

Principles of Business Administration and Management

CCPS Course No. 5000

Program Description: Principles of Business Administration and Management is the introductory course in all four business pathways. It is also the course that is a pre-requisite for Advanced Business Management, Course No. 5160, and the Management Capstone course, which are the two courses required to complete the CCPS **Management** pathway. The Management Pathway is designed to prepare students for Business Administration and Management studies in college. **Business Administration and Management is the No. 1 College major in the United States.** Students will have the opportunity to take the CLEP exam in *Principles of Management*. If students obtain the required score, they may earn 3 college credits.

Students Will Learn:

- The roles and work of managers.
- The historical development of management.
- Major management theorists and theories.
- Effective supervision.
- The importance of leadership.
- The planning function.
- The organizing function.
- The implementing function.
- The controlling function.
- The social and ethical environment of business.
- Economic environment of business.
- International environment of business.
- The forms of business ownership.
- Legal aspects of managing a business.
- Technology and information management.
- Business communications.