

Meeting with Dept. Copy
Report to Sen. T.

SCC.# 74-75-38
74-5/28

FACULTY SENATE
CURRICULUM COMMITTEE
Course Approval Form

Approved
2/24/75

Handwritten notes in a box: "and [unclear]"

Department Administrative Studies

Title Managerial Planning and Control

Sponsor(s) Dr. Robert P. Portland No. of Credits 3

Approved by the department Yes Graduate

Not recommended by the department Undergraduate

Information copies forwarded: Academic Dean; Chairman; Curriculum Committee

[Signature]
Signature: Department Chairman

ACADEMIC DEAN

Consultation on proposal has been held yes

Comments: Agreed mod for our Managerial students

[Signature]
Signature: Academic Dean

CURRICULUM COMMITTEE

Proposal received 5/18

Open Hearing held 5/27

Returned to the department for the following reason(s):

Content outline & other mod.

Approved by the Curriculum Committee 5/2/75

Presented to Executive Committee of the Faculty Senate as information

Notifications forwarded: Academic Dean; Department Chairman

[Signature]
Signature: Chairman, Curriculum Committee

Handwritten notes: "Approved" and other illegible text.

ACADEMIC DEAN

I have reviewed the final documents as approved and concur with same.
Budget, faculty and library resources are adequate for immediate implementation.

I have reviewed the final documents as approved and concur with same.
Budget, faculty and/or library allocations for the current academic year
are inadequate for immediate implementation or implementation in the next
fiscal year. The earliest that the proposal might be implemented would be

HESIS Taxonomy Number: _____

Signature: Academic Dean

Copies forwarded: Chairman, Curriculum Committee; Department Chairman;
Provost; Registrar

REGISTRAR

Approved course description received

Signature: Registrar

PROVOST

Official copy and approval sheet filed

Signature: Provost (or designee)

- Note:
- 1) Course proposal format is attached
 - 2) A copy of this approval form should accompany each proposal
 - 3) A copy of a proposed catalogue description of the course must accompany the proposal as a separate page.

I. Planning Techniques:

Management by Objectives
Program Budgetting
Quantitative Analysis
Managerial Economics

J. Planning for Change:

Human/Social Factors

K. Control Principles:

Strategic Points
Feedback -
 Closed and Open Loop Systems
Self Control
Direct Control
Human Factors in Controlling

L. Control Process:

Standards
Measurement of Performance
Comparison with Standards
Correction

M. Feed Forward Control

N. Planning - Control Systems

These topics will be examined principally through involvement of the students in actual group and individual planning projects. We will be drawing on "real world" procedures and case materials from DuPont, Babcock and Wilcox, Wheaton Glass, Gloucester County National Bank and other organizations.

III. Other Needs:

1. Adequacy of present staff and resources: Dr. Barrett and several other members of the Administrative Studies faculty have extensive professional and academic backgrounds in managerial planning and control.
2. Library Facilities and Other Needs: Book and publication holdings in Savitz Learning Center are adequate and being expanded. Films and other learning materials are also available from the American Management Associations and other sources.

3. Space needs: A classroom for 2½ hours per week.
4. Uniqueness of the Course: The Management Studies Component offers Administrative Studies majors a choice among courses treating the various Managerial functions in-depth. Presently there is no course dealing with planning and control. This course is designed to fill that need.
5. Specific Objectives: This course will familiarize students with the organizational planning process: developing of short and long-term objectives; identifying opportunities; assessing alternatives; choosing strategies and formulating tactics to implement them. Similarly, it will deal with principles and methods of control to ensure the achievement of agreed plans. The principal method of instruction will be the involvement of the students in actual group and individual planning projects.
6. Rationale: The Administrative Studies curriculum is designed to familiarize students with managerial concepts as they develop a particular expertise. An important element in this connection is the Management Studies Component. The latter seeks to give every Administrative Studies major an in-depth exposure to several of the concepts important to all managers. This course offers such an exposure to two key management functions - planning and control.

V. Consultations: See course approval form.

14-5/33
2017

COURSE PROPOSAL

- I. Title of Course: Managerial Planning and Control
Department: Administrative Studies
Sponsor: Dr. Robert E. Pritchard, Chairperson
Key Personnel: Dr. Raymond J. Barrett and other Department Faculty
- II. (a) Essence:
 - 1. Undergraduate course offering
 - 2. Semester hour credits - 3
 - 3. Course level: Upper division
 - 4. Prerequisite: Introduction to Management (0506.101)
 - 5. Position in the Curriculum: This course will be one of those in the Management Studies Component of the Administrative Studies curriculum. This course builds on the basic course requirements to develop a greater in-depth understanding of the concepts common to all managers.
 - 6. Suggested time and scale of implementation: Fall Semester 1975.
- (b) Topical Outline:
 - A. Planning and Control As Management Functions
 - B. Planning Considerations:
 - Timing
 - Costs
 - Uncertainty
 - Flexibility
 - C. Analyzing Internal and External Environments
 - D. Forecasting
 - E. Identifying Opportunities and Problems
 - F. Setting Objectives and Goals
 - G. Preparing Strategic Programs to Achieve Goals
 - H. Evaluating Alternatives and Allocating Resources

Proposed Catalogue Description

Managerial Planning and Control

(Prerequisite: 0506.101)

This course will familiarize students with the organizational planning process: developing of short and long-term objectives; identifying opportunities; assessing alternatives; choosing strategies and formulating tactics to implement them. Similarly, it will deal with principles and methods of control to ensure the achievement of agreed plans. The principal method of instruction will be the involvement of the students in actual group and individual planning projects.