MEC7105: Principles of Management

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

Course Description:

This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing and motivating others. The student will also learn tools to aid in problem solving, valuing diversity and coping with change. The principles learned in this course will allow the student to effectively work with and through others in an organization. Both principles and practices of management as an academic discipline as well as a profession are surveyed, examined, and reviewed. The course focuses on the fundamentals of the practice of management, including administrative, organizational and behavioural theories. It explores the functions of management and the aspects of the organizational environment.

Course Objectives

- To understand the roles and functions of managers at various (entry, middle and the top) levels
- To explain the relationships between organizational mission, goals, and objectives
- To comprehend the significance and necessity of managing stakeholders
- To conceptualize how internal and external environment shape organizations and their responses
- To demonstrate empirical understanding of various organizational processes and behaviours and the theories associated with them
- To demonstrate critical thinking skills in identifying ethical, global, and diversity issues in planning, organizing, controlling and leading functions of management
- To understand organizational design and structural issues

Learning Outcomes

On completion of this course the students should be able to:

- Describe the functions of management.
- Outline the historical theories relating to modern management.
- Explain the role of management within a business setting.
- Describe human resource planning and staffing processes needed to achieve optimal performance
- Prepare a business forecast and budget
- Illustrate how business ethics and social responsibility apply to organizations
- Describe formal and informal organizational communication processes and how to influence employees

Detailed Course Content:

Historical Perspectives of Management: **(6 Hours)**

- The behavioural approach to management
- The management science approach
- The contingency approach
- The system approach

Principles of Planning **(5 Hours)**

- Defining planning, Purposes of planning,
- Advantages and potential disadvantages of planning,
- Management by objectives, Planning tools,
- Strategic planning, Forecasting and budgeting

The Management Task **(6 Hours)**

- The Role of management,
- Defining management,
- The management process, management functions,
- Management goal attainment,
- Management and organizational resources

Fundamentals of Organizing **(5 Hours)**

- The definition of organizing
- The organizing process
- The organizing subsystem
- Classical organizing theory

Leadership and Effective Communication **(6Hours)**

- Defining leadership; leader vs. manager,
- Leadership behaviours, Transformational Leadership,
- Coaching, Entrepreneurial leadership

Controlling for Productivity **(5 Hours)**

- Defining production and productivity,
- Quality and productivity, Operations management,
- Operations control, Using control tools to control organizations

Managerial Ethics and Social Responsibility **(6 Hours)**

- Fundamentals of social responsibility,
- Areas of corporate social responsibility,
- Social responsiveness and decision making,
- Influencing individuals performing social responsibility activities,
- A definition of ethics, Creating an ethical workplace

Making Good Business Decision **(6 Hours)**

- Types of decisions, Elements of the decision situation,
- The decision making process, Decision making conditions,
- Decision making tools, Processes for making group decisions

Mode of delivery

This course will be delivered through lectures, tutorials, exercises, field visits and group projects aimed at solving real life problems.

Method of Assessment

Students will be assessed through assignments, tests, practical work and projects which make up the course work and a final exam at the end of the course as follows:

Course work	40%
Final Exam	60%
Total Mark	100%

Reference Books

[1] Charles W. L. Hill and Steven McShane (2006) Principles of Management. McGraw-Hill/Irwin; 1st Edition. **ISBN-10:** 0073530123, **ISBN-13:** 978-0073530123

[2] Gary Dessler(2003). Management: Principles and Practices for Tomorrow's Leaders, Prentice Hall; 3rd Edition. ISBN-10: 0131009923, ISBN-13: 978-0131009929

[3] Ellen A. Benowitz(2001). Principles of Management. Cliffs Notes. **ISBN-10:** 076456384X, **ISBN-13:** 978-0764563843

[4] Griffin, Ricky W., Management seventh edition, Houghton Mifflin Company