

**Information Technology and Administrative Management Department**  
**www.cwu.edu/~ITAM**

	<p><b>ADMG424</b>  <b>Administrative Management Policy</b>  <b>Course Syllabus - 4 credits</b></p>
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**Dr. Robert A. Lupton, Professor**  
**Retail Management and Technology Specialization**

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**Course Description:** This course is a “capstone” seminar in policy and strategy for administrative managers. Concepts explored include contemporary issues in strategic administrative management and organizational policy; frameworks for strategic analysis, decision making, implementation and control; strategic intent and the core competence of the organization; analysis of resources and capabilities; strategies and policies for IT integration; and culture and change management.

**Course Objective:** Successful completion of this course ensures that students have acquired an in-depth understanding of administrative management from strategic and policy making perspectives. The knowledge, theories, skills, and techniques derived from all previous courses will be integrated. Analysis and diagnosis of administrative management problems will be applied in order to formulate and analyze strategies and policies for the improvement of organizational performance.

**Learning Objectives:**

The objectives you will have accomplished by the end of the course include these.

- Understand contemporary issues in strategic administrative management and organizational policy.
- Understand and analyze the frameworks for strategy through the process of analysis, decision making, implementation, and control.
- Understand and evaluate the intent and core competencies of an organization.
- Analyze the resources and capabilities necessary to compete in the domestic and international environment.
- Understand and evaluate how IT strategically supports administrative management.
- Understand how the culture and constant change impacts administrative management.

**Learner Outcomes:**

Learner Outcome	Assessment
1. Understand contemporary issues in strategic administrative management and organizational policy.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
2. Understand and analyze the frameworks for strategy through the process of analysis, decision making, implementation, and control.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.

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3. Understand and evaluate the intent and core competencies of an organization.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
4. Analyze the resources and capabilities necessary to compete in the domestic and international environment.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
5. Understand and evaluate how IT strategically supports administrative management	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
6. Understand how the culture and constant change impacts administrative management.	Complete examinations and weekly concepts, analyze case studies and participate in class assignments which demonstrate knowledge, understanding and application.
6. Demonstrate basic understanding of the ethical and legal issues in strategic administrative management.	Analyze case studies and participate in class discussions.

### Textbook and Other Required Materials:

- Please order your textbook ASAP - we will use this immediately the first week of class. Textbook: **Strategic Management: Concepts and Cases, 12/E, Fred David**. David's *Strategic Management* offers a skills-oriented, practitioner perspective that has been updated with modern cases to reflect current research and strategy. Order through CWU On line: <http://cwubookstore.collegestoreonline.com/> or [E-bay](#), [Amazon.com](#), etc.
- An alternative, cost saving method to order the textbook is through the web site <http://www.coursesmart.com>. **CourseSmart Textbooks Online** is an exciting new *choice* for students looking to save money. As an alternative to purchasing the print textbook, you can *subscribe* to the same content online and save up to 50% off the suggested list price of the print text. For more information, visit <http://www.coursesmart.com>.
- Access to CWU eLearning Blackboard web site (<http://courses.cwu.edu>)
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