

Office of Academic Affairs  
Tarleton State University  
Date Prepared: 12/1/08  
Dates Revised:

### Master Course Syllabus Outline

Department: Management, Marketing & Administrative Systems  
Course Prefix/Number: MGMT 301  
Course Title: Principles of Management  
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: A study of the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. The systems concept of management and role of the manager in each level of the organization are emphasized.
- II. Prerequisites: Junior classification or approval of department head.
- III. Expanded Course Description: The content of this course involves a study of the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. Special emphasis will be placed on skills necessary for a manager to be effective. The course will involve an overview approach to covering the various concepts required for an overall understanding of management's role in the contemporary organization. Management's evolution as a distinct discipline will be covered. Course serves as the first course for management majors in the discipline of management and is required for all BBA degrees and most other COBA undergraduate degrees, with few exceptions. The course will also serve other COBA majors requiring the course. This course would be a good elective for any student having achieved junior level status wanting a better understanding of management
- IV. Intended Student Outcomes: Students completing this course will know about the basic managerial functions of planning, organizing, staffing, directing, and controlling resources required to accomplish organizational goals. In addition, knowledge of the evolutionary development of the management discipline will be acquired.

At the conclusion of the course the student will:

Be prepared for further study in the area of management.

Be able to identify and apply appropriate management techniques for managing contemporary organizations.

- V. Unless otherwise stipulated in this master syllabus by the department, the

following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.
- VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

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Signature

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Date