

MGMT 1540: Managing Organizational Change

Fall Semester- 2009

Section 40- ENTIRELY ONLINE

Instructor: David C. Layne, Ph. D.

Office: G2G at Taft College, 29 Emmons Park Drive, Taft, CA 93268

Office Hours: M-F 11:00 a.m. – 3:00 p.m. unless in class, or by appointment

Student Contact Hours: The instructor is available Monday through Thursday from 1:30 p.m. to 2:00 p.m. to work directly with students on this course.

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Prerequisites: None

Credit: ½- Semester Credit

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended.

Total Hours: 8 Hours of Lecture,
1-2 Hours Homework for each hour of lecture.

Class Meets: Only for TWO WEEKS. This is a mini-course.

Course Description:

MGMT 1550 (formerly Management 18) is a ½-semester credit course designed to provide students with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change.

Type of Class: Degree Credit

Textbook: Scott, C., & Jaffe, D. (2004). *Change management: Leading people through organizational transitions*. Boston, MA: Thomson/NETg ISBN 10: 1-4188-8915-6

Learning Objectives:

At the end of this course, students will be able to:

1. Take a leadership role in changing your workplace.
2. Become a visionary for your organization.
3. Help people understand change and manage it.
4. Discover and cope with resistance to change.
5. Develop processes to work phases of change through all levels of an organization.

Homework and Examinations:

All homework is found in the ETUDES section labeled, "Tasks, Tests, and Surveys." Each lesson is assigned a Task which contains a reading topic and response. There are 7 tasks, and each task is worth 30 points.

All lessons also contain an online discussion topic which can be found in the ETUDES section labeled, "Discussions and Private Messages." There are seven discussion topics which require students to

respond to a prompt and then answer back to two other students in the learning community. Each discussion topic can earn up to 25 points.

There is no final examination for this class, but a “capstone project” creating an action plan is required and is the eighth task.

Grading Policy:

7 Tasks @ 30 Points Each	= 210 Points
1 Capstone @ 50 Points	= 50 Points
7 Discussions @ 25 Points Each	= 175 Points
Total Points:	= 435 Points
90- 100% = A	
80-89% = B	
70-79% = C	
69 - = F	

General Course Policies:

Keys to success in this class-

1. Since this is only a two week class, students must try to do a lesson every weekday.
2. Take time to do the work required in your text before attempting the Tasks and Discussions.
3. Remember to reply to two other students in every discussion topic.
4. If you have questions or get stuck, get in touch with me immediately as there is little time for us to solve problems in this short course.

Scope and Sequence:

The course is comprised of 3 modules and a total of 8 lessons. There are also pre- and post-surveys as well as a final survey about the course. Most of the lessons require students to read sections out of their texts, do several surveys, complete questionnaires, do specific tasks as homework, and go online and participate in the discussion forum for each lesson. The capstone is a final project in which students will create a change plan.

Here is a listing of the Modules, their Lessons, Tasks, and Discussions:

Module 1: Recognizing Change

a. Introduction	No Reading	Discussion #1- Introductions
b. Lesson #1- Overview	Read “Overview”	No Task or Discussion
c. Lesson #2- Elements	Read Pgs. #1-13	Discussion #2- “Change Items” Task #2: “Innovation”
d. Lesson #3- Planning	Read Pgs. #14-28	Discussion #3- “Change Announced”
e. What’s Next	No Reading	No Assignment

Module 2: The Change Process

a. Introduction	No Reading	
b. Lesson #5- Employees	Pages #21-32	Task #5, Discussion #6
c. Lesson #6- The Boss	Pages #33-41	Task #6, Discussion #7
d. Lesson #7- Relations	Pages #43-48	Task #7, Discussion #8
e. Lesson #8- Lifelong	Pages #56-64	Task #8

Module 3: Taking Charge of Change

a. Introduction	No Reading	No Task or Discussion
b. Lesson #8- Capstone	Read Pgs. #81-82	Create Change Action Plan
c. Want to Know More?	No Reading	No Assignment

COURSE EVALUATION

****NOTE:** The instructor reserves the right to change the scope and sequence to meet the needs of each class.