

CATALOG INFORMATION

Dept and Nbr: BMG 50

Title: INTRO TO SUPER/MGT

Full Title: Introduction to Supervision and Management

Last Reviewed: 4/25/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

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:**  
This course serves as the foundation of your management career in dealing with today's changing work environment. Techniques and principles to help those desiring to make the transition to supervision, as well as new supervisors and managers who wish to update their skills. An introduction to the management functions of planning, organizing, directing, and controlling. Development of problem-solving, communications and human relations techniques.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course serves as the foundation of your management career in dealing with today's changing work environment. Techniques & principles to help those desiring to make the transition to supervision, as well as new supervisors & managers who wish to update their skills. An introduction to the management functions of planning, organizing, directing, & controlling.

Development of problem-solving, communications & human relations techniques. (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:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will:

1. Read college level texts on management and be able to discuss the major concepts;
2. Understand and explain the five function of management;
3. Demonstrate the ability to solve problems within groups;
4. Propose written solutions using the case analysis process;
5. Identify and demonstrate effective communication techniques;
6. Explain the current and future rate of supervision;
7. Develop five techniques to enhance their career opportunities;
8. Describe how management actions impact customers, employees and peers.

### **Topics and Scope:**

1. Organizational systems.
2. Historical perspectives.
3. Communicating.
4. Planning.
5. Decision making.
6. Formal and informal organizations.
7. Staffing.
8. Motivation.
9. Leadership.
10. Controlling and forms of control.
11. Change and conflict.

## 12. Productivity and ethics.

### Assignment:

1. Reading of materials.
2. Written case analysis.
3. Demonstration of decision making skills.
4. Individual and/or group projects.

### 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  
20 - 25%

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

None

Problem solving  
0 - 0%

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

None

Skill Demonstrations  
0 - 0%

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

Multiple choice, True/false, Matching items

Exams  
70 - 75%

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

ATTENDANCE AND PARTICIPATION.

Other Category  
5 - 10%

### Representative Textbooks and Materials:

Introduction to Management, Plunkett/Atner.  
Supervision, Rue/Byars.