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C & GE approved: May 13, 2020
Board approved: June 10, 2020
Semester effective:

Management (MGMT) 1540 Managing Organizational Change (.5 Unit) CSU
[formerly Management 18]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculations:

8 hours lecture. 16 Outside of Class hours. (24 Total Student Learning Hours) .5 Units

Catalog Description: This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change.

Type of Class/Course: Degree Credit

Text: Hiatt, Jeffrey M. and Timothy J. Creasey. *Change Management: The People Side of Change*. 2nd ed. Loveland: Prosci Learning Center, 2012.

Additional Instructional Materials: None

Course Objectives:

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

1. demonstrate skills necessary for managing change,
2. compare methods to communicate change,
3. the stages of change,
4. develop processes to effectively deal with each stage,
5. evaluate the symptoms of resistance to change,
6. design effective process to reduce resistance, and
7. use a rating system to assess an organization's openness to change

Course Scope, Content:

Unit I Foundation for Change

- A. Identifying Change
 1. Definition
 2. Why are we experiencing more change today than ever before?
 3. How does change make you feel?
 4. What is your attitude towards change?

Unit II Addressing Change

- A. Exploring Four Stages of Change
- B. Examining Resistance to Change
 - 1. Comparing reasons for resistance
 - 2. Comparing tactics for dealing with resistance
- C. Using Paradigms in Change Actions
- D. Communicating Change Effectively
- E. Evaluating an Organization’s Openness to Change

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 16 hours per week outside regular class time doing the following:

- 1. Analyze case studies
- 2. Evaluate articles about change management
- 3. Critical Thinking Activities
 - a. Analyze case problems to determine facts, identify reasons, and apply concepts learned in decision making
 - b. Utilize problem solving techniques in dealing with organizational change
- 4. Reading assigned chapters from textbook.

Methods of Instruction:

- 1. Lectures
- 2. Individual and group problem solving
- 3. Case analysis
- 4. Class demonstrations and presentations
- 5. Role playing and classroom simulations

Methods of Evaluation:

- 1. Written case analysis
- 2. Written action plan
- 3. Class participation
- 4. Summative assessments
- 5. Online Discussions

Supplemental Data:

TOP Code:	050630: Management Development and Sup
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:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Management