

MGMT C100: PRINCIPLES OF MANAGEMENT

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	050630 - Management Development and Supervision
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Principles of Management provides a comprehensive review of the role of management in the modern business environment. This course is for new and/or potential supervisors and managers. You will be introduced to the terminology, theories, and principles that make up the core of business management: planning, organizing, leading, and controlling. You will explore the workplace impact of various social and cultural experiences and perspectives related to gender, age, ethnicity, and disability, as customer-focused leadership requires diverse teams and the inclusion of a broad spectrum of voices. ADVISORY: First-time and returning students are advised to consider taking this course in the 16-week format. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Compare and contrast different approaches to solve leadership challenges, demonstrating an understanding of current management terms, concepts, and/or communication strategies.
2. Describe the key management function of organizing by recommending organizational structures for business scenarios.
3. Evaluate the impact of considering diversity and inclusion in staffing, communications, employee motivation, leadership, team management, and/or conflict management.

Course Objectives

- 1. Explain why organizations need managers and the factors affecting their operations, performance, and decision-making.
- 2. Differentiate between management and leadership.
- 3. Describe the importance of organizational design, planning, coordinating, and managing change.
- 4. Evaluate the influence of customers, competitors, employees, and other stakeholders in an organization.
- 5. Defend the importance of ethical behavior in an organization; discuss ethical guidelines for ethical decisions.
- 6. Explain the steps in the decision-making process and analyze the value of group decision-making through the inclusion of diverse voices.

- 7. Articulate the importance of effective human resource management, employee relationships, and communications management in an organization.
- 8. Define motivation, and distinguish direction and intensity of motivation.
- 9. Summarize the types of communications that occur in organizations.
- 10. Evaluate the role of managers and the elements of an organizations internal and external environment, including Equal Employment Opportunity Commission (EEOC) compliance and the implementation of Affirmative Action programs.
- 11. Introduce the purpose and benefits of thought and workforce diversity, equity, and inclusion as strategic assets in the organization.

Lecture Content

Managing and Performing Managerial Decision-Making The Managers Environment: Internal, External, and Corporate Culture Ethics, Corporate Responsibility, and Sustainability Understanding a Firms Competitive Environment Achieving and Sustaining Competitive Advantage Organizational Structure and Change Human Resource Management Diversity in Organizations Leadership Motivation for Performance Managing Teams Managerial Communication Organizational Planning and Controlling Management of Technology and Innovation

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Video one-way (ITV, video) (63)

Instructional Techniques

This course may be taught using multiple methods of support including classroom, video, audio, multi-media, and online strategies. Instructors may utilize learning strategies including lectures; cooperative learning groups; written homework assignments; self-paced independent study using textbooks, video lessons, audio segments, computer software, or online systems; demonstrations or discussions; presentations by students to software or online systems; demonstrations or discussions; presentations by students to the instructor or for class presentation; research projects; and journals and various types of assessment by quiz and exam, including open-ended, close-ended, multiple choice, and essay.

Reading Assignments

Students will read assigned textbooks and periodicals and may participate in class discussions.

Writing Assignments

Written Critical Thinking assignments and/or projects.

Out-of-class Assignments

Students will be required to do research for essay questions and for written Critical Thinking assignments and may give individual or group presentations.

Demonstration of Critical Thinking

Quizzes, Midterm, and Final exams may be used to evaluate students understanding of course concepts. Midterm and Final Exam essay questions that evaluate students ability to formulate solutions to

business scenarios. Written critical thinking analysis(es) related to text material or as workbook supplements for students to apply course concepts to real-world business scenarios. Primary/secondary research presentation, organization, and online data search/manipulation may be included.

Required Writing, Problem Solving, Skills Demonstration

Written critical thinking analysis(es) related to text material or workbook supplements for students to apply course content to real-world business scenarios. Primary/secondary research presentation, organization, and online data search/manipulation may be included.

Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required. Management: Masters degree in business administration, business management, business education, marketing, public administration, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Bright, David S. and Cortes, Anastasia H. Principles of Management, 1st ed. Houston, Texas: OpenStax, 2019 Rationale: -

Other Resources

1. Coastline Library 2. Current business magazines and newspaper articles pertaining to business