e. Examine and evaluate organizational structure, policies and procedures and the information systems that support them	/	/	/	/
f. Examine and evaluate management lifecycle and the information systems that support them	/	/	/	/

7. Course Content

Course Objectives, Topics, Time Allotment	Desired Student Learning Outcomes	Outcomes-Based Assessment (OBA) Activities	Evidence of Outcomes	Course Objectives	Program Outcomes	Values Integration
Topic 1: SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System (1 hour)						
1.1 Discuss the VMGO of the university, classroom policies, scope of the course, course requirements and grading system	1.1 Student can be aware of and appreciate of the university's VMGO, classroom policies, course overview, requirements and grading system.	Individual participation in class expectations	Class Oral Participation			Value of participation
Topic 2: Introduction to Management and Organizations (6 hours)						
	At the end of the topic, the students can:			a b	a d	

				a b c d	a d	
2.1 Explain how managers differ from non-managerial employees.	2.1 Understand how managers differ from non-managerial employees.	Talk and Learn: Sharing Ideas – Review Organizational Level	Individual score for sharing ideas			Value of Appreciation
2.2 Describe how to classify managers in organizations.	2.2 Classify the managers in organizations.	Quiz & Assignments	Result of Quizzes & Assignments			Value of Participation
2.3 Define management.	2.3 Explain the concept of management.					
2.4 Explain why efficiency and effectiveness are important to management.	2.4 Differentiate efficiency and effectiveness and understand why it is important to management.	Oral Recitation: The Functions of Management	Individual Score			Self-confidence
2.5 Explain the four functions of management.	2.5 Describe the four functions of management.					
2.6 Explain Mintzberg's managerial roles.	2.6 Learn the Mintzberg's managerial roles.					
2.7 Describe Katz's three essential managerial skills and how the importance of these skills changes depending on managerial level.	2.7 Understand Katz's three essential managerial skills and how the importance of these skills changes depending on managerial level.					
2.8 Discuss the changes that are impacting manager's jobs.	2.8 Explain the changes that are impacting manager's jobs.					
2.9 Explain why customer service and innovation are important to the manager's job.	2.9 Understand why customer service and innovation are important to the manager's job.					
2.10 Explain the characteristics of an organization.	2.10 Describe the characteristics of an organization.					
2.11 Explain how today's organizations are structured.	2.11 Describe how today's organizations are structured.					
2.12 Discuss why it's important to understand management.	2.12 Understand the importance of management.					
2.13 Explain the universality of management concept.	2.13 Learn the universality of management concept.					
2.14 Describe the rewards and challenges of being a manager.	2.14 Understand the rewards and challenges of being a manager.					
Topic 3: Organization, Teamwork, and Communication (6 hours)						
	At the end of the topic, the students can:			a b c d	a d	
3.1 Describe the Importance of Organizational Structure	3.1 Discuss the Importance of Organizational Structure	Students participation in question and answer activity facilitated by teacher	Individual Student Score			Critical Thinking & Problem Solving

Creativity |

3.2 Explain Organizational Culture: Formal & Non-formal expression	3.2 Understand and list examples of Organizational Culture that represent the Formal & Non-formal expression	Quiz & Assignments	Result of Quiz & Assignments			Collaboration Cohesiveness
3.3 Discuss and present Organizational Structure	3.3 Understand and Devel Organizational Structure 3.4 Illustrate what organizational growth requires.	Team Activity: Delivering Organizational Structure!	Group Presentation Rubrics			Effectiveness
3.4 Explain what organizational growth requires.						Value of Participation
3.5 Explain the importance of Assigning Tasks – Organizational Structure	3.5 Understand why it is important to Assigned Tasks within Organization	Interactive Session: The Importance of Management	Individual Score			
3.6 Discuss the Departmentalization: Functional, Product, Geographical & Customer	3.6 Determine and delivering the Departmentalization: Functional, Product, Geographical & Customer in the organization					
3.7 Explain the importance of Assigning Responsibility	3.7 Assess the importance of Assigning Responsibility					
3.8 Discuss the Span of Management	3.8 Demonstrate and give example how to determine the Span of Management					
3.9 Demonstrate the Forms of Organizational Structure	3.9 Understand and apply the Forms of Organizational Structure					
3.10 Discuss the Groups & Teams in Organizations	3.10 Differentiate and explain the Groups & Teams in Organizations					
3.11 Presented the flow of communication within the formal organizational structure	3.11 Understand the flow of communication within the formal organizational structure					

Topic 4: Managing Teams (6 hours)

	At the end of the topic, the students can:			a b c d	a d	Critical Thinking & Problem Solving
4.1 Define the different types of groups.	4.1 List different types of groups.	Students participation in question and answer activity facilitated by teacher	Individual Student Score			
4.2 Describe the five stages of group development.	4.2 Describe the five stages of group development.					Creativity
4.3 Discuss the major components that determine group performance and satisfaction.	4.3 List the major components that determine group performance and satisfaction.	Quiz & Assignments	Result of Quiz & Assignments			Effectiveness Teamwork
4.4 Describe how external conditions and group member resources affect group performance and satisfaction.	4.4 Know how external conditions and group member resources affect group performance and satisfaction.	Video Analysis: Effective Management	Individual Score			Value of Participation

4.5 Discuss how group structure influences group performance and satisfaction. 4.6 Describe how group processes and group tasks influence group performance and satisfaction. 4.7 Explain how Groups turning Into Effective Teams 4.8 Discuss the Current Challenges In Managing Teams	4.5 Learn how group structure influences group performance and satisfaction. 4.6 Learn how group processes and group tasks influence group performance and satisfaction. 4.7 Learn how Groups Turning Into Effective Teams 4.8 Determine and list Current Challenges In Managing Teams	Teamwork: The Marshmallow Challenge	The Tallest Tower (Score)			
Topic 5: Managing Operations (6 hours)						
	At the end of the topic, the students can:			a b c d	a d	
5.1 Define operations management. 5.2 Discuss manufacturing and services organizations. 5.3 Describe managers' role in improving productivity. 5.4 Discuss the strategic role of operations management. 5.5 Discuss What Is Value Chain Management and Why Is It Important 5.6 Explain Managing Operations by Using Value Chain Management 5.7 Discuss technology's role in manufacturing. 5.8 Explain ISO 9000 and Six Sigma. 5.9 Describe mass customization and how operations management contributes to it.	5.1 Understand operations management. 5.2 Contrast manufacturing and services organizations. 5.3 Learn managers' role in improving productivity. 5.4 Discuss the strategic role of operations management. 5.5 Learn What Is Value Chain Management and Why Is It Important 5.6 Understand Managing Operations by Using Value Chain Management 5.7 Learn technology's role in manufacturing. 5.8 Understand ISO 9000 and Six Sigma. 5.9 Describe mass customization and understand how operations management contributes to it.	Talk and Learn: Manufacturing & Services Quiz & Assignments Problem Solving	Individual Student Score Result of Quiz & Assignments Score			Critical Thinking & Problem Solving Resourcefulness Self-Confidence Value of Appreciation Value of Participation
Topic 6: Information Systems, Organizations, Management, and Strategy (9 hours)						
	At the end of the topic, the students can:			a b c d e f	a c d	

						a b c d e	a c d	
6.1	Discuss features of organizations and information systems	6.1	Identify and describe important features of organizations that managers need to know about in order to build and use information systems successfully.	Students participation in question and answer activity facilitated by teacher	Individual Student Score			Critical Thinking & Problem Solving
6.2	Explain how Porter's competitive forces model helps companies	6.2	Demonstrate how Porter's competitive forces model helps companies develop competitive strategies using information systems.	Quiz & Assignments	Result of Quiz & Assignments			Teamwork

Value of Appreciation |
6.3	Explain how the value chain and value web models help businesses identify opportunities for strategic information system applications.	6.3	Understand how the value chain and value web models help businesses identify opportunities for strategic information system applications.	Interactive Session: Discovering Information Systems in an Organization	Group Presentation Rubrics			Value of Participation
6.4	Explain how information systems help businesses use synergies, core competencies, and network-based strategies to achieve competitive advantage.	6.4	Demonstrate how information systems help businesses use synergies, core competencies, and network-based strategies to achieve competitive advantage.	Video Analysis	Individual Score			
6.5	Describe the challenges posed by strategic information systems and management solutions.	6.5	Assess the challenges posed by strategic information systems and management solutions.					

Topic 7: Roles of Information Systems in the Organization (6hours)

		At the end of the topic, the students can:				a b c d e f	a c d	
7.1	Discuss the Competitive Business Environment	7.1	List and explain the Competitive Business Environment	Talk and Learn: Competitive Advantage of IS in Organization	Individual Score			Critical Thinking
7.2	Explain the Distribution of Information Systems in business context	7.2	Understand the Distribution of Information Systems in business context	Quiz & Assignments	Result of Quiz & Assignments			Teamwork

Value of Appreciation |
| 7.3 | Explain the Contemporary Approaches to Information Systems | 7.3 | Explain the Contemporary Approaches to Information Systems | | Individual Score | | | Value of Participation |
| 7.4 | Introduce the The New Role of Information Systems in Organization | 7.4 | Explain The New Role of Information Systems in Organization | Case Analysis: Effective IS

Rubrics | | | | |
| 7.5 | Explain the Learning to Use Information Systems: New Opportunities with Technology | 7.5 | Understand the Learning to Use Information Systems: New Opportunities with Technology | Group Dynamic: Pick Me! | | | | |

Topic 8: Managing Change and Innovation (6 hours)

	At the end of the topic, the students can:					
8.1 Discuss the external and internal forces for change.	8.1 Understand the external and internal forces for change.	Quiz & Assignments	Result of Quiz & Assignments	a b c d	a d	Resourcefulness
8.2 Discuss the calm waters and white-water rapids metaphors of change.	8.2 Contrast the calm waters and white-water rapids metaphors of change.					Self-Confidence
8.3 Explain Lewin's three-step model of the change process.	8.3 Explain Lewin's three-step model of the change process.	Group Discussion: Internal & External Agents in an Organization	Group Score			Value of Appreciation
8.4 Explain organizational change.	8.4 Define organizational change.					Value of Participation
8.5 Discuss internal and external change agents.	8.5 Contrast internal and external change agents in an organization.	Board work: List how managers can help employees deal with stress.	Score			
8.6 Explain how managers might change structure, technology, and people.	8.6 Understand and give example how managers might change structure, technology, and people.					
8.7 Explain why people resist change and how resistance might be managed.	8.7 U why people resist change and how resistance might be managed.					
8.8 Explain why changing organizational culture is so difficult and how managers can do it.	8.8 Learn why changing organizational culture is so difficult and how managers can do it.					
8.9 Discuss stress Management	8.9 Describe employee stress and how managers can help employees deal with stress.					
8.10 Discuss what it takes to make change happen successfully.	8.10 Explain what it takes to make change happen successfully.					
8.11 Explain why innovation isn't just creativity.	8.11 Understand why innovation isn't just creativity.					
8.12 Explain the systems view of innovation.	8.12 Describe the systems view of innovation.					
8.13 Discuss the structural, cultural, and human resource variables that are necessary for innovation.	8.13 Describe the structural, cultural, and human resource variables that are necessary for innovation.					

Topic 9: Class Project Presentation (6 hours)

Project Name: **Applying Information Systems.**	Students will evaluate existing information systems in an organization and document. After evaluation, they should come-up with a	Group Project	Rubrics on Project Presentation & Documentation	a b c d e f	a c d	Critical Thinking Resourcefulness

						Teamwork
proposal of the project that will help the organization in its business goal.						
Lectures (54hours)						
Examination (4 hours)						

8. Course Evaluation

Course Requirements:
- Compilation of the Individual or group interactive session
- Completion of the project

Grading System: MIDTERM   FINAL TERM
                    Exam   - 50%   Exam   - 50%
                    Quizzes/ In-class Activity/Assignment   - 40%   Quizzes/ In-class Activity/Assignment   - 40%
                    Attendance   - 10%   Attendance   - 10%

                    MTG+FTG/2=FG

References:

Text books:

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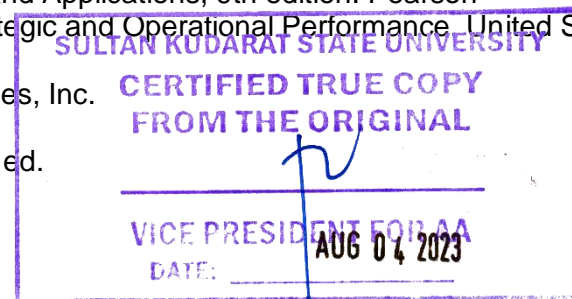Ferrell, O., Ferrell, L., Hirt, G. (2009). Business in a Changing World. McGraw Hill Companies, Inc.
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Brown, C., DeHayes, D., et.al. (2009) Managing Information Technology, Prentice Hall, 6th ed.
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Supplemental:

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