

**Course Outline of Record**

1. Course Code: BUMA-001
2.
  - a. Long Course Title: Principles of Management
  - b. Short Course Title: PRIN OF MANAGEMENT
3.
  - a. Catalog Course Description:  
 This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.
  - b. Class Schedule Course Description:  
 This course covers the basic functions of management including planning, organizing, staffing, directing and controlling. It also incorporates management skills application through in-text "tool kits" and other skill development activities as determined by the instructor
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - ACCOUNTING Certificate of Achievement
    - BUSINESS ADMINISTRATION Associate in Science for Transfer Degree (AS-T)
    - COMPUTER INFORMATION SYSTEMS Certificate of Achievement
    - COMPUTER INFORMATION SYSTEMS AS Degree for Employment Preparation
    - GENERAL BUSINESS AA Degree for Employment Preparation
    - GOLF MANAGEMENT AA Degree for Employment Preparation
    - GOLF MANAGEMENT Certificate of Achievement
    - HUMAN RESOURCE GENERALIST Certificate of Achievement
    - RETAIL MANAGEMENT Certificate of Achievement
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 40      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*  
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Gomez-Mejia, Luis & Balkin, David (2012). Management Prentice Hall.  
 College Level: Yes  
 Flesch-Kincaid reading level: 12
  - b. "OR" Baldwin, T., R. Rubin, B. Bommer (2013). Managing Organizational Behavior (2nd/e). Business And Economics. ISBN: 9780073530406  
 College Level: Yes  
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

## Lecture:

### [Baldwin Text]

1. Organizational Behavior and Personal Effectiveness
2. Managing Stress and Time
3. Solving Problem
4. Making Ethical Decisions
5. Communication
6. Motivating Others
7. Managing Employee Performance
8. Using Power and Influence
9. Leading Others
10. Team Effectiveness
11. Resolving Conflict
12. Recruiting, Selecting, and Training Talent
13. Culture and Diversity
14. Change

### Gomez-Mejia Text

1. The Nature and Scope of Management
2. Development of Management Concepts
3. Ethical and Social Responsibilities of Management
4. Leadership
5. Planning
6. Organizing
7. Staffing
8. Directing
9. Controlling
10. Delegation and Decentralization of Authority
11. Organization Change – Analysis and Development
12. Personnel Management
13. Personal and Social Dimensions of Organizational Behavior
14. Motivation in Organizations
15. The Communication Process
16. Leadership Patterns
17. The Role of the Supervisor
18. The Basis of Control
19. Non-Budgetary Control
20. Budgetary Control

Lab: (if the "Lab Hours" is greater than zero this is required)

## 9. Course Student Learning Outcomes:

1. Perform a market analysis using the strength, weakness, opportunity, threats (SWOT) framework.
2. Explain the impact, roles, skills, and responsibilities of managers in planning, influencing, organizing, and controlling organizational activities.
3. State and implement tools techniques and strategies needed for effective management.

## 10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Understand the necessity for informed and structured management as well as management organization, concepts and theories.
- b. Gain an insight into management controls in the management process.
- c. Identify, articulate and critically assess relevant problem situations through case studies.
- d. Develop the skills necessary to management problems.
- e. Identify and defuse management situations before they become problems.

## 11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Discussion

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- b. Distance Education
- c. Lecture
- d. Participation
- e. Role Playing
- f. Technology-based instruction

Other Methods:

Electronic Presentation (PowerPoint) Lesson handouts Online format/Distance Education

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 54.00

Outside Class Hours: 108.00

a. Out-of-class Assignments

- a. Readings in the textbook and in recommended supplementary literature.
- b. Written analysis of case studies.

b. In-class Assignments

- a. Attendance of the lectures by instructor and occasional guest speakers, including the taking of the detailed notes thereon
- b. Viewing of films and slide programs, including the taking of notes thereon
- c. Special reports by students, in panel or singly
- d. Examinations of various types, such as essay and multiple choice
- e. Role playing in hypothetical managerial situations will be a major feature.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
- Term or research papers
- Computational/problem solving evaluations
- Presentations/student demonstration observations
- Group activity participation/observation
- Product/project development evaluation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation
- Behavior assessment
- Organizational/timelines assessment

14. Methods of Evaluating: Additional Assessment Information:

Essay Non-Computational Problem Solving Skill Demonstration

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

CSU/UC Transfer Course

B. Transfers to CSU

PO-BS Critical Thinking

Locate questions and problems as a result of conversation, reading, and lectures

Assess relevant information and come to thought-out conclusions and solutions.

Value open-mindedness.

Communicate meaningfully with others.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

Develop realistic goals.

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- Display habits of intellectual exploration, personal responsibility, and physical well being.
- Demonstrate an understanding of ethical issues to make sound judgments and decisions.
- Value diverse cultures and populations.
- Value the feedback of others.

IO - Critical Thinking and Communication

- Apply principles of logic to problem solve and reason with a fair and open mind.
- Appreciate diversity as it is expressed in multiple disciplines and across various cultures through reading, speaking and writing.
- Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Periodic review.

- 20. a. Cross-Listed Course (*Enter Course Code*): *N/A*
- b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000328704
- b. T.O.P. Code [CB03]: 50100.00 - Business and Commerce, Ge
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: B = Transfer CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Possibly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): ACCOUNTING,BUSINESS ADMINISTRATION,COMPUTER INFORMATION SYSTEMS,COMPUTER INFORMATION SYSTEMS,GENERAL BUSINESS,GOLF MANAGEMENT,GOLF MANAGEMENT,HUMAN RESOURCE GENERALIST,RETAIL MANAGEMENT  
*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 0  
Third Year: 0

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24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator David George      Origination Date 03/13/17