

Course Outline

COURSE: MGMT 101 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 05/12/2020

SHORT TITLE: INTRO TO MANAGEMENT

LONG TITLE: Introduction to Management

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

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.

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

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Describe and identify the components of each of the functions of management including planning, organizing, staffing, directing, and controlling.
2. Explain the responsibilities of management, including the principles and theories.
3. Identify the contemporary management trends and issues.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 05/12/2020

9 Hours

Content: The Exceptional Manager: What You Do, How You Do It

Management Theory: Essential Background for the Successful Manager

Student Performance Objectives: Describe the process and functions of management. Explain how management skills are developed.

9 Hours

Content: The Manager's Changing Work Environment and Ethical Responsibilities

Global Management: Managing Across Borders

Student Performance Objectives: Describe and examine the effects of cultural differences and how they mesh with American management techniques.

9 Hours

Content: Planning: The Foundation of Successful Management

Strategic Management: How Star Managers Realize a Grand Design

Individual and Group Decision Making: How Managers Make Things Happen

Student Performance Objectives: Describe and evaluate successful management and how decisions are made for groups and individuals.

9 Hours

Content: Organizational Culture, Structure, and Design: Building Blocks of the Organization

Human Resource Management: Getting the Right People for Managerial Success

Organizational Change and Innovation: Lifelong Challenges for the Exceptional Manager

Student Performance Objectives: Examine and describe how the organization culture affects the decision process.

9 Hours

Content: Managing Individual Differences and Behavior

Motivating Employees: Achieving Superior Performance in the Workplace

Groups and Teams: From Conflict to Cooperation

Power, Influence, and Leadership: From Becoming a Manager to Becoming a Leader

Interpersonal and Organizational Communication

Student Performance Objectives: Describe how individual differences and behavior affect management modes.

7 Hours

Content: Control: Techniques for Enhancing Organizational Effectiveness

Student Performance Objectives: List and describe techniques for enhancing organization effectiveness.

2 Hours

Final

METHODS OF INSTRUCTION:

Lecture, homework, projects, text, exams

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 54

Assignment Description: Out of Class Assignments and Homework: Read the related chapters each week, do the end-of-chapter assignments, write reports.

Required Outside Hours: 54

Assignment Description: Review notes and textbook readings and study for exams, quizzes.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 40.00 %

Percent range of total grade: 30% to 70% Written Homework; Reading Reports; Essay Exams; Term or Other Papers

Problem-solving assignments

Percent of total grade: 40.00 %

Percent range of total grade: 30% to 50% Homework Problems; Field Work; Lab Reports; Quizzes; Exams

Objective examinations

Percent of total grade: 20.00 %

Percent range of total grade: 10% to 30% Multiple Choice; True/False; Matching Items; Completion

REPRESENTATIVE TEXTBOOKS:

Angelo Kinicki and Brian Williams. Management: A Practical Introduction. Or other appropriate college level text.. New York, NY: McGraw-Hill,2020.

ISBN: 1260075117

Reading Level of Text, Grade: 12th Verified by: MS Word

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: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

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