BMG 61 Course Outline as of Fall 2014

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		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50 Total Student Learning Hours: 78.75

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, writing goals and objectives, 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, writing goals and objectives, 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

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Identify and explain the role and responsibilities of a manager
2. Examine current approaches to leading and empowering people to adapt effectively to changing work environments.
3. Evaluate ways to plan projects, track time, and measure results to reach goals.

Objectives:
Upon completion, students will be able to:
1. Differentiate between the roles and duties of an employee and a new manager.
2. Identify the strategies for 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 lead, motivate, communicate, develop teamwork, and introduce change effectively in a work environment.
6. Select the approach that 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. Planning change and being proactive
6. Tips for becoming an effective manager

Assignment:

1. Written homework analysis of reading assignments, 10 to 14 based on assigned topics.
2. Reading, approximately 15-50 pages per week
3. Analysize and apply real life situations (reading and written work) individually and/or in groups
4. Text Book Activities
5. Managerial skills demostrations

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 and analysis of reading assignments	Writing 30 - 45%

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

Textbook activities and interactive discussions	Problem solving 30 - 45%

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

Managerial skills demonstrations	Skill Demonstrations 10 - 20%

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

None	Exams 0 - 0%

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

participation in large and small groups or online discussions.	Other Category 5 - 10%

Representative Textbooks and Materials:
Instructor prepared materials
and
The First-time Manager, by Loren Belker, Jim McCormick, and Gary Topchik, AMACOM/American Management Association, 6th Edition 2012