



BUSI 142 - Principles of Management Course Outline

Approval Date: 05/10/2018

Effective Date: 06/01/2018

SECTION A

Unique ID Number CCC000130612

Discipline(s) Business

Division Career Education and Workforce Development

Subject Area Business

Subject Code BUSI

Course Number 142

Course Title Principles of Management

TOP Code/SAM Code 0506.00* - Business Management* / C -
Occupational

Rationale for adding this course to the curriculum textbook updates

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment 40

Grading Option Letter Grade or P/NP

Distance Education Mode of Instruction Hybrid
Entirely Online
Hybrid more than 50%

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Analysis of basic management theory and concepts. The primary functions of
Description management (planning, organizing, coordinating, and controlling) are studied in depth. Transfers to: CSU.

Schedule
Description

SECTION D

Condition on Enrollment

1a. Prerequisite(s): *None*

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Demonstrate a knowledge of the complexities of management processes and functions and the solution of typical problems through the use of case studies.
- B. Describe, examine and analyze the need for multicultural awareness, and ethical conduct by managers.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Explain the role and importance of management to society and individuals.
- B. Demonstrate an understanding of the planning, organizing, leading and controlling functions performed by managers
- C.

3. Course Content

The course content will be supported throughout by the use of case studies and simulations to provide active participation by students to confirm theoretical study.

A. Management roles and processes and their relationship to other disciplines.

B. The historical roots of contemporary management practices and their importance in the development of contemporary practices.

C. The current management environment with emphasis on the effects of globalization, technology, social responsibility, ethical behavior, and a diverse workforce.

D. Planning in an uncertain environment, including strategic and tactical planning, single-use and standing plans, management by objectives and SWOT analysis.

E. Decision making including problem definition, aids to decision making including payoff matrices, decision trees, break-even analysis, ratio analysis, linear programming, queuing theory, and economic order quantity.

F. Organizing including team-based structures and recognizing the cultural factors in organizational design.

G. Human Resource Management including the legal environment, and an examination of current issues in Human Resource Development including workforce diversity, sexual harassment, workplace violence, and the need for unions and management cooperation.

H. Change, stress, and innovation including organizational change and member resistance, reducing stress, and fostering creativity and innovation.

I. Individual and group behavior, including explaining and predicting behavior, and basic concepts of group behavior.

J. Motivation including a critical examination of current motivation theories, work teams including the challenges of turning individuals into team players, maximizing employee effort.

K. Leadership and trust including managers as leaders, and the critical importance of trust.

L. Communication and Interpersonal skills including overcoming communicational barriers, and the influence of technology on communication.

M. Control including the adjustment of control for cultural differences.

N. Operations Management including its contribution to productivity.

O. Project Management including the use of scheduling tools including PERT and Critical Path Analysis.

4. Methods of Instruction:

Distance Education:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Quizzes --

Home Work --

Final Exam --

Mid Term --

Additional assessment information:

Completion of simulations and case studies individually and in group sessions

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Students will study before class Chapter 2 on the Historical Roots of Contemporary Management Practice in conjunction with Instructor Notes. The Instructor Notes will outline salient points in the study material. The Instructor will use a PowerPoint presentation to introduce group discussions on selected topics. Groups will report verbally to the class on their conclusions.

Student will have access to the presentation which will have a narration after the discussion session.

Homework will be the completion individually of two online quizzes, the highest score to count.

B. Writing Assignments

Chapter 9 Understanding Work Teams. After a group discussion, studying a case problem and submitting written group solutions.

Home work:

Performing graded management decisions online in a simulated organization.

C. Other Assignments

In Chapter 14 perform in groups PERT exercises to plan and control small business projects making class presentations of their completed PERT project.

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Williams, Chuck

Title: MGMT11

Publisher: Cengage

Date of Publication: 2018

Edition: 11th

B. Other required materials/supplies.