

CATALOG INFORMATION

Dept and Nbr: BMG 61

Title: SKILLS FOR MANAGERS

Full Title: Skills for Managers

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
This course provides knowledge, skills, and tools for students to refine their professional management effectiveness. Topics include roles set for managing others, getting started, self-management within the framework of time, writing goals and objectives, focusing on results, getting results, and managing effectively.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

Limits on Enrollment:

Schedule of Classes Information:
Description: This course provides knowledge, skills, and tools for students to refine their professional management effectiveness. Topics include roles set for managing others, getting started, self-management within the framework of time, writing goals and objectives, focusing on results, getting results, and managing effectively. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1998	Inactive:
UC Transfer:		Effective:	Inactive:

CID:**Certificate/Major Applicable:**

Both Certificate and Major Applicable

COURSE CONTENT**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Identify and explain the role and responsibilities of a manager.
2. Examine current approaches to leading and empowering people to adapt effectively to changing work environments.
3. Evaluate ways to plan projects, track time, and measure results to reach goals.

Objectives:

At the conclusion of this course, the student should be able to:

1. Differentiate between the roles and duties of an employee and a new manager.
2. Identify the strategies for getting started as a new manager and develop a transitional plan for a new manager promoted from the employee ranks.
3. Evaluate how managers utilize their time and establish priorities.
4. Develop a set of goals and objectives for accomplishing tasks.
5. Evaluate various approaches to lead, motivate, communicate, develop teamwork, and introduce change effectively in a work environment.
6. Select the approach that will allow the new manager to effectively manage employees.

Topics and Scope:

1. The Role of a New Manager
2. Skills and Knowledge Required of a New Manager
3. Managing Yourself within the Framework of Time
 - a. Time log
 - b. Time utilization analysis
 - c. To-do list

- d. Gantt chart
- e. Calendar
- 4. Focusing on Results
 - a. Establishing goals and objectives
 - b. Delegating tasks
 - c. Training employees and establish training plans
- 5. Sound Management Skills
 - a. Leading others
 - b. Creating a motivating environment at work
 - c. Developing employee plans
 - d. Communicating and listening skills
 - e. Developing teamwork
 - f. Planning change and being proactive
- 6. Tips for Becoming an Effective Manager

Assignment:

- 1. Written homework analysis of reading assignments and interactive discussions
- 2. Reading, approximately 15-50 pages per week
- 3. Analyze and apply real life situations (reading and written work) individually and/or in groups
- 4. Textbook Activities
- 5. Managerial skills demonstrations

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework and analysis of reading assignments. 10 to 14 based on assigned topics.

Writing
30 - 45%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Textbook activities and interactive discussions

Problem solving
30 - 45%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Managerial skills demonstrations

Skill Demonstrations
10 - 20%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation in large and small groups or online discussions.

Other Category
5 - 10%

Representative Textbooks and Materials:

Instructor prepared materials

and

The First-time Manager. 6th ed. Belker, Loren and McCormick, Jim and Topchik, Gary.

AMACOM/American Management Association. 2012 (classic)