

BUSAD141 : Introduction To Management

General Information

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Attachments:	DE Addendum_BUSAD_141 COR_05_26_2023 CoDE_09_26_2023.pdf
Course Code (CB01) :	BUSAD141
Course Title (CB02) :	Introduction To Management
Department:	BUSAD
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0506.30) Management Development and Supervision
CIP Code:	(52.0204) Office Management and Supervision.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000126348
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	BUSAD 141 introduces the student to managerial functions within an organization, including planning and decision-making, organizing, staffing, directing, leading, and controlling functions. These functions apply to managers at all levels, from small business to top executive management.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Management
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0

Total 54

Course Out-of-Class Hours

Lecture 108

Laboratory 0

Studio 0

Total 108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
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No Value	No Value	No Value	No Value
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Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Collaborative Learning
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Methods of Instruction

Discussion

Methods of Instruction

Demonstrations

Methods of Instruction

Multimedia

Out of Class Assignments

- Chapter review questions and/or other assignments (e.g. read and report on leadership styles, management philosophy, etc.)

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Written Report (e.g. read and report on leadership styles)

Exam/Quiz/Test

Chapter Quizzes

Exam/Quiz/Test

Midterm Examination

Exam/Quiz/Test

Comprehensive Final Examination

Textbook Rationale

No Value

Textbooks**Author****Title****Publisher****Date****ISBN**Angelo Kinicki and Denise
Breaux SoignetManagement: A Practical
Introduction, 10th Edition

McGraw Hill

2022

9781264263684

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives**Course Objectives**

Explain the five functions of a manager: planning, organizing, staffing, leading, and day-to-day operational control.

Describe the protocols involved in managing a career.

Discuss the opportunities available in the field of management.

SLOs

Explain the complexities of management principles and theories.

Expected Outcome Performance: 70.0

<i>BUSAD</i> General Business - Certificate	Analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance. Understand and apply the four P's of marketing, business law, investments, management, and marketing.
<i>BUSAD</i> General Business - A.S. Degree Major	Analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance. Understand and apply the four P's of marketing, business law, investments, management, and marketing.
<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Identify contemporary management trends and issues.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>BUSAD</i> General Business - Certificate	Recognize, analyze, and assess current economic challenges facing global and domestic businesses. Understand and apply the four P's of marketing, business law, investments, management, and marketing.
<i>BUSAD</i> General Business - A.S. Degree Major	Recognize, analyze, and assess current economic challenges facing global and domestic businesses. Understand and apply the four P's of marketing, business law, investments, management, and marketing.

Communicate own philosophy of management.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Managing Yourself (6 hours)

- Determining your skills
- Constructing your plans
- Career states
- Achieving a balance

Communicating (6 hours)

- The communication process
- Communication (written and verbal) barriers and accessibility
- Good communication

Planning (6 hours)

- Importance of planning
- Planning concepts
- Making plans effectively

Organizing (5 hours)

- The organizing process
- The formal and informal organization

Staffing (6 hours)

- Legal environment
- Recruitment
- Selection
- Training
- Performance appraisal

Leadership (7 hours)

- Leadership rules
- Leadership styles
- Leadership theories

Controlling (6 hours)

- Controlling process
- Establishing standard
- Types of controls
- Making controls effective
- Computers and controls

Managing Change (6 hours)

- Nature of change
- Sources of change

Management and Society (6 hours)

- Trends in Workforce Diversity
- Managing implicit bias/implicit bias testing
- Managing Diverse Populations (race and ethnicity, abilities/disabilities, age, socio-economic status, language barriers, mental/emotional abilities, etc.)
- Morals and ethics
- People, Planet, Profit

Total Hours: 54**Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value