

**BMG 66.2 Course Outline as of Fall 2009****CATALOG INFORMATION**

Dept and Nbr: BMG 66.2      Title: ORG PLANS AND CONTROLS  
 Full Title: Plans and Controls in Organizations  
 Last Reviewed: 4/14/2003

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

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:**

The course provides students with an understanding of the planning process and establishing controls to measure the success of a plan. Students will create strategic, tactical, and operational plans and develop the appropriate controls to help ensure their success.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: The course provides students with an understanding of the planning process and establishing controls to measure the success of a plan. Students will create strategic, tactical, and operational plans and develop the appropriate controls to help ensure their success. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive: Fall 2014
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

#### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Explain the planning process within an organization.
2. Examine and prioritize the tasks required to create strategic, tactical and operational plans.
3. Identify and differentiate among selected tools that enhance the effectiveness of the planning process.
4. Formulate plans to target the achievement of an organization's goals and objectives.
5. Analyze and evaluate the budgeting process.
6. Develop and evaluate controls designed to enhance the effective implementation of plans.

### **Topics and Scope:**

1. Planning and its relationship to the other management functions.
2. The impact of the mission statement and organizational goals on planning.
3. Types of plans.
  - a. Strategic.
  - b. Tactical.
  - c. Operational.
4. Internal and external environmental planning factors.
5. Operational planning tools.
6. The use of budgets as planning and controlling tools.
7. Control systems and their elements.
8. Control tools.

### **Assignment:**

1. In-class written assignments.
2. Homework.
3. Group activities.
4. Role-playing.
5. Workbook exercises.
6. Case studies.
7. Skill demonstrations.
8. Participation in classroom activities.
9. Examination(s).

**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, In-class written assignments, short essay question

Writing  
25 - 35%

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

Problem solving in groups, workbook exercises

Problem solving  
20 - 25%

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

Role-playing, skill demonstrations

Skill Demonstrations  
20 - 40%

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

Multiple choice, True/false, Short essays

Exams  
1 - 20%

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

Participation in classroom activities

Other Category  
10 - 30%

**Representative Textbooks and Materials:**

Instructor-prepared materials.