

BUS R121: INTRODUCTION TO MANAGEMENT

Originator

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College

Oxnard College

Discipline (CB01A)

BUS - Business

Course Number (CB01B)

R121

Course Title (CB02)

Introduction to Management

Banner/Short Title

Introduction to Management

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course examines the basic management functions of a business organization and middle management's responsibilities in planning, organizing, directing, controlling, coordinating, and executing the organizations' goals and objectives. Techniques of decision-making with emphasis on recent advances in areas directly related to management are also introduced. The class introduces the fundamentals of modern management as practiced today, particularly the ways in which the management practices evolved with the rise of large corporations in the late 1800s and into the twenty-first century.

Taxonomy of Programs (TOP) Code (CB03)

0506.00 - *Business Management

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

A (Transferable to both UC and CSU)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

D - Possibly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Credit by exam, license, etc.
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Identify and solve problems of decision-making in complex organizations. |
| 2 | Evaluate management planning and processes to achieve performance objectives. |
| 3 | Apply essential principles of quality leadership to effectively managing teams. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Explain the roles and responsibilities of managers. |
| 2 | Discuss and analyze the purpose of management. |
| 3 | Identify the significance of how historical theories have shaped management. |
| 4 | Describe and assess the effect of globalization on operating, growing, and managing a business. |
| 5 | Explain the importance of corporate culture and the impacts of conflict in the workplace. |
| 6 | Assess the impact of a culturally diverse workforce on businesses. |
| 7 | Identify ethical practices in business. |

8	Apply the essential principles of quality leadership and the significance of properly planning and executing change in an organization.
9	Recognize and apply the skills necessary for carrying out effective management decision-making and strategic management planning.
10	Discuss the importance of effectively managing teams in the workplace, identifying the roles teams play and the importance of effective teamwork as it relates to productivity.

Course Content

Lecture/Course Content

1. Historical Perspective of Management
2. Planning
 - a. Strategic, operational, and tactical planning
3. Organizing
 - a. Departmentalization and organizational structure
 - b. Job design
 - c. Job enrichment
 - d. Human resource planning
 - e. Recruiting, staffing, training
4. Leading
 - a. Communication techniques, barriers to communication
 - b. Leadership concepts, styles
 - c. Motivation techniques
5. Controlling
 - a. Control systems, performance appraisal systems
 - b. Present Value, budgets, management information systems
6. Managerial Ethics and Social Responsibility
 - a. Labor unions, collective bargaining
 - b. Ethical behavior
 - c. Social responsibility

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Group projects
Oral analysis/critiques
Objective exams
Oral presentations
Problem-Solving Assignments
Problem-solving exams
Quizzes

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Collaborative group work
Class activities
Class discussions
Case studies

Distance Education
Group discussions
Lecture

Describe specific examples of the methods the instructor will use:

1. This course will be taught by using lectures, class discussions, case studies, and studying actual business problems. Course materials will use current examples of existing business problems to encourage classroom discussion and enhance the learning experience. Multi-media presentations, guest speakers, and group activities may also be used as methods of instruction.
2. This course may also be taught solely online and all resources, lecture and assistance will be available through Canvas and professor's office hours.

Representative Course Assignments

Writing Assignments

1. Answers to discussion questions in the text related to business management.
2. Summary and analysis of other readings as it applies to management skills.
3. Essays on assigned topics on ethical issues as it relates to management.

Critical Thinking Assignments

1. Case Studies in which students have to answer problem solving and situation-identifying questions
2. Group think assignments where the students are given managerial situations and the students must make decisions on how to move forward

Reading Assignments

1. Assignments will include instructor-generated assignments on content, such as the skill set and cases on business management.
2. Textbook assignments for pre-class preparation in reading of chapters and assignments.

Other assignments (if applicable)

1. Assigned readings from the text and other sources as appropriate related to business management issues.
2. Problem solving using business cases.
3. Preparing for class discussion.

Outside Assignments

Representative Outside Assignments

1. Students are assigned weekly reading homework and lesson questions that must be answered and submitted.
2. Essays on assigned topics on ethical issues as it relates to management.
3. Case Studies in which students have to answer problem solving and situation-identifying questions

Articulation

Comparable Courses within the VCCCD

BUS M31 - Introduction to Management

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

Kinicki, Williams: *Management: A Practical Introduction*, 8e; New York, NY; McGraw-Hill Publishing 2018

Resource Type

Other Resource Type

Description

Newspapers such as, Wall Street Journal, Los Angeles Times, Pacific Coast Business Times..

Library Resources

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries
Video Conferencing	Students will attend, participate (verbal and nonverbal) and engage in video conferences for the class. However, students are not required to have video "on".
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures on the Power Point presentations for the class
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

Examinations**Hybrid (1%–50% online) Modality**

Online

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

BUSINESS

Review and Approval Dates**Department Chair**

09/13/2020

Dean

09/13/2020

Technical Review

10/28/2020

Curriculum Committee

10/28/2020

Curriculum Committee

12/09/2020

CCCCO

MM/DD/YYYY

Control Number

CCC000198864

DOE/accreditation approval date

MM/DD/YYYY