

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: BUS 200

Credits: 3

Course Title: Principles of Management

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.

General Course Purpose: Introduces students to management, its functions, and the internal and external environmental influences that affect managerial effectiveness.

Course Prerequisites and Co-requisites:

None

Student Learning Outcomes:

Upon completing the course, the student will be able to

- a. Recognize 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-world management situations;
- f. Distinguish between management and leadership;
- g. Recognize the importance of working in teams; and
- h. Recognize that management is a continuous process.

Major Topics to Be Included:

- a. Introduction to management (approaches and objectives)
- b. Ethical decision making and social responsibility
- c. Planning (types and tools of planning)
- d. Fundamentals of organizing (activities and resources)
- e. Influencing (communications, leadership, motivation, groups)
- f. Controlling (principles, production management, and control)

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