

MGMT G110: ELEMENTS OF MANAGEMENT

Item	Value
Curriculum Committee Approval Date	11/05/2024
Top Code	050600 - Business Management
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations. Students will develop strategic management plans and learn to organize, manage, and motivate teams. Emphasis is also placed on managerial communication and practical managerial skills and tools. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Interpret the meaning of key managerial terms used in business.
3. Describe the four primary management functions: planning, organizing, leading, and controlling.
4. Identify human resource strategies for recruiting, hiring, training, evaluating, compensating, and retaining a quality workforce.
5. Describe how to build teams, motivate employees, and communicate effectively in today's global environment.

Course Objectives

- 1. Describe strategic management, long-term planning, and vision and mission statement development.
- 2. Evaluate the importance of ethics and social responsibility in management.
- 3. Compare challenges of small business management to large business management.
- 4. Evaluate organizational management structures.
- 5. Describe the managerial decision making process, including the characteristics, stages, barriers and the group decision making process.
- 6. Describe the planning process, including both tactical and operational.
- 7. Explain the benefits and challenges of managing a diverse workforce.
- 8. Describe various leadership styles and how they may be applied to different types of organizations.
- 9. Analyze employee motivation theories and methods.

- 10. Describe management tools to evaluate an organization's internal and external forces and its strengths, weaknesses, opportunities, and threats.
- 11. Describe organizational monitoring, controlling, and corrective action.
- 12. Evaluate approaches for organizational change management.
- 13. Describe approaches for effective managerial communication.

Lecture Content

Introduction to Management Foundations of management Organizational environments Organizational culture Business ethics Social responsibility Planning Strategy Planning strategic management Vision and goal setting Decision making Action plans Organizational strategy Innovation and change International management Organizing Staffing Organization structure Departmentalization approaches Team development Adaptive organizations Human resources management Recruiting Compensation Training and development Performance appraisals Separation Managing the diverse workforce Importance Challenges Opportunities Organizational change management Leading Leadership styles Motivating for performance Various methods and approaches Managing teams Communication Effective communication methods One-on-one communication Organizational communication Managerial Control Basic control processes Methods of managerial control Behaviors, processes, and outcomes of organizational control

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Reading Assignments

Assigned chapter readings and case studies.

Writing Assignments

Essays in examinations, case studies on key topics, in-class exercises.

Out-of-class Assignments

Online quizzes and media quizzes. Discussion board topics

Demonstration of Critical Thinking

Evaluate business case study scenarios such as building an ethical organization and leading organizational change management.

Required Writing, Problem Solving, Skills Demonstration

Management situational analysis requiring problem identification and solution. Students will write management plans to summarize their solutions.

Eligible Disciplines

Business: Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelor's degree in economics with a business emphasis AND master's degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Master's degree required. Management: Master's degree in business administration, business management, business education,

marketing, public administration, or finance OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation, or law OR the equivalent. Master's degree required. Marketing: Master's degree in business administration, business management, business education, marketing, advertising, or finance OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation, or law OR the equivalent. Master's degree required.

Textbooks Resources

1. Required Bright, D., et. al.. Principles of Management, ed. OpenStax (OER), 2024