

CATALOG INFORMATION

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Dept & Nbr: BUS 136 Title: INTRO TO MANAGEMENT
Full Title: Introduction to Management

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	3.0	17	Lecture	51.0
Min: 3.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	3.0		Contact Total	51.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:

Roles and responsibilities of the supervisor / manager in the fundamental functions of planning, organizing, leading, managing human resources and controlling in organizations.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Effective supervisors are not born. They do it the old-fashioned way: they learn. Opportunity for supervisors and aspiring supervisors to acquire the knowledge and skills needed to succeed. Emphasis on peer interaction and discussion. (Grade or CR/NC)
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

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ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER: TRANSFERABLE	Effective: FALL 1981	Inactive:

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

1. Application of problem solving techniques and the decision making process.
2. Recognition of various barriers to effective communication.
3. Identification of human needs and motivation.
4. Evaluation of the various counseling and disciplinary processes.

METHOD OF INSTRUCTION:

Lecture, case analyses, experiential exercises, and group discussions.

METHODS OF EVALUATION:

1. Examinations, (approximately 75-90%): Students are required to take written quizzes on every chapter and comprehensive midterm and final examinations with objective and essay questions.
2. Written work, (approximately 10-25%): Students are expected to complete timely written homework assignments based upon questions and business cases found at the end of each chapter of the text.
3. Research paper, (approximately 0-15%): Students may be required to complete a research paper of approximately 1000 words based upon their research on current human relations issues.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Required text: Management, by Dessler, 2nd Ed., Prentice Hall Publisher