

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

Prepared by: Stephen L. West, MBA
Text revision: Marian Combs
Revised by: Paul Holbrook
Status: Permanent

December 4, 1991
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A. Identification:

1. Subject Area: Business
2. Course Number: BUS 206
3. Course Title: PRINCIPLES OF MANAGEMENT
4. Credit Hrs: 3
5. Catalog Description:

Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

B. Course Goals:

To provide the students with the necessary skills to prepare them for understanding the contemporary environment of management and leadership in the global business arena of the world today and the nature of decision making in a dynamic business environment and to emphasize the functional areas of management applications as preparation for: problem-solving, communication, reasoning, and reporting. Computer worksheet applications may be utilized.

C. Course Outcomes:

The student will demonstrate by their scores on written assignments and exams, mastery of the basic business skills necessary to perform the following:

1. Problem solving techniques
2. Instruction interpretation
3. Understanding of management vocabulary
4. Define management and explain the importance of it
5. Describe the planning process and the importance of it
6. Describe the management and organizational processes which allow business to be successful
7. Describe the impact which human resources has had on business growth and development
8. Explain the process of influencing for motivation
9. Define controlling and describe the control process

D. Assessment of Course Outcomes.

1. Instructor assigned reading and homework
2. Departmental exam questions and/or project

E. Course Content:

Will include:

1. Introduction to management and its process
2. Planning and decision making

3. Organizing
4. Influencing
5. Controlling and special topics
6. Information for decision making
7. International management