

BMG 61 Course Outline as of Fall 2008**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	0.80		Contact DHR	14.00
		Contact Total	2.30		Contact Total	40.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 92.75

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, focusing on results, getting results, and managing effectively.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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, focusing on results, getting results, and managing effectively. (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:

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:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Differentiate between the roles and duties of an employee and a new manager.
2. Identify the strategies in 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 effectively lead, motivate, communicate, develop teamwork, and introduce change in a work environment.
6. Select the approach which 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. Embracing change and being proactive
6. Tips on being an effective manager

Assignment:

1. In-class written assignments
2. Reading, approximately 20-30 pages per week (three week course)
3. Group activities
4. Role playing
5. Workbook exercises
6. Case studies
7. Skill demonstrations
8. Participation in classroom activities
9. Quizzes (2-3)

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, analysis of reading assignments

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.

Group activities, class performance, role playing

Skill Demonstrations
20 - 30%

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

Multiple choice, True/false, Short essays

Exams
10 - 20%

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

Participation in classroom activities.

Other Category
10 - 20%

Representative Textbooks and Materials:

The First-time Manager. Belker, Loren B. and Topchik, Gary S.
AMACOM/American Management Association, 5th Edition: 2005
and
Instructor prepared materials