

# BUS 175: INTRODUCTION TO MANAGEMENT

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2020
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Strongly Recommended:	ENGL 101.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

## Catalog Course Description

A course focusing on communication, decision making, and leadership for administrative and managerial positions in business, government, the professions, and the volunteer sector. 54 lecture hours.

## Course Objectives

- explain and identify the functions of management, the management process, and the skills required at each level of management
- identify and explain the basic tools of quality and its importance to the global competitive environment
- demonstrate an understanding of the evolution of management thought to include the following approaches to management: scientific, behavioral, administrative, bureaucratic, human relations, contingency, and quality improvement
- demonstrate an understanding of the important components of the general environment of business: the economy, technology, regulatory agencies, political, international, and social influences, marketplace competition, and managerial ethics
- formulate plans to lead and direct employees in the proper execution of duties using the principles of strategy formulation, goal setting, and implementation
- analyze pertinent information to make decisions and examine alternative actions using the techniques of managerial decision making
- demonstrate an understanding of organizational and job design, authority and power, organizational culture, and change
- explain and identify the human resource skills needed to plan for the recruitment and development of talent needed to ensure the continuing availability of qualified employees, both nationally and internationally
- demonstrate the ability to communicate information effectively, both oral and written
- explain and identify external and internal information systems including strategic, management, and operational control needs of a business

## Major Course Content

1. Introduction to Management
  - a. Management and management careers
  - b. The history of management
  - c. Corporate social responsibility and business ethics
2. Planning
  - a. Organizational objectives
  - b. Fundamentals of planning
  - c. Making decisions
  - d. Strategic planning
  - e. Plans and planning tools
3. Organizing
  - a. Fundamentals of organizing
  - b. Responsibility, authority, and delegation
  - c. Managing human resources
  - d. Organizational change and stress
  - e. Factors to consider when changing an organization
  - f. Individuals affected by the change
  - g. Change and stress
4. Influencing
  - a. Fundamentals of influencing and communication
  - b. Leadership
  - c. Motivation
  - d. Groups and corporate culture
5. Controlling
  - a. Principles of controlling
  - b. Production management and control
  - c. Information
6. Topics for Special Emphasis
  - a. International management
  - b. Quality: building competitive organizations
  - c. Diversity and management

## Suggested Reading Other Than Required Textbook

Research Articles

## Examples of Required Writing Assignments

Research Paper Case Studies Weekly Bb Postings

## Examples of Outside Assignments

Students are required to read the assigned team decision scenario and answer the questions. Integrate the concepts from the chapter and completely answer the questions while addressing all of the relevant issues in the scenario.

## Instruction Type(s)

Lecture, Online Education Lecture