

ITMM 470 SYLLABUS**ITMM 470 Fundamentals of Management for
Technology Professionals**

Hours: 3 credit hours / 45 contact hours

Instructor: Chuck Beck

Textbook, title, author, and year:

Essentials of Management, 9th Edition, Andrew J.
DuBrin, 2011

*Schaum's Outline of Managerial Accounting, 2nd
Edition (Schaum's Outlines)*, Joel G. Siegel and
Jae K. Shim, 2011

Budgeting for Managers, 1st Edition, Eric Dunbar and
Sid Kemp, 2003.

Specific course information:

- a. **Catalog description:** This course explores fundamentals of management for professionals in high-technology fields. It addresses the challenges of the following: managing technical professionals and technology assets; human resource management; budgeting and managerial accounting; management of services, infrastructure, outsourcing, and vendor relationships; technology governance and strategy; and resource planning.
- b. **Prerequisites:** None.

Specific goals for the course

- a. **Course Outcomes:** The objective of the course is to expose students to the many facets of management and to explore how each of these integrate with day-to-day management, strategic planning and leadership. Students will understand challenges associated with moving from a technical position to a management position. Each successful student will demonstrate foundation knowledge and application of the core concepts of management, of managerial accounting, and resource and asset management
- b. **Course Student Outcomes:**
At the conclusion of this course, students will be able to:
 - Recall and describe core concepts of management
 - Recall and explain key elements of managerial accounting
 - Calculate Return on Investment (ROI)
 - Read and interpret a balance sheet/financial statement
 - Describe resource and asset management
 - Prepare and manage a budget

- Describe and discuss methods and procedures for human resource management
 - Hiring employees
 - Evaluating employees
 - Motivating employees
 - Terminating employees
- Identify and discuss specific challenges related to the management of technology and technology professionals

Topics to be covered

- a. Introduction to Management
- b. Ethics Planning and Tools
- c. Managerial Accounting: Introduction
- d. Managerial Accounting: ROI, Capital Budgeting & Financial Statements
- e. Budgeting: Creating a Budget
- f. Budgeting: Spending & Tracking
- g. Human Resources
- h. Human Resources & Recruiting
- i. Performance Management
- j. Leadership & Motivation
- k. Communication & Collaboration
- l. Controlling
- m. Online Assets, Offshore Staffing, Vendor Management, and Outsourcing