1. COURSE ID: MGMT 100     TITLE: Introduction to Business Management
   Units: 3.0 units  Hours/Semester: 48.0-54.0 Lecture hours
   Method of Grading: Letter Grade Only
   Recommended Preparation: Eligibility for ENGL 838 or ENGL 848

2. COURSE DESIGNATION:
   Degree Credit
   Transfer credit: CSU
   AA/AS Degree Requirements:
   CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. COURSE DESCRIPTIONS:
   Catalog Description:
   Introduction to Management examines the purpose and role of managers, management principles and
   practices, and the application of management theories. The course gives considerable attention to the
   identification and development of critical management skills and understanding the factors that affect
   management success. Upon completion, students should be able to demonstrate an understanding of
   management concepts as a foundation for advanced studies.

4. STUDENT LEARNING OUTCOME(S) (SLO'S):
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Define the role of the manager and the tasks managers perform related to: planning, organizing, leading,
      controlling.
   2. Evaluate the general and task environments within which managers make decisions.
   3. Appraise employee attitudes, emotions, and values.
   4. Identify current anti-discrimination and anti-harassment laws, and management of diversity.
   5. Identify efficient structures for different types of organizations.
   6. Operate within the global environment by understanding cultural nuances as related to business.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:
   Upon successful completion of this course, a student will be able to:
   1. Define the role of the manager and the tasks managers perform related to: planning, organizing, leading,
      controlling.
   2. Evaluate the general and task environments within which managers make decisions.
   3. Appraise employee attitudes, emotions, and values.
   4. Identify current anti-discrimination and anti-harassment laws, and management of diversity.
   5. Identify efficient structures for different types of organizations.
   6. Operate within the global environment by understanding cultural nuances as related to business.

6. COURSE CONTENT:
   Lecture Content:
   1. ROLE OF THE MANAGER
      a. Planning
      b. Organizing
      c. Leading
         i. Managerial Communication
   2. MANAGERIAL ENVIRONMENT
      a. General
         i. Economic
         ii. Social
         iii. Global
         iv. Demographic
         v. Technological
         vi. Political/Legal
      b. Task
i. Distributors
ii. Suppliers
iii. Customers
iv. Competitors

3. ORGANIZING
   a. Basic Organizational Design
   b. Organizational Structure
   c. Organizational Culture

4. INTEGRATIVE MANAGERIAL ISSUES

5. EMPLOYEES
   a. Attitudes
   b. Values
   c. Emotions
   d. Culture

6. THE GLOBALIZED MANAGER
   b. Managing Diversity
   c. Managing Social Responsibility and Ethics

7. DECISION MAKING AND CHANGE
   a. Managers as Decision Makers
   b. Managing Change and Innovation

7. REPRESENTATIVE METHODS OF INSTRUCTION:
   Typical methods of instruction may include:
   A. Lecture
   B. Activity
   C. Discussion
   D. Guest Speakers
   E. Other (Specify): Case Studies Group Projects Oral Presentations Role-playing

8. REPRESENTATIVE ASSIGNMENTS
   Representative assignments in this course may include, but are not limited to the following:

   Writing Assignments:
   Casework writing assignments based on course topics that require critical thinking and analysis in the
   writing of these short papers expected to be 2-4 pages in length.
   Team project that involves writing a 12 page paper on a business topic relevant to topics covered in the
   course.

   Reading Assignments:
   Textbook chapters assigned to be read each week.

   Other Outside Assignments:
   Library research for Team project paper will necessary.

9. REPRESENTATIVE METHODS OF EVALUATION
   Representative methods of evaluation may include:
   A. Class Participation
   B. Class Work
   C. Exams/Tests
   D. Group Projects
   E. Oral Presentation
   F. Papers
   G. Projects
   H. Quizzes
   I. Research Projects
   J. Case studies

10. REPRESENTATIVE TEXT(S):
    Possible textbooks include:

    Origination Date: February 2016
    Curriculum Committee Approval Date: May 2016