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:

			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:	
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