

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

X Transfer course    X A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BMGT 101 Introduction to Management

**UNIT VALUE:** 3

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** Appropriate language and computation skills.

**ENTRANCE REQUIREMENTS:** None.

**PREREQUISITE:**

**COREQUISITE:**

**RECOMMENDED PREPARATION:**

**SCOPE OF COURSE:**

A leadership course designed to enhance understanding of responsibilities associated with management in business. Topics will cover management styles and human behavior factors associated with managing staff.

**SPECIFIC COURSE OBJECTIVES:** Successful students will be able to

1. evaluate a business case study, to determine the facts of the case and apply the correct methods of management to come up with a feasible solution to the problem;
2. develop skills and abilities required to become a valuable member of the management team and likely candidate for promotion to first line management;
3. demonstrate understanding of on-the-job motivational factors and how they relate to real world situations involving human behavior. The student will apply various management techniques in an effort to increase employee morale;

4. understand and analyze the business world in the eyes of the manager, in regards to increasing motivation and morale;
5. identify situations/problems that happen in an organization as they relate to management, applying various principles in an effort to resolve problems;

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. The Role of a Manager
- II. Management Concepts and Functions
- III. Management Techniques
- IV. Communication
- V. Managing Change and Stress
- VI. Motivating Staff
- VII. Management & Supervisory Relationships
- VIII. Leadership and Management Styles
- IX. Staffing, Selection and Orientation
- X. Performance Appraisal
- XI. Managing Yourself, Time Management, Priorities, Establishing Goals
- XII. Staff Discipline Issues

**REQUIRED READING:**

Robbins, Stephen P. and David A. DeCenzo. Fundamentals of Management 3 e. Prentice-Hall. Upper Saddle River, New Jersey, 2001.

**SUGGESTED READING:**

Newsweek.

Wall Street Journal.

**REQUIRED WRITING:**

1. Term paper/project of at least three-typewritten pages dealing with a management situation.
2. Case study(s) of at least one-typewritten page applying principles of this course to the resolution of actual business situations as assigned by instructor.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

Read assigned textbook assignments.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

		<u>Points</u>	
Participation	=	50	A=450-500
Exams	=	150	B=400-449
Final	=	150	C=350-399
Case Studies	=	50	D=300-349
Term Paper/Project	=	<u>100</u>	F=299 and below
TOTAL POINTS	=	500	

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Bonnie Ann Dowd, Ext. #2495.

**SIGNATURE ON FILE**