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**101 MGT: PRINCIPALS OF BUSINESS AND MANAGEMNT**

**COURSE OBJECTIVES:**

This course aims to develop the administrative skills of students, and to provide them with basic knowledge in management and business. It focuses on teaching the functions of management (planning, organizing, directing and control), and the functions of the organization (human resources, marketing, financing and operations).

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|  | **GRADE COMPONENTS**

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| 20% | Exam 1  |
| 20% | Exam 2 |
| 10% | Homework  |
| 10% | Participation in Class |
| 40% | Final Exam |

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**REQUIRED LEARNING RESOURCES:**

Business Essentials

Author: Ronal J. Ebert & Ricky W. Griffin

Edition: Eleventh

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