Course Control Number: CCC000588200		
Course Outline Approval Dates		
Modality	Curriculum Committee	Board of Trustees
Face-to-face	4/11/19	5/14/19
Correspondence Ed.	4/11/19	5/14/19
Distance Ed.	4/11/19	5/14/19

COURSE OUTLINE OF RECORD

Course Information

Course Initiator: Sarah Frid

CB01 - Subject and Course #:   MAN 105

CB02 - Course Title: Principles of Management and Organizations

New Course: ☐	Non-Substantial: ☒	Substantial: ☐

Articulation Request:	☐ UC	☒ CSU	☐ CSU-GE	☐ IGETC

Lecture Hours: 54	Laboratory Hours:	Clinical/Field Hours:

CB06/CB07: Course Units: 3.0

Prerequisites:

Co-requisites:

Advisories: Requires college-level skills in critical thinking and writing.

CB03 - TOP Code:	0506.00 - Business Management
CB04 - Credit Status:	D - Credit - Degree Applicable
CB05 - Transfer Status:	B - Transferable to CSU only
CB08 - Basic Skills Status:	N - Course is not a basic skills course
CB09 - SAM Priority Code:	B - Advanced Occupational
CB10 - Cooperative Work:	N - Is not part of Cooperative Work Experience Education Program
CB11 - Course Classification:	Y - Credit Course
CB13 - Approved Special:	N - Course is not a special class
CB21 - Prior Transfer Level:	Y - Not Applicable
CB22 - Noncredit Category:	Y - Credit Course
CB23 - Funding Agency:	Y - Not Applicable
CB24- Program Status:	1 - Program Applicable
Transfer Request:	B= CSU only

Please select the appropriate box(s) of the modalities in which this course will be offered, and fill out the appropriate sections for that mode.

☒ Face-to-Face – Section B
☒ Correspondence Education – Section C
☒ Distance Education – Section D

JUSTIFICATION OF NEED:

MAN 105 is a requirement for both the A.S. Degree and the Certificate of Achievement in Business Management and may be used to satisfy a required business course in the area of emphasis of the A.A. Degree in Business and Technology. It is transferable as an elective to CSU.

CATALOG DESCRIPTION:

This class is an introduction to the techniques of managing a business and includes an analysis of the managerial functions and principles of planning, organizing, influencing and controlling. Topics are corporate culture, the impact of the external environment, business ethics and social responsibility, motivation, communication, teamwork, globalization, and quality control.

COURSE OBJECTIVES:

1. Apply knowledge of managerial practices to case studies.
2. Recognize challenges in the achievement of good managerial performance.
3. Describe human resource planning and staffing processes needed to achieve optimal performance.
4. Prepare a business forecast and budget.
5. Illustrate how business ethics and social responsibility apply to organizations.
6. Describe formal and informal organizational communication processes and how to influence employees.

STUDENT LEARNING OUTCOMES:

1. Identify the steps of problem solving and decision making in organizations.
2. Define change and stress in organizations and prepare a plan to implement changes.
3. Identify formal and informal organizational communication processes and how to influence employees.

A. COURSE OUTLINE AND SCOPE

1. Outline of topics or content:

1. Historical Perspectives of Management
   a. The behavioral approach to management
   b. The management science approach
   c. The contingency approach
   d. The system approach
2. Principles of Planning
   a. Defining planning
   b. Purposes of planning
   c. Advantages and potential disadvantages of planning
   d. Management by objectives
   e. Planning tools
   f. Strategic planning
   g. Forecasting and budgeting
3. The Management Task
   a. The Role of management
   b. Defining management
   c. The management process, management functions
   d. Management goal attainment
   e. Management and organizational resources
4. Fundamentals of Organizing
   a. The definition of organizing
   b. The organizing process
   c. The organizing subsystem
   d. Classical organizing theory
5. Leadership and Effective Communication

a. Defining leadership; leader vs. manager
b. Leadership behaviors
c. Transformational Leadership
d. Coaching
e. Entrepreneurial leadership
6. Controlling for Productivity
a. Defining production and productivity
b. Quality and productivity
c. Operations management
d. Operations control
e. Using control tools to control organizations
7. Managerial Ethics and Social Responsibility
a. Fundamentals of social responsibility
b. Areas of corporate social responsibility
c. Social responsiveness and decision making
d. Influencing individuals performing social responsibility activities
e. A definition of ethics
f. Creating an ethical workplace
8. Making Good Business Decisions
a. Types of decisions
b. Elements of the decision situation
c. The decision making process
d. Decision making conditions

2. If a course contains laboratory or clinical/field hours, list examples of activities or topics:

3. Examples of reading assignments:

Reading assignments are required and may include, but are not limited to, the following:

Textbook chapters, management sections of business publications, company training manuals.

4. Examples of writing assignments:

Writing assignments are required and may include, but are not limited to, the following:

Essay examinations, analytical semester projects, reviews of current management periodicals, development of productivity reports, evaluation plans, and training manuals.

5. Appropriate assignments to be completed outside of class:

Outside assignments may include, but are not limited to, the following:

Reading and writing assignments from textbook; library or internet research, development of productivity reports, evaluation plans, and training manuals.

6. Appropriate assignments that demonstrate critical thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

Analytical semester projects that require the application of concepts and theories learned in the class. Analysis of various reports.

Analyze complex case studies and the application of appropriate managerial techniques.

7. Other assignments (if applicable):

To be determined by instructor.

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☐ Check if Section B is not applicable

B. FACE-TO-FACE COURSE SECTIONS:

Face-to-face education
Is a mode of delivery in which instruction is delivered in a traditional classroom setting, with instructor and students located simultaneously in the same classroom facility.

1. Describe the methods of instruction:

Methods to be used may include lecture, class discussion, small group activities, visual aids, case studies, homework and guest lecturers.

2. Describe the methods of evaluating of student performance.

A student's grade will be based on multiple measures of performance. These methods will include, but are not limited to, the following.

Evaluation procedures shall be developed by each instructor. However, such procedures will include exams and a final, which may consist of true/false questions, multiple choice, essay, and case analysis. Measurement of student performance may also include periodic quizzes, homework assignments, case presentations, and class participation, and other evidence of critical thinking as required by the instructor.

3. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

4. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

NOTE: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

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☐ Check if Section C is not applicable

C. CORRESPONDENCE EDUCATION COURSE SECTIONS (Correspondence, hybrid correspondence)

Correspondence education
is a mode of delivery in which instructional materials are delivered by mail,

courier or electronic transmission to students who are separated from the instructor by distance. Contact between instructor and students is asynchronous.

Hybrid correspondence education
 is the combination of correspondence and face-to-face interaction between instructor and student.

1. Describe the methods of instruction.

Instructor-student contact in Correspondence sections is maintained through conventional mail and couriers. Instruction would include reading and responding to work submitted by students and providing them with periodic progress reports.

2. Describe the methods of evaluating student performance.

Correspondence methods of evaluation of student performance may include quizzes, exams, written assignments, and portfolio projects.

3. Describe how regular, effective contact between the instructor and a student is maintained.

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using, at the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

5. Describe procedures that evaluate the readiness of a student to succeed in a correspondence or hybrid correspondence course section.

A short assessment questionnaire is prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence or hybrid correspondence instructional mode.

6. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

This course does not require any specialized equipment; however computer access is beneficial for additional exploration of the topics discussed within this course.

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.
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☐ Check if Section D is not applicable

D. DISTANCE EDUCATION COURSE SECTIONS (online, ITV, hybrid)

Online education
is a mode of delivery in which all instruction occurs online via the Internet. Student and instructor access to email and the Internet is required. Students are required to complete class work using email, chat rooms, discussion boards and other instructional online venues.

Interactive television (ITV)
is a mode of synchronous delivery in which instruction occurs via interactive television (closed circuit).

Hybrid instruction
is a combination of face-to-face instruction and online instruction.

1. Describe the methods of instruction.

ITV: Discussion via interactive TV between the main campus and the Needles Center
Online: Synchronous and asynchronous discussions between students and instructor

2. Describe the methods of evaluating of student performance.

Students' performance on tests, quizzes, reports and written assignments

3. Describe how regular, effective contact between the instructor and a student is maintained.

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using and the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

5. Describe procedures that evaluate the readiness of a student to succeed in an online, ITV or hybrid course section.

A short assessment questionnaire will prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in an online, ITV or hybrid instructional mode.

6. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

This course requires specialized computer equipment including but not limited to the following:
1. Open access to a computer,
2. Open access to the Internet,
3. Word processing software and knowledge of how of its use,
4. ITV stations in each location,
5. Smartboards in each location, and
6. Access to and knowledge of email functions.

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.
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E. REPRESENTATIVE TEXTBOOKS AND OTHER READING AND STUDY MATERIALS:
List author, title, and current publication date of all representative materials.

Bauer, Erdogan, Short and Carpenter, PRINCIPLES OF MANAGEMENT, v. 3.0. June 2016

SIGNATURES

COURSE INITIATOR: _____ **DATE:** _____

DIVISION CHAIR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____