ECO 2104 Principles of Management

Hours Per Week			Hours per Semester	Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
3	0	3	45	100	60	40	3

Course description

This course provides an introduction to the core principles of managements. It discusses the nature and importance of studying management.

Objective(s)

To expose students to different management schools of thought and the fundamental management functions in order that these will be applied in other subjects dealing with the management of construction projects.

Course contents

1. INTRODUCTION [5 CH]

1.1. **Meaning of Management**

1.2. **Management Functions**

1.3. **Principles of Management**

1.4. **Evolution of Management Theory**

2. CLASSICAL THEORIES OF MANAGEMENT [5 CH]

2.1. **Developments in Scientific Management Principles**

2.2. **Bureaucracy Theories**

3. HUMAN RELATIONS APPROACHES TO MANAGEMENT [5 CH]

3.1. **Motivation Theories**

3.2. **Leadership**

3.3. **Groups and Group Behaviours**

3.4. **Team Development**

4. LATEST APPROACHES TO MANAGEMENT [5 CH]

4.1. **Systems Approach**

4.2. **Contingency Approaches**

4.3. **Strategic Management**

5. MANAGEMENT OF BUSINESS ORGANISATIONS [5 CH]

5.1. **Types of Business Organisations**

5.2. **Organisation Structures**

5.3. **Communication in Organisations**

5.4. **Organisational Objectives and Functional Strategies**

5.5. **Delegation and Empowerment**

5.6. **Organisational Change**

5.7. **Corporate Governance**

5.8. **Organisation Culture**

6. PROJECT MANAGEMENT TOOLS [5 CH]

6.1. **Project Characteristics**

6.2. **Project Planning and Implementation 43**

6.3. **Work Breakdown and Structures**

6.4. **Network Analysis**

6.5. **Risk Management**

[5 CH]

6.6. **Project Management Software**

7. INTRODUCTION TO STRATEGIC PLANNING

7.1. **Strategic Aspects of Business Organisations**

7.2. **Principles of Strategic Planning**

7.3. **Strategic Planning Process**

[5 CH]

[5 CH]

7.4. **Requirements for Strategic Planning**

8. CONTROL FUNCTION

8.1. **Performance Control**

8.2. **Quality Assurance and Control**

8.3. **The Role of Information Technology**

9. HUMAN RESOURCE MANAGEMENT

9.1. **Human Resource Planning**

9.2. **Recruitment and Selection**

9.3. **Training and Development**

9.4. **Performance Appraisal**

9.5. **Conflict Resolution**

9.6. **Work structuring and job design**

9.7. **Job Evaluation**

Learning outcomes.

Understanding the essentials of management and organization theory and its applicability to the environment of construction.

Method of delivery.

The course will be conducted through a mixture of lectures, group discussions and reading assignments. Basic lecture materials and data will be provided by the Lecturer and this will be supplemented by individual reading effort by students.

Method of assessment.

Assessment will be done through continuous coursework and final written examination. Continuous assessment will include assignments and classroom tests. A final examination will be offered at the end of the semester and will carry 60% of the total mark. Coursework will carry a total of 40% and will be divided into: assignments 20%, and written tests 20%.

Reference books and materials.

1. **Terry and Franklin (1990),** ***Principles of Management,*** **Virender Kumar Arya, Delhi India.**

2. **Boot R.A. G. Cowling and Stanworth, M.J.L. (1977),** ***Behaviour Sciences for Managers,*** **Mc Graw - Hill, London.**

3. **Koontz O, and Weihrick (1993),** ***Management,*** **Mc Graw- Hill, London**

4. **Allen L.A. (1977),** ***Management and Organization.*** **Mc Graw-Hill, London.**

5. **Fremout E.K. and Rosenzweig E.J. (1985),** ***Organization and Management A Systems and Contingency Approach.*** **Mac Graw-Hill, London.**