

COLLEGE OF BUSINESS AND SOCIAL SCIENCE
DEPARTMENT OF BUSINESS MANAGEMENT AND PUBLIC ADMINISTRATION
ACADEMIC YEAR 2021/2022 – SEMESTER I
COURSE OUTLINE

Course: Principles of Management (Mgmt. 221)

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COURSE OBJECTIVE:

The objective of this course is to provide management concepts and knowledge that can be used to manage professionals in such a way that organization effectiveness will be maximized. In addition, this course provides a concentrated overview of effective management practice for the person trained as a professional or knowledge worker. Furthermore, it aims to help students understand the basic functions of management.

1. Management:

- 1.1. Definitions-- scope and importance
- 1.2 Levels of management; managerial roles and functions
- 1.3. Managerial Skills

2. Evolution of Management Thought

- 2.1. Classical Schools of Management
- 2.2. Behavioral Management Theory
- 2.3. Quantitative School of Management
- 2.4. Contingency School of Management
- 2.5. Quality School of Management

3. Planning:

- 3.1. Nature and principles of planning
- 3.2. Types of planning.
- 3.3. The Planning Process
- 3.4. Decision making- The managerial role
- 3.5. The stages of decision making and the best decision

4. Organizing:

- 4.1 Creating Organizational structure
- 4.2 Five approaches to organizational design

5. Staffing and human resource management

- 5.1. An overview of staffing function-
- 5.2. Human resource Planning
- 5.3. Recruitment and selection
- 5.4. Orientation and Training Programs
- 5.5. Evaluating Employee Performance

6. Leading:

- 6.1. Leadership traits, skills, styles
- 6.2. Power versus Authority and Leadership
- 6.2. Leading Vs Managing
- 6.3. Situational Approaches to Leadership

7. Motivating and Rewarding employees

- 7.1. Motivation Theories: Individual Needs
- 7.2. Motivation Theories: Behavior

8. Communication:

- 8.1 The Significance of Communication
- 8.2 The Communication Process
- 8.3 Methods of Communication

9. Control and Managing Change

- 9.1. Organizational control objectives
- 9.2. Organizational control process
- 9.3. Types of organizational controls
- 9.4 Causes of organizational change
- 9.5 Types of organizational change
- 9.6 Opposition to Organizational Changes

References:

1. Essentials of Management, Harold Koontz and Heinz Weihrich, 6th edition, Tata Mc Graw Hill publisher.
2. Management-Skill and Application, Lesile W. Rue and Lloyd L. Byars, 10th edition, Mc Graw Hill publisher.
3. Management, Kathryn M. Bartol and David C. Martin, Mc Graw Hill publisher.
4. Management and Organization, Williams. DuBrin. Sisk, 5th edition, South Western publisher.