

# MGMT G110: ELEMENTS OF MANAGEMENT

Item	Value
Curriculum Committee Approval Date	05/07/2019
Top Code	050600 - Business Management
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

This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations. Students will develop strategic management plans and learn to organize, manage, and motivate teams. Emphasis is also placed on managerial communication and practical managerial skills and tools. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Interpret the meaning of key managerial terms used in business.
3. Describe the four primary management functions: planning, organizing, leading, and controlling.
4. Identify human resource strategies for recruiting, hiring, training, evaluating, compensating, and retaining a quality workforce.
5. Describe how to build teams, motivate employees, and communicate effectively in today's global environment.

## Course Objectives

- 1. Review organizational management, including its functions, levels, skills and evolution.
- 2. Analyze the strategic management process and how it is so important to the micro and macro environment of the firm, including ethical complications and challenges.
- 3. Describe the managerial decision making process, including the characteristics, stages, barriers and the group decision making process.
- 4. Describe the planning process, including both tactical and operational.
- 5. Recognize an awareness of international management, including the global environment, strategies, entry modes and cross cultural management.
- 6. Recognize the importance of entrepreneurship and modern organizational structures, and be able to outline the importance of human resources management and the importance of managing the diverse workforce.

- 7. Recognize the concepts of leadership and motivation in management, including managing teams, and the importance of communications and control.
- 8. Demonstrate knowledge of the complexities of managing in a high technology environment, and how to develop management strategies to bring about change in the organization.

## Lecture Content

Introduction to Management Foundations of Management Organizational environments Organizational culture Business Ethics Social Responsibility Planning Strategy Planning strategic management Vision and goal setting Decision making Action plans Organizational strategy Innovation and change International Management Organizing Staffing Organization structure Departmentalization approaches Team development Adaptive organizations Human resources management Recruiting Compensation Training and development Performance appraisals Separation Managing the diverse workforce Importance Challenges Opportunities Leading Leadership styles Motivating for performance Various methods and approaches Managing teams Communication Effective communication methods One-on-one communication Organizational communication Managerial Control Basic control processes Methods of managerial control Behaviors, processes, and outcomes of organizational control

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Reading Assignments

Assigned chapter readings and case studies.

## Writing Assignments

Essays in examinations, case studies on key topics, in-class exercises.

## Out-of-class Assignments

Online quizzes and media quizzes. Discussion board topics

## Demonstration of Critical Thinking

Accomplished in the Chapter Quizzes and Final examinations, as well as in case studies and exercises.

## Required Writing, Problem Solving, Skills Demonstration

Management situational analysis requiring problem identification and solution.

## 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. Marketing: Masters degree in business administration, business management, business education, marketing, advertising, 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 Williams, Chuck. Principles of Management (with Mindtap), 11 ed. Cengage, 2019