

Cerro Coso College  
**Course Outline of Record Report**  
 10/13/2021

## BSADC251 : Principles of Management and Organizations

### General Information

Author:	<ul style="list-style-type: none"> <li>• Frank Timpone</li> <li>• O'Connor, Karen</li> <li>• Hightower, Matthew</li> </ul>
Course Code (CB01) :	BSADC251
Course Title (CB02) :	Principles of Management and Organizations
Department:	Business Information Technolog
Proposal Start:	Fall 2019
TOP Code (CB03) :	(0506.30) Management Development and Supervision
SAM Code (CB09) :	Advanced Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000557225
Curriculum Committee Approval Date:	10/04/2013
Board of Trustees Approval Date:	11/14/2013
External Review Approval Date:	08/01/2014
Course Description:	This course covers the environment and structure of formal organizations. Elements of planning, decision making, organizing, staffing, leading, controlling, and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a capstone for business career students.
Submission Type:	Change to Content  Revised Methods of Instruction, added advisory, Methods of Evaluation, SLO's and Distance Education Language
Author:	No value

### Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none"> <li>• Business</li> </ul>
Alternate Master Discipline Preferred:	<ul style="list-style-type: none"> <li>• Management</li> <li>• Business</li> <li>• Management</li> </ul>
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

### Course Development Options

Basic Skills Status (CB08)	Course Special Class Status (CB13)	Grade Options
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Course is not a basic skills course.	Course is not a special class.	<ul style="list-style-type: none"> <li>• Letter Grade Methods</li> <li>• Pass/No Pass</li> </ul>
<input checked="" type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	<b>Allowed Number of Retakes</b> 0	<b>Course Prior To College Level (CB21)</b> Not applicable.
<b>Rationale For Credit By Exam/Challenge</b> No value	<b>Retake Policy Description</b> Type: Non-Repeatable Credit	<input checked="" type="checkbox"/> Allow Students To Audit Course
<b>Course Support Course Status (CB26)</b> No value		

Associated Programs		
<input checked="" type="checkbox"/> Course is part of a program (CB24)		
Associated Program	Award Type	Active
CC Business AS	A.S. Degree Major	Summer 2018
Management Associate in Science Degree	A.S. Degree Major	Fall 2019 to Spring 2020

Transferability & Gen. Ed. Options	
<b>Course General Education Status (CB25)</b> No value	
<b>Transferability</b> Transferable to CSU only	<b>Transferability Status</b> Approved

Units and Hours	
<b>Summary</b>	
<b>Minimum Credit Units (CB07)</b>	3
<b>Maximum Credit Units (CB06)</b>	3
<b>Total Course In-Class (Contact) Hours</b>	54
<b>Total Course Out-of-Class Hours</b>	108
<b>Total Student Learning Hours</b>	162
<b>Faculty Load</b>	0

### Credit / Non-Credit Options

**Course Credit Status (CB04)**

Credit - Degree Applicable

**Course Non Credit Category (CB22)**

Credit Course.

**Non-Credit Characteristic**

No Value

**Course Classification Status (CB11)**

Credit Course.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	54
Laboratory	0
Activity	0
<b>Total</b>	54
<b>Course Out-of-Class Hours</b>	
Lecture	108
Laboratory	0
Activity	0
<b>Total</b>	108

### Time Commitment Notes for Students

No value

### Faculty Load

**Extra Duties:** 0

**Faculty Load:** 0

### Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

## Pre-requisites, Co-requisites, Anti-requisites and Advisories

### Advisory

#### ENGLC101 - Freshman Composition

Evaluation and critique are essential in BSAD C251, requiring college-level reading and writing skills.

In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper. (total 7,000 words)

## Entrance Skills

Entrance Skills	Description
No value	No value

## Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

## Specifications

### Methods of Instruction

Methods of Instruction	Case Study
Rationale	Cases are reviewed by students and questions are posed to the students for comment.
Methods of Instruction	Lecture
Rationale	Lectures are provided to the students clarifying the concepts in each chapter.
Methods of Instruction	Outside reading
Rationale	Students must read assigned articles and watch videos related to the concepts in each chapter.

<b>Methods of Instruction</b>	Discussion
<b>Rationale</b>	Students must answer a discussion question and respond to at least two of his or her classmates.
<b>Methods of Instruction</b>	Presentations (by students)
<b>Rationale</b>	Students must prepare a PowerPoint presentation on a concept related to management.
<b>Methods of Instruction</b>	Written work
<b>Rationale</b>	Students must complete weekly assignments related to each chapter.
<b>Methods of Instruction</b>	Instruction through examination or quizzing
<b>Rationale</b>	Student must complete weekly quizzes covering the concepts in the chapter.
<b>Methods of Instruction</b>	Instruction through examination or quizzing
<b>Rationale</b>	Students must complete a comprehensive final exam covering all the chapters in the course.
<b>Assignments</b>	
<p>A. Chapter reading: Reading the assigned chapters and watching videos from the textbook based on the topics for the week.</p> <p>B. Discussions: Students must answer a discussion question and respond to at least two of his or her classmates.</p> <p>C. Assignments: Completion of written assignments based on the topics in the textbook.</p> <p>D. Case Study: Cases are reviewed by students and questions are posed to the students for comment.</p> <p>E. Quizzes: Student must complete weekly quizzes covering the concepts in the chapter.</p> <p>F. Exam: Students must complete a comprehensive final exam covering all the chapters in the course.</p>	
<b>Methods of Evaluation</b>	<b>Rationale</b>
Final Exam	Demonstrating comprehensive mastery of material in the course and graded by a rubric. Example: What are the core functions of management?
Tests	Weekly quizzes are completed by the students and are graded by a rubric. Example: Explain the elements in the management tool call "Six Sigma".
Participation	Weekly discussion participation demonstrating understanding of management and organization concepts and are graded by a rubric. Example: Discuss some of the leadership styles covered in the chapter..
Homework	Weekly case study assignments demonstrating mastery of new material and are graded by a rubric. Example: Provide a written answer to the questions provided at the end of the case study.
Other	Weekly assignments are completed by the students to evaluate their comprehension of the concepts in the chapter and graded by a rubric. Example: Explain the concept of "Teams" in management.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities designated in the learning management software as detailed above.

**Equipment**

No Value

**Textbooks**

Author	Title	Publisher	Date	ISBN
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	Daft, R. L., Marcic, D.. (2017) Understanding Management, 10th, South-Western/Cengage Learning			
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**Other Instructional Materials**

No Value

**Materials Fee**

No

**Learning Outcomes and Objectives****Course Objectives**

No value

**CSLOs**

Describe the formal organization, its history, environment, and structure.	Expected SLO Performance: 70.0
Evaluate applications of the concepts of corporate social responsibility and ethical decision-making.	Expected SLO Performance: 70.0
Apply the planning and organizing functions of management.	Expected SLO Performance: 70.0
Critique the leading and controlling functions of management within the business environment.	Expected SLO Performance: 70.0

**Outline****Course Outline**

1. Nature and evolution of management
  - a. History
  - b. Environmental forces
  - c. Global management
2. Ethics and corporate social responsibility
3. Strategic planning and decision making

- a. Fundamentals of planning and decision making
- b. Planning and decision aids
- c. Tools for decision making
- 4. Organizing – design, human resource management,
  - a. Organizational design
  - b. Elements of human resource management
    - i. HRM planning
    - ii. Staffing
    - iii. Appraisal
  - c. Organizational innovation and change management
- 5. Leading – dynamics, motivation, communication
  - a. Leadership styles
  - b. Motivating for performance
  - c. Communication in organizations
- 6. Organizational cultures and workforce diversity
- 7. Controlling and evaluating
  - a. Controlling and evaluating in organizations
  - b. Information management
  - c. Operations management

## Delivery Methods and Distance Education

**Delivery Method:** Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings (“Hybrid”) -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face  
 Online  
 Hybrid  
 Interactive

**Rigor Statement:** Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all essays and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of essays.

**Effective Student-Instructor Contact:** Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

Student-Instructor contact will include the following: discussion forums, learning management system messages, announcements, and feedback for each student’s work.

Student-Instructor contact MAY include the following: chat/Zoom, newsgroup/discussion board, phone, and iTV.

Student-Student contact will include the following: discussion forums.

Student-Student contact MAY include the following: chat/Zoom, learning management system messages, group work, and peer reviewed projects.

**Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?**

Cengage Now is used for assignments and testing. Technical support is provided by the help desk at Cengage Learning.

**Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.**

The learning management system is accessible and compatible with support programs such as Kurzweil 3000. Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

**Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.**

The class size is from 25 to 45 students.