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

<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: 3</td>
<td>3</td>
<td>54</td>
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<td></td>
<td></td>
<td>Lab: 0</td>
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<td>Other: 0</td>
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<td></td>
<td></td>
<td>Total: 3</td>
<td>3</td>
<td>54</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.

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:
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