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Management (MGMT) 1570 Diversity at Work (.5 Unit) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture. 16 Outside of class Hours. (24 Total Student Learning Hours)

Catalog Description: This course is designed to introduce students to issues arising from relationships involving individual values, cultures, attitudes, and differing philosophies found in various organizations. The course examines the positive impacts of diversity in the workplace and explore strategies for achieving and implementing cultural awareness programs in organizations.

Type of Class/Course: Degree Credit

Text: Lieberman, S., Simons, G. & Berardo, K. *Putting diversity to work*. Rev. ed. Rochester, NY:

Logical Operations, 2014.

Course Objectives:

By the end of the course, a student will be able to:

1. summarize the contributions of diversity to profits, people, and the society,
2. analyze diversity challenges in organizations,
3. use assessment, analysis, and action to create diversity strategies,
4. describe organizational traits that support diversity,
5. create benchmarks to improve diversity practices,
6. self-evaluate personal biases and assumptions,
7. outline diversity competencies for management,
8. develop guidelines for managing multicultural employees, and
9. apply concepts of diversity to successfully resolve a case study.

Course Scope, Content:

- Unit I            Organizational Diversity
- A.            Examine Diversity
1.            Examine principles of diversity
  2.            Develop diversity through lenses of profit, people, and society
- B.            Explore and Apply Diversity Concepts
1.            Develop concepts for supply chain enhancement
  3.            Use “Access, Analyze, Act” plans in various scenarios
  3.            Examine 5 organizational traits that support diversity

4. Develop diversity benchmarks
5. Use strategies to apply diversity benchmarks

#### Unit II

##### Personal Understanding of Diversity

- A. Examine common ideas about diversity
  1. Explore various notions concerning diversity
  2. Examine how differences affect work
- B. Explore Aspects of Personal Diversity
  3. Identify personal values
  4. Rethink biases and assumptions

#### Unit III

##### Diversity for Leaders

- A. Leadership and Diversity
  1. Use the “CHOICE” model to create diversity
  2. Use interest, introspection, and innovation to find core differences
  3. Create a change plan
- B. Managers and Diversity
  1. Outline diversity competencies for managers
  2. Create guidelines for managing multicultural employees
  3. Manage diversity online

#### Unit IV

##### Diversifying the Organization

- A. Strategies for Implementing Diversity in the Organization
  1. Recruiting for diversity
  2. Sharing organizational culture
  3. Retaining and promoting employees
  4. Supporting diverse leadership styles
  5. Understanding conflict and resolutions

#### Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside regular class time doing any of the following:

1. Studying module notes
2. Answering questions
3. Completing required readings
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects
7. Research

#### Methods of Instruction:

1. Modularized content and examples
2. Demonstrations of sample problems
3. Assigned problems from the text
4. Multimedia presentations
5. Group discussions and explorations
6. Case studies and scenarios
7. Surveys

Methods of Evaluation:

1. Writing assignments:
  - a. written homework from chapters
  - b. group reports
  - c. topic paper written under American Psychological Association (APA) style guide
  - d. chapter critical analysis reflections
  - e. case studies
  - f. scenarios
  - g. simulations
  - h. surveys
  
2. Problem-solving demonstrations:
  - a. exams
  - b. homework problems
  - c. case study recommendations and solutions
  - d. critical reflections from scenarios and case studies
  
3. Other summative examinations using combinations:
  - a. multiple choice questions
  - b. matching items
  - c. true/false questions
  - d. short answer questions
  - e. fill-in-the-blank responses
  
4. Participation:
  - a. role-playing and group activities
  - b. oral presentations and demonstrations
  - c. discussion responses
  - d. scenario reflections
  
5. Projects:
  - a. multimedia presentations
  - b. business scenario responses
  - c. action plans
  - d. formal written reports
  - e. portfolios
  - f. community service projects
  - g. building new case studies

Supplemental Data:

TOP Code:	0506.30: Business Management
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline

Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: NO
Taft College General Education:	NONE