CENTRAL TEXAS COLLEGE
SYLLABUS FOR MTMS 2272
MANAGEMENT AND LEARNING STRATEGIES

Semester Hours Credit:  2

INSTRUCTOR: _________________
CLASS HOURS: _________________

I. INTRODUCTION

A. This course explores the use of training in organizations, instruction techniques, and evaluation procedures. Training for career changes and the implications of fair labor standards are also discussed.

B. This course is required to meet curriculum requirements for the Central Texas College Associate of Arts degree in Applied Management-Military Science Specialization and as an elective in other programs.

C. This course is occupationally related to all military career fields and serves as preparation for careers in the business world.

II. LEARNING OUTCOMES

Upon successful completion of this course, Management and Learning Strategies, the student will be able to:

A. Describe traditional approaches to training in organizations.

B. Discuss emerging learning technologies.

C. Explain changes in the workplace and workforce.

D. Identify motivational theories.

E. Demonstrate effective evaluation procedures.

F. Discuss building team effectiveness.

G. Describe retaining trends in a transforming market.

H. Discuss equality in the workforce.

III. INSTRUCTIONAL MATERIALS

MTMS 2272

B. The instructional materials identified for this course are viewable through http://www.ctcd.edu/im/im_main.asp.

IV. RESPONSIBILITY FOR LEARNING

Student: As the student you are ultimately responsible for what you learn and for your success in this course.

V. COURSE REQUIREMENTS

A. Attendance: (Refer to the CTC catalog for detailed policy.)

1. You are expected to attend each class period, be on time, and stay the full class period or be counted absent. You are responsible for all course material missed due to absence.

2. The instructor may initiate an Administrative Withdrawal and assign a grade of "FN" ("F" for non-attendance) after four unexcused absences.

3. If you decide to withdraw from a course after the first scheduled meeting, you must file an Application for Withdrawal/Refund at the Records Office. Your transcript will show a "W" grade which does not affect your GPA. If you merely fail to show up for the unit exams or the final exam, you will receive an "FN" as outlined above. Check the current College Schedule Bulletin for the latest withdrawal date for each semester.

B. Reading Assignments: You are expected to have read the assigned readings prior to class.

C. Group Work: End of chapter cases will be assigned to groups for completion and class discussion. You are expected to participate in a group setting in order to apply management concepts and theories learned in class.

D. Current Event Article Reports Project: (It meets the SCANS communication requirement.)

1. In addition to text readings, each student will prepare one business-related current event article report. The report will be made about articles selected from a current publication (newspaper, new magazine, etc.) The report will be typed using the format prescribed by the instructor. A copy of the article must be furnished with the report. **The report must be business related.** The student will also present the article reports orally to the class. This requirement counts 45 points on the final grade.
2. Deadlines for turning in the report will be determined by the instructor.

NOTE: The instructor may substitute a research report on a management problem to meet this requirement. The research report must be typed, double-spaced, with one inch margins, using American Psychological Association (APA) Publication Manual format, or other format designated by the instructor.

V. EXAMINATIONS

A. There will be four major exams each worth 100 points.

B. The instructor may administer "pop" or spot quizzes from time to time throughout the semester. There will be no makeup spot quizzes.

VI. SEMESTER GRADE COMPUTATIONS

A. Course grades will be determined by total number of points earned.

Exam 1 100 points
Exam 2 100 points
Exam 3 100 points
Final Exam 100 points
Reports/quizzes/participation 100 points

500 points

B. Computation of grade based on points:

450-500 A*
400-449 B*
350-399 C
300-349 D
0-299 F

*Article/research report requirements must be met to receive a grade of "B" or higher.

VII. COURSE OUTLINE

Note: The instructor has the right to change the course schedule. Any changes will be announced in class. If the student misses a class period and changes are announced, it is the student’s responsibility to receive the missed information from a classmate.

A. Lesson One: Organizational Training, Learning Methodologies, and Effective Communication.

1. Lesson Outcomes: Upon successful completion of this unit the student will be able to:
a. Define the role of the organizational trainer and the function of training in the organization.
b. Identify and summarize five major sources of change for twenty-first century managers.
c. Contrast the functional and role approaches to explaining what managers do.
d. Summarize the ten facts of managerial life.
e. Explain how managers learn to manage.
f. Challenge two myths about small business and describe entrepreneurs.

2. Learning Activities:
   a. Classroom lecture/discussion.
   b. Reading assignments.
   c. Case study.
   d. Homework and other assignments designated by the instructor.

3. Unit Outline: Follow the sequence of the unit objectives.

B. Lesson Two: The Systematic Approach to Training

1. Lesson Outcomes: Upon successful completion of this unit the student will be able to:
   a. Distinguish changes in knowledge, skills, or attitudes (KSA).
   b. Describe the teaching/learning advantages of a well-planned instructor’s guide.
   c. Develop an instructor’s manual for a classroom presentation incorporating key elements of an effective instructor’s guide.
   d. Plan the logistical sequence for conducting training and complete a training meeting checklist and a daily activity planner.
   e. Identify common logistical and coordination pitfalls to avoid.

2. Learning Activities:
   a. Classroom lecture/discussion.
   b. Reading assignments.
   c. Case study.
   d. Homework and other assignments designated by the instructor.


1. Lesson Outcomes: Upon successful completion of this unit the student will
be able to:

a. Distinguish whole versus part learning.
b. Describe trainee motivation to learn.
c. Develop and be able to illustrate a disordinal aptitude-treatment interaction chart.
d. Describe and differentiate between separate motivational theories and the psychological process that cause the persistence of behavior.
e. Explain instructional design and its impact in the learning environment.

2. Learning Activities:

a. Classroom lecture/discussion.
b. Reading assignments.
c. Case study.
d. Homework and other assignments designated by the instructor.

D. Lesson Four: Evaluation Procedures.

1. Lesson Outcomes: Upon successful completion of this unit the student will be able to:

a. Distinguish between the phases of the evaluation process.
b. Describe Experimental Design.
c. Explain Intra-organizational Validity versus Inter-organizational Validity.
d. Explain Quasi-Experimental Design.

2. Learning Activities:

a. Classroom lecture/discussion.
b. Reading assignments.
c. Case study.
d. Homework and other assignments designated by the instructor.

E. Lesson Five: Traditional Instructional Approaches and Emerging Learning Technologies.

1. Lesson Outcomes: Upon successful completion of this unit, the student will be able to:

a. Discuss traditional instructional approaches.
b. Describe the relationship between temperatures and gasket failures.
c. Explain Linear Programming.
d. Explain the importance of Intelligent Tutoring Systems.

2. Learning Activities:
   a. Classroom lecture/discussion.
   b. Reading assignments.
   c. Case study.
   d. Homework and other assignments designated by the instructor.

F. Lesson Six: A Variety of Training Interventions and Learning Experiences.

1. Lesson Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Discuss building employee capabilities.
   b. Illustrate the importance of apprenticeships within the workforce.
   d. Explain cross-cultural training as well as the need for diversity training in today’s cross-pollinated workforce.

2. Learning Activities:
   a. Classroom lecture/discussion.
   b. Reading assignments.
   c. Case study.
   d. Homework and other assignments designated by the instructor.