Date Prepared: July 5, 2000

COURSE OUTLINE

___ New __X__ Revised Effective Date: August 22, 2000

1. **COURSE PREFIX NUMBER**: BUS 200 **CREDIT HOURS**: 3

2. **COURSE TITLE**: Principles of Management

3. **PREREQUISITES**: None

4. COURSE DESCRIPTION:

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

5. **CONTENT**: (Major Headings)

a. Introduction to management (Approaches and Objectives)
b. Planning (Types and tools of planning)
c. Fundamentals of Organizing (Activities and Resources)
d. Influencing (Communications, Leadership, Motivation, Groups)
e. Controlling (Principles, Production Management and Control)

6. **GENERAL COURSE OBJECTIVES**:

Upon successful completion of the course, the student will be able to

a. Understand the significance of management as a profession
b. Discuss the importance of goals within an organization
c. Comprehend the significance of managerial and non-managerial employees
d. Define and understand the role of a manager performing the managerial functions of planning, organizing, staffing, influencing and controlling
e. Develop analytical skills in decision making while applying managerial principles to real management situations
f. Understand that management is a continuous process