

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 130 Management/Leadership Issues

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS: None.

PREREQUISITE:

COREQUISITE:

RECOMMENDED PREPARATION:

SCOPE OF COURSE:

Examination of current issues in management and leadership including: Organizing, staffing, decision making, motivating, communicating, and applying such skills to a business organization. Concepts related to group dynamics, change, conflict, organizational communications, and productivity are explored.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. define the concept of management and discuss why organizations are needed, why managers are necessary, and why management is a challenge;
2. describe the communications process, discuss barriers to communication, and suggest remedies to overcome communications difficulties;
3. analyze the importance of organizations and explain why long-term objectives are necessary for successful planning;

4. identify and differentiate between the various tools and processes used in planning; compare the advantages and disadvantages of the participatory approach to planning;
5. identify the essential characteristics of decision making and indicate the range and types of decisions a manager is asked to make;
6. differentiate between the various types of organizational structures and patterns.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Introduction to Management
 - A. Historical Perspective
 - B. You As a Manager
 - C. Developing Communication Skills
 - D. Styles of Management
- II. Planning
 - A. Planning and The Management Process
 - B. Planning Techniques
 - C. The Planning Environment
 - D. Decision Making
- III. Organizing
 - A. The Working Unit
 - B. Influence, Power and Authority
 - C. The Informal Organization
 - D. Quality Circles and Group Dynamics
- IV. Staffing and Directing
 - A. Hiring and Staff Development
 - B. Human Resource Management
 - C. Building Commitment and Motivation
 - D. Styles of Leadership
 - E. Managing Organizational Conflict
- V. Controlling
 - A. Controlling Resources
 - B. Financial Controls
 - C. Production and General Control
 - D. Control and Organizational Behavior
- VI. Trends and Issues in Management
 - A. Managing Organizational Change
 - B. Managerial Stress
 - C. Survival and Advancement
 - D. The Productivity Dilemma
 - E. Managing for Productivity
 - F. Total Quality Management (TQM)

REQUIRED READING:

American Management Association’s Monthly Publications and topical pamphlets.

SUGGESTED READING:

Wall Street Journal.
Harvard Business Review.

REQUIRED WRITING:

Short weekly one-two pages, typewritten essays on management topics as suggested by instructor's assignment schedule.

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 as assigned by instructor.

In addition to studying textbook assignments and lecture notes and writing short essays, students will also read about current issues in management.

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.)

Lecture and group discussion, supplemented by guest speakers when appropriate and an occasional film and video tape.

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

Essays/Writings Assignments	30%
Unit Test	30%
Final Exam	30%
Class Participation	10%

90-100% = A

80-89% = B

69-79% = C

60-68% = D

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

SIGNATURES ON FILE: