BMG 67.1 Course Outline as of Fall 1998

CATALOG INFORMATION

Dept and Nbr: BMG 67.1   Title: MANAGING CHANGE
Full Title: Managing Change
Last Reviewed: 12/15/1997

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	3.00	6	Lecture Scheduled	18.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 36.00   Total Student Learning Hours: 54.00

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:
Change is the one constant factor that managers face daily. As a manager it is critical that you and your employees recognize the importance and necessity of dealing positively with change in an environment that demands new products and services constantly. This course provides the manager with the knowledge and skills to create a work environment that has the ability to be proactive and bring about change effectively.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Change is the one constant factor that managers face daily. As a manager it is critical that you and your employees recognize the importance and necessity of dealing positively with change in an environment that demands new products and services constantly. This course provides the manager with the knowledge and skills to create a work environment

that has the ability to be proactive and bring about change 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:

		Effective:	Inactive:
AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Transferable	Effective:	Fall 1998	Inactive:	Spring 2012
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. describe the characteristics of the change process;
2. list the positive and negative consequences of change;
3. design strategy to effectively bring about change within the work environment;
4. list the factors that create a proactive change environment.

Topics and Scope:

1. Identify the environmental forces creating changes.
2. Identify specific areas for change.
3. Creating a problem-solving environment for your employees.
4. Create an action plan for change.
5. How to introduce change to your employees - selling the change.
6. How to involve your employees in the change process.
7. Building a feedback loop in the change process.
8. Reinforcing the change.
9. Identify forces supporting the change and forces against the change.

Assignment:

Written exercises.
Case analysis.
Experiential skill development.

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, Term papers

Writing 5 - 20%

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

Behavioral problem solving.

Problem solving 5 - 20%

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

Class performances, Field work, Performance exams

Skill Demonstrations 50 - 70%

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

Multiple choice, True/false, Essay

Exams 5 - 20%

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

Attendance

Other Category 5 - 25%

Representative Textbooks and Materials:
The instructor will provide current topical articles, trade journals, magazines, and newspapers.