**Course Outline of Record**

**Number:** MGMT G110  
**Title:** Elements Of Management

**Originator:** Alice Rivera  
**Eff Term:** Summer 2010  
**Formerly Known As:**
**Date of Outline/Review:** 10-25-2013

**Cross Listed Course:**
**Top No:** 0506.00  
**CID:**

**Semester Units:** 3.0  
**Hrs Lec:** 54.0  
**Hrs Lab:** 0.0  
**Hrs Other:** 0.0  
**Contact Hrs Total:** 54.0  
**Study Non-Contact Hrs Recommended:** 108.0

**Catalog Description:**
This course covers the framework of management principles and explores the functional roles of planning, organizing, leading, and controlling within business organizations.

**Justification for Course:**

**Prerequisites:**

**Corequisites:**

**Advisories:**

**Assigned Disciplines:**
- Business
- Management
- Marketing

**Material Fee:** Yes [ ] No [X] Amount: $0.00

**Credit Status:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**Grading Policy:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**Open Entry/Open Exit:** Yes [ ] No [X]

**Transfer Status:** CSU Transferable [X] UC/CSU Transferable [ ] Not Transferable [ ]

**Basic Skills Status:** Yes [ ] No [X]  
**Levels Below Transfer:** Not Applicable

**California Classification Codes:** Y - Not Applicable

**Non Credit Course Category:** Y - Not applicable, Credit Course

**Occupational (Sam) Code:** C

**Repeatable According to State Guidelines:** No [X] Yes [ ]

**Required for Degree or Certificate:** No [ ] Yes [X]
- Associate of Arts: Liberal Arts: Emphasis in Business and Technology (Associate in Arts)
- Business Administration (Certificate of Achievement)
- Business Administration (Associate in Arts)
- Certified Business Professional: Professional Legal Secretary Certificate Holders Option (Associate in Arts)
- Certified Business Professional: Professional Legal Secretary Certificate Holders Option Retire Fall 19 (Associate in Arts)
- General Management Option (Certificate of Achievement)
- Human Resources Management Option (Certificate of Achievement)
- Management (Associate in Arts)
- Marketing Management Option (Certificate of Achievement)
- Retail Management (Certificate of Achievement)
Retail Management and Entrepreneurship (Associate in Arts)
Small Business Management Option (Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. interpret the meaning of key managerial terms used in business.
2. identify the skills required to become an effective manager and assess the four primary functions of planning, organizing, leading, and controlling within multi-cultural organizational environments.
3. formulate human resource strategies for recruiting, hiring, training, evaluating, compensating, and retaining a quality workforce.
4. describe how to build teams, motivate employees, and communicate effectively in today’s global environment.

COURSE OBJECTIVES:
1. Understand managers and organizations, including its functions, levels, skills and evolution.
2. Analyze the strategic management process and how it is so important to the micro and macro environment of the firm, including ethical complications and challenges.
3. Describe the managerial decision making process, including the characteristics, stages, barriers and the group decision making process.
4. Understand the planning process, including both tactical and operational.
5. Develop an awareness of international management, including the global environment, strategies, entry modes and cross cultural management.
6. Appreciate the importance of entrepreneurship and modern organizational structures, and be able to outline the importance of human resources management and the importance of managing the diverse workforce.
7. Understand the concepts of leadership and motivation in management, including managing teams, and the importance of communications and control.
8. Demonstrate knowledge of the complexities of managing in a high technology environment, and how to develop management strategies to bring about change in the organization.

COURSE CONTENT:

LECTURE CONTENT:

A. Topics
   1. Introduction
      a. Foundations of Management
         i. Managers & organizations
         ii. The external environment
         iii. Managerial decision-making

B. Planning & Strategy
   1. Planning & strategic management
   2. Ethics & corporate responsibility
   3. International Management
   4. New ventures

C. Organizing & Staffing
   1. Organization structure
   2. The responsive organization
   3. Human resources management
   4. Managing the diverse workforce

D. Leading
1. Leadership
2. Motivating for performance
3. Managing teams
4. Communicating

E. Control & Change
1. Managerial Control
2. Managing technology & innovation
3. World class futures

METHODS OF INSTRUCTION:
A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments
The daily business section of the OC Register and LA Times

Out-of-class Assignments
Developing a self scored “cross-cultural readiness evaluation” in the diversity and communications sections.

Writing Assignments
Essays in examinations, case studies on key topics, in class exercises.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Projects (ind/group)
Problem Solving Exercises
Oral Presentations

Demonstration of Critical Thinking:
Accomplished in the Midterm and Final examinations, as well as in case studies and exercises.

Required Writing, Problem Solving, Skills Demonstration:
Essays in examinations, case studies on key topics, in class exercises.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Videocases from publisher
2. PowerPoint slides from publisher

LIBRARY:
Adequate library resources include: Print Materials

Comments:
Attachments: