

MID-WESTERN UNIVERSITY, FACULTY OF MANAGEMENT
BACHELOR IN BUSINESS ADMINISTRATION (BBA), SYLLABUS 2072 (2016)

Course Title		Principles of Management
Course Code Number		MGT 311
Year/Semester		I/I
Credit Hours		03
Course Objectives:		
Main Objective		This course is an introduction to the management function. It presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals it will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control.
Enabling Objectives		After the completion of all the learning units of this course, participants will be able to: <ul style="list-style-type: none"> • Understand the historical development, theoretical aspects and practice application of basic managerial process • Understand the foundations of planning and effective decision-making. • Identify essential elements associated with individual and group behavior, work teams, motivation and rewards, leadership styles, and interpersonal communication. • Analyze the importance of the controlling function and operations management in an organization.
Learning Unit (LU)	Learning Hours (LH)	Contents
LU 1	LH 6	Introduction Meaning , Functions, Principles, Importance, Nature and Scope of Management, Basic Managerial Roles and Skills, Relations of Management with other Disciplines, Management as a Science, Art or Profession, Approaches to Management- Classical, Behavioral System and Contingency Approaches
LU 2	LH 8	Planning Meaning, Nature, Purpose, Functions, Types and Steps, Limitations, Management by Objectives, Meaning, Importance of Decision Making, Process and Types of Decision Making
LU 3	LH 8	Organizing and Departmentation Organizational Chart, Formal and Informal Organization, Organizing Principles, Span of Management, Factors Determining Effective Span, Definition and Types of Authority, Responsibility and Accountability, Delegation, Meaning of Departmentation, Departmentation by Function, Territory, Product / Service, Customer Group and Matrix Organization
LU 4	LH 9	Staffing and Directing

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		Staffing: Definition, Human Recourse Management, Factors Affecting Staffing, Recruitment, Selection, Training, Performance Appraisal, Job Design Directing: Nature, Principles, Function, Techniques and Importance
LU 5	LH 10	Motivation and Leadership Nature, Process and Significance of Motivation, Theories of Motivation (The need hierarchy, hygiene and two factor theory), Managing and Leading, Leadership Styles, Leadership Traits, Leadership Theories, Significance
LU 6	LH 7	Management Control Meaning, Nature, Purpose, Process of Controlling, Types of Control (Feed Forward Control, Concurrent Control, Feedback Control), Prerequisites of Effective Control System, Resistance to Control, Controlling Techniques, Budget and Non-Budgetary Control Devices
References		<ol style="list-style-type: none">1. Robbins, (2009), Fundamentals of Management: Essential Concepts and Applications, 6th Edition, Pearson Education2. Stoner, Freeman and Gilbert Jr. (2010) Management, 8th Edition, Pearson Education.3. Koontz, H. (2008) Essentials of Management, Mc Graw Hill Education.4. Gupta, C. B (2008), Management Concepts and Practices, Sulatan Chand and New Delhi

Net Contact Hour is 48 excluding the exams and tests.

evaluation Module: 50 percent will be assessed through the internal evaluation and 50 percent will be assessed through end semester examination