

# BUS 0275 - MANAGEMENT CONCEPTS AND APPLICATIONS

## Catalog Description

Formerly known as BUS 100

Hours: 54 lecture

Description: Career focused course that explores management concepts. Includes the four management functions of planning, controlling, leading, and organizing, with emphasis on practical application of skills in communication, leadership, decision-making, staffing, motivation, delegation, and team-building to supervise others. Students are given opportunities to apply newly acquired ideas and techniques to workplace situations. (CSU)

## Course Student Learning Outcomes

- CSLO #1: Analyze and apply effective planning and control principles and practices for managing others.
- CSLO #2: Demonstrate effective communication and teamwork strategies.
- CSLO #3: Diagnose managerial problems and make recommendations for change.

## Effective Term

Fall 2020

## Course Type

Credit - Degree-applicable

## Contact Hours

54

## Outside of Class Hours

108

## Total Student Learning Hours

162

## Course Objectives

1. Evaluate the four management functions, essential supervisory competencies, and management roles
2. Develop techniques to effectively address current supervisory challenges
3. Analyze and apply effective planning and control principles
4. Compare and contrast decision-making styles and approaches through personal assessment, case study, and business scenarios
5. Differentiate between effective versus ineffective employee selection and development models
6. Evaluate and develop communication and teamwork strategies
7. Develop problem solving skills relative to strategic management

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

### Methods of Evaluation

- Essay Examinations
  - Example: 1. Essay exam on Employee Discipline using a rubric (Mastery, Proficient or Unsatisfactory). Describe appropriate disciplinary responses to the following scenarios.
- Projects
  - Example: 1. Projects showing topic coverage, problem solving, critical analysis, and application. Select a supervisory communication problem, research the problem using literature provided and prepare a plan to resolve. Pairs will role play solution. Five point Grading criteria/rubric provided
- Skill Demonstrations
  - Example: 1. Case studies/papers show an understanding of relevant problem solving and strategic management concepts and application. Review the Google case study and discuss how to address the employee's concern. Rubric used for assessing skill mastery.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Instructor lectures to increase student awareness and understanding of supervisory concepts. Students form into small groups to practice the skills through either role playing or case-study analysis. (Objective 1)
2. Instructor lectures on supervisory skills and administers a self-assessment questionnaire to students to help them evaluate their management skills. (Objective 1)
3. Instructor guides students in developing a written Action Plan to help them integrate newly-acquired employment problem solving skills in their workplace. (Objective 7)
4. Students demonstrate problem solving skills in a class activity facilitated by the instructor that requires teams to address a current workplace dilemma. (Objective 7)

## Typical Out of Class Assignments Reading Assignments

1. Read the chapter on the four functions of management and respond to the questions assigned by the instructor.
2. Read a current article on employment interview techniques and present findings orally to the class.

## **Writing, Problem Solving or Performance**

1. Write a 3-page analytical research paper on three management topics, including an application to current supervisory practice. 2. Write a paper using case study to address corporate goal setting. 3. On each of the two course examinations, students answer a minimum of two essay questions. A passing response must contain definitions of important terminology, an explanation of concepts, and an analysis of the situation.

## **Other (Term projects, research papers, portfolios, etc.)**

### **Required Materials**

- Essentials of Contemporary Management
  - Author: Jones and George
  - Publisher: McGraw Hill
  - Publication Date: 2018
  - Text Edition: 8th
  - Classic Textbook?: No
  - OER Link:
  - OER:

**Other materials and-or supplies required of students that contribute to the cost of the course.**