Course Outline

COURSE:  MGMT 101  DIVISION:   50  ALSO LISTED AS:

TERM EFFECTIVE:  Spring 2015  CURRICULUM APPROVAL DATE: 10/27/2014

SHORT TITLE: INTRO TO MANAGEMENT

LONG TITLE: Introduction to Management

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>3</td>
<td>18</td>
<td>Lecture</td>
<td>3</td>
<td>54</td>
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<tr>
<td></td>
<td></td>
<td>Lab</td>
<td>0</td>
<td>0</td>
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<td>Other</td>
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<td></td>
<td></td>
<td>Total</td>
<td>3</td>
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COURSE DESCRIPTION:

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

  L - Standard Letter Grade
  P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

  02 - Lecture and/or discussion
  72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. The students will identify and describe the functions of management including planning, organizing, staffing, directing, and controlling.
Measure: Written reports, projects, exams, classroom discussions
PLO: 3
ILO: 2,1,3,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-2016

2. The students will describe the components of each of the functions of management.
Measure: Written reports, projects, exams, classroom discussions
PLO: 3
ILO: 2,1,3,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-2016

3. The students will explain the complexities of management principles and theories.
Measure: Written reports, projects, exams, classroom discussions
PLO: 3
ILO: 2,1,3,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-2016

4. The students will identify the responsibilities of management.
Measure: Written reports, projects, exams, classroom discussions
PLO: 3
ILO: 2,1,3,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-2016

5. The students will identify the contemporary management trends and issues.
Measure: Written reports, projects, exams, classroom discussions
PLO: 3
ILO: 2,1,3,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-2016

PROGRAM LEARNING OUTCOMES:
1) Discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function.
2) Explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain.
3) Develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
4) Determine appropriate and inappropriate interview, hiring, and employee supervision procedures.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/27/2014
Out of Class Assignments and Homework: Read the related chapters each week, do the end-of-chapter assignments, write reports, and chapter exams. Out of class assignments required on a 2 to 1 basis for Lecture units granted.
9.0 Hours
PART 1. INTRODUCTION
The Exceptional Manager: What You Do, How You Do It
Management Theory: Essential Background for the Successful Manager
PERFORMANCE OBJECTIVES: Describe the process and functions of management and explain how management skills are developed.
9.0 Hours

PART 2. THE ENVIRONMENT OF MANAGEMENT
The Manager's Changing Work Environment & Ethical Responsibilities
Global Management: Managing Across Borders
PERFORMANCE OBJECTIVES: Describe and examine the effects of cultural differences and how they mesh with American management techniques.
9.0 Hours

PART 3. PLANNING
Planning: The Foundation of Successful Management
Strategic Management: How Star Managers Realize a Grand Design
Individual & Group Decision Making: How Managers Make Things Happen
PERFORMANCE OBJECTIVES: Describe and evaluate successful management and how decisions are made for groups and individuals.
9.0 Hours

PART 4. ORGANIZING
Organizational Culture, Structure, & Design: Building Blocks of the Organization
Human Resource Management: Getting the Right People for Managerial Success
Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager
PERFORMANCE OBJECTIVES: Examine and describe how the organization culture affects the decision process.
9.0 Hours

PART 5. LEADING
Managing Individual Differences & Behavior
Motivating Employees: Achieving Superior Performance in the Workplace
Groups & Teams: From Conflict to Cooperation
Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
Interpersonal & Organizational Communication
PERFORMANCE OBJECTIVES: Describe how individual differences and behavior affect management modes.
9.0 Hours

PART 6. CONTROL
Control: Techniques for Enhancing Organizational Effectiveness
PERFORMANCE OBJECTIVES: List and describe techniques for enhancing organization effectiveness.

METHODS OF INSTRUCTION:
Lecture, homework, projects, text, exams

METHODS OF EVALUATION:
CATEGORY 1 - The types of writing assignments required:
Percent range of total grade: 30 % to 70 %

Written Homework

Reading Reports
Essay Exams

Term or Other Papers

If this is a degree applicable course, but substantial writing assignments are not appropriate, indicate reason:
Course primarily involves skill demonstration or problem solving

CATEGORY 2 - The problem-solving assignments required:
Percent range of total grade: 25% to 50%

Homework Problems

Field Work

Lab Reports

Quizzes

Exams

CATEGORY 3 - The types of skill demonstrations required:
Percent range of total grade: 10% to 30%

Class Performance/s

Performance Exams

CATEGORY 4 - The types of objective examinations used in the course:
Percent range of total grade: 10% to 30%

Multiple Choice

True/False

Matching Items

Completion

REPRESENTATIVE TEXTBOOKS:
Required:
Or other appropriate college level text.
ISBN: 0078029546
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:
  Transferable CSU, effective 201030

UC TRANSFER:
  Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: MGMT
CSU Crosswalk Course Number: 101
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000109391
Sports/Physical Education Course: N
Taxonomy of Program: 050630