

BA 260 Fundamentals of Management

GENERAL INFORMATION:

Course title: BA260 Fundamentals of Management		
Campus: National	Initiator: George Mangonon and Marlene Mangonon	Date: June 1, 2021
Course description An understanding of the basic theories and principles of management functions and processes that contribute to the successful accomplishment of organizational goals will be established. The course focuses on the four functions of management: planning, organizing, leading, and controlling. The student will present a final project that demonstrates understanding of essentials of management in business.		

COURSE HOURS/CREDITS:

	Hours per Week		No. of Weeks		Total Hours		Semester Credits
Lecture	3	x	16	x	48	=	3
Laboratory		x		x		=	
Lecture / Lab		x		x		=	
Workshop		x		x		=	
Total SemesterCredits							3

PURPOSE OF COURSE:

☒ Degree requirement

☐ Degree elective

☐ Certificate

☐ Other

PREREQUISITES: BA110 Contemporary Business

PSLOS OF OTHER PROGRAMS THIS COURSE MEETS:

PSLO#	Program
None	

1) INSTITUTIONAL STUDENT LEARNING OUTCOMES

[X]	1. Effective oral communication: capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
[X]	2. Effective written communication: development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
[]	3. Critical thinking: a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
[X]	4. Problem solving: capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
[]	5. Intercultural knowledge and competence: a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
[X]	6. Information literacy: the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
[X]	7. Foundations and skills for life-long learning : purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
[]	8. Quantitative Reasoning: ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

2) PROGRAM STUDENT LEARNING OUTCOMES (PSLOs): The student will be able to:

1. Apply skills concepts and techniques in main functional areas of business and accounting;
2. Interpret and use quantitative techniques in solving business problems and decision-making using technological tools;
3. Develop and apply effective intercultural oral and written communication skills appropriate for business; and
4. Recognize and assess basic legal, environmental, and ethical challenges confronting businesses in general.

3) COURSE STUDENT LEARNING OUTCOMES (CSLOs)(General): The student will be able to:

1. Explain the fundamentals of management;
2. Demonstrate managerial decision-making reflecting each of the four functions of management – planning, organizing, leading, and controlling.; and
3. Prepare a simple management plan for a small business within a local business setting.

4) COURSE STUDENT LEARNING OUTCOMES (CSLOs)(Specific): The student will be able to:

CSLO (General) 1: Explain the fundamentals of management.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
1.1 Discuss management principles, concepts, and theories.	4, 6, 7	1	The student will complete an exam rated with a rubric focused on discussing management principles, concepts, and theories.
1.2 Identify the four functions of management.	4, 6, 7	1	The student will complete an exam rated with a rubric focused on identifying the four functions of management.
1.3 Discuss the history of operations, information, systems, and contingency management.	4, 6, 7	1	The student will complete an exam rated with a rubric focused on discussing the history of operations, information, systems, and contingency management.
1.4 Discuss management techniques and tools as applied to organizational environments and cultures.	4, 6, 7	1	The student will complete an exam rated with a rubric focused on discussing management techniques and tools as applied to organizational environments and cultures.
1.5 Identify ethical issues and social responsibilities in a contemporary business setting.	4, 6, 7	1	The student will complete an exam rated with a rubric focused on identifying ethical issues and social responsibilities in a contemporary business setting.
CSLO (General) 2: Demonstrate managerial decision-making reflecting each of the four functions of management – planning, organizing, leading, and controlling.			
Student Learning Outcomes (specific)	ISLO	PSLO	Assessment Strategies
2.1 Make effective planning.	4, 6, 7	1	The students will complete a group project rated with a rubric focused on making effective planning.
2.2 Use a departmental approach to organizational structure.	4, 6, 7	1	The students will complete a group project rated with a rubric focused on using a departmental approach to organizational structure.
2.3 Adapt efficient and effective leadership styles.	4, 6, 7	1	The students will complete a group project rated with a rubric focused on adapting efficient and effective leadership styles.
2.4 Use appropriate techniques to maintain control.	4, 6, 7	1	The students will complete a group project rated with a rubric focused on using appropriate techniques to maintain control.
CSLO (General) 3: Prepare a simple management plan for a small business within a local business setting.			

Student Learning Outcomes (specific)	ISLO	PSLO	Assessment Strategies
3.1 Write the basic components of a management plan.	2, 4, 6, 7	3	The student will complete a project rated with a rubric focused on writing the basic components of a management plan.
3.2 Present a management plan.	1*,4, 6, 7	3	The student will complete a project rated with a rubric focused on presenting a management plan.

5) COURSE CONTENT:

- History of Management
- Organization
- Human Resource Management
- Planning
- Organizing
- Leading
- Controlling
- Motivation
- Communication

6) METHOD(S) OF INSTRUCTION:

☒ Lecture ☒ Cooperative learning groups

☐ Laboratory ☐ In-class exercises

☐ Audio visual ☐ Demonstrations

☒ Other: –Learning Management System

7) REQUIRED TEXT(S) AND COURSE MATERIALS:

- Williams, Chuck, *Principles of Management*. 11th ed., Cengage Learning, 2021 (or most recent edition).
- Digital resources: Cengage MindTap Learning Management System(LMS).
- Computer with internet access

8) REFERENCE MATERIALS:

None

9)INSTRUCTIONAL COSTS:

None.

10) EVALUATION:

Summative evaluation is accomplished by having the student complete the examinations and final project (management plan).

The student must achieve a grade of “C” or higher to pass the course.

11) CREDIT BY EXAMINATION:

None

BA260 Fundamentals of Management Endorsed by CC: Jan. 9, 2023

Approved by VPJA: Aug 21, 2023

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