



**COURSE OUTLINE : BUSAD 141**  
**D Credit – Degree Applicable**  
**COURSE ID 005136**  
**Cyclical Review: MAY 2021**

**COURSE DISCIPLINE :** BUSAD  
**COURSE NUMBER :** 141  
**COURSE TITLE (FULL) :** Introduction To Management  
**COURSE TITLE (SHORT) :** Intro To Management  
**ACADEMIC SENATE DISCIPLINE:** Management

**CATALOG DESCRIPTION**

BUSAD 141 introduces the student to the basic managerial functions within an organization, which include planning and decision making, organizing, staffing, directing, leading, and controlling. These functions apply to managers at all levels, from small business to top executive management.

Total Lecture Units:3.00

Total Laboratory Units: 0.00

**Total Course Units: 3.00**

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00**

**Total Out-of-Class Hours: 108.00**

Prerequisite: None.

**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
1				N/A	No



**EXIT STANDARDS**

- 1 Explain the five functions of a manager: planning, organizing, staffing, leading, and day-to-day operational control.
- 2 describe the protocols involved in managing a career;
- 3 discuss the opportunities available in the field of management.

**STUDENT LEARNING OUTCOMES**

- 1 explain the complexities of management principles and theories
- 2 identify contemporary management trends and issues
- 3 communicate own philosophy of management

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Managing Yourself <ul style="list-style-type: none"> <li>• Determining your skills</li> <li>• Constructing your plans</li> <li>• Career states</li> <li>• Achieving a balance</li> </ul>	6	0	6
2	Communicating <ul style="list-style-type: none"> <li>• The communication process</li> <li>• Communication barriers</li> <li>• Good communication</li> </ul>	6	0	6
3	Planning <ul style="list-style-type: none"> <li>• Importance of planning</li> <li>• Planning concepts</li> <li>• Making plans effectively</li> </ul>	6	0	6
4	Organizing <ul style="list-style-type: none"> <li>• The organizing process</li> <li>• The formal and informal organization</li> </ul>	5	0	5



5	<b>Staffing</b> <ul style="list-style-type: none"> <li>• Legal environment</li> <li>• Recruitment</li> <li>• Selection</li> <li>• Training</li> <li>• Performance appraisal</li> </ul>	6	0	6
6	<b>Leadership</b> <ul style="list-style-type: none"> <li>• Leadership rules</li> <li>• Leadership styles</li> <li>• Leadership theories</li> </ul>	7	0	7
7	<b>Controlling</b> <ul style="list-style-type: none"> <li>• Controlling process</li> <li>• Establishing standard</li> <li>• Types of controls</li> <li>• Making controls effective</li> <li>• Computers and controls</li> </ul>	6	0	6
8	<b>Managing Change</b> <ul style="list-style-type: none"> <li>• Nature of change</li> <li>• Sources of change</li> </ul>	6	0	6
9	<b>Management and Society</b> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Morals and ethics</li> <li>• The future</li> </ul>	6	0	6
				<b>54</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 chapter review questions and/or other assignments (e.g. read and report on leadership styles, management philosophy, and etc.)



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**METHODS OF EVALUATION**

- 1 Written Report (e.g. read and report on leadership styles)
- 2 Chapter Quizzes
- 3 Midterm Examination
- 4 Comprehensive Final Examination

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

<b>Title</b>	<b>Type</b>	<b>Publisher</b>	<b>Edition</b>	<b>Medium</b>	<b>Author</b>	<b>ISBN</b>	<b>Date</b>
Management: a practical introduction	Required	McGraw-Hill	8	print	Angelo Kinicki	9781259732652	2018