COURSE OUTLINE

BUSINESS ADMINISTRATION 141 Introduction to Management

I. Catalog Statement

Business Administration 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.

Units – 3.0 Lecture Hours – 3.0

II. Course Entry Expectations

Skill Level Ranges: Reading 5, Writing 5, Listening/Spiking5, Math 1.

III. Course Exit Standards

1.

2.

3.

Upon successful completion of the required coursework, the students will be able to:

- 1. learn the five functions of a manager: planning, organizing, staffing, leading and controlling.
- 2. describe the basic steps to use in managing their career.
- 3. learn of the opportunities available to them in the field of management.

IV. Course Content

Legal environment

Recruitment

Selection

Total Contact Hours = 48

A. Managing Yourself 6 hours 1. Determining your skills 2. Constructing your plans 3. Career states 4. Achieving a balance B. Communicating 6 hours The communication process 1. 2. Communication barriers 3. Good communication C. Planning 6 hours 1. Importance of planning 2. Planning concepts 3. Making plans effectively D. Organizing 5 hours The organizing process 1. 2. The formal and informal organization E. Staffing 6 hours

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4	Training
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5. Performance appraisal

F. Leadership

5 hours

- 1. Leadership rules
- 2. Leadership styles
- 3. Leadership theories

G. Controlling

6 hours

- 1. Controlling process
- 2. Establishing standard
- 3. Types of controls
- 4. Making controls effective
- 5. Computers and controls

H. Managing Change

4 hours

- 1. Nature of change
- 2. Sources of change

I. Management and Society

4 hours

- 1. Responsibilities
- 2. Morals and ethics
- 3. The future

V. Methods of Presentation ???

The following instructional methodologies may be used in the course:

- 1. Lecture/demonstration
- 2. Interactive discussion
- 3. Hands-on activities and exercises
- 4. Online Activities (*List this only if course has been approved by the division to be taught online*)

VI. Assignments and Methods of Evaluation

- 1. Written Report
- 2. Chapter Quizzes
- 3. Midterm Examination
- 4. Comprehensive Final Examination

VII. Textbook

Angelo Kinicki, Brian K Williams; Management, 5th ed.

Boston; McGraw-Hill 2011.

10th Grade Reading Textbook Level. ISBN: 0-07-811271-0

VIII. Student Learning Objectives

Upon successful completion, the student will be able to:

1. able to describe and apply the five functions of a manager: planning, organizing, staffing, leading and controlling;

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- explain the complexities of management principles and theories; identify contemporary management trends and issues; 2.
- 3.
- articulate his or her philosophy of management. 4.