BMG 50 Course Outline as of Summer 2021

CATALOG INFORMATION

Dept and Nbr: BMG 50 Title: MANAGEMENT & SUPERVISION
Full Title: Introduction to Management and Supervision
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	6	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:
Principles, concepts, and practices of management: planning, organizing and controlling in organizations. Organizational dynamics of diversity, groups, communications, decision making, change, and ethics and social responsibility.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Principles, concepts, and practices of management: planning, organizing and controlling in organizations. Organizational dynamics of diversity, groups, communications, decision making, change, and ethics and social responsibility. (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 1981	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. Apply principles and concepts of management.
2. Explain the roles, skills, responsibilities, and accountabilities of managers in planning, administering, managing, leading, and controlling human and financial resources within an organization.

Objectives:
Upon completion of the course, students will be able to:
1. Identify and explain the functional roles and responsibilities of managers and supervisors in business organizations.
2. Explain the importance of ethical decision making and social responsibility in organizations.
3. Describe the levels of planning and the strategic planning process.
4. Explain the decision making process and decision making styles.
5. Describe organizational structures and the implications for management in regard to responsibility and authority.
6. Describe the human resource process.
7. Explain the difference in union and non-union organizations and the roles of unions within an organization.
8. Differentiate and apply theories of motivation and leadership.
9. Describe the formal and informal channels of communication with an organization.
10. Describe the stages of group development and describe the characteristics of effective teams.
11. Explain the manager’s role as a change agent.
12. Identify and explain managerial control principles.
13. Identify the proper use of technology in a business environment.

Topics and Scope:

1. Introduction to Management
   a. Management and management careers

b. History and current thinking toward management
c. Corporate social responsibility and business ethics
d. Managing in a global arena

2. Planning
   a. Organizing objectives
   b. Fundamentals of planning
   c. Making decisions
   d. Strategic planning
   e. Plans and planning tools
3. Organizing
   a. Fundamentals of organizing
   b. Responsibility, authority, and delegation
   c. Managing diverse human resources
   d. Union and management relations
   e. Developing a diverse workforce
4. Influencing
   a. Fundamentals of influencing and communication
   b. Motivation
   c. Leadership
   d. Groups, teams, and corporate cultures
   e. Understanding people
      1) Attitudes
      2) Perception
      3) Learning
   f. Managing change
5. Controlling
   a. Principles of controlling
   b. Production management and control
   c. Information and internet technology
   d. Financial control

Assignment:

1. Reading chapters for each week of approximately 20 to 30 pages
2. Quizzes, one to two midterm exams, and final exam
3. Case studies and/or written assignments
4. Term paper of five to ten pages

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 assignments, case studies, term paper of 5 - 10 pages	Writing 25 - 30%

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.

Quizzes, one to two midterm exams, and final exam	Exams 65 - 70%

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

Attendance and participation	Other Category 0 - 10%

Representative Textbooks and Materials:
Modern Management, by Samuel Certo, Prentice Hall, 14th Edition, 2014.