

Colbourne College

SYLLABUS

BA 103 Principles of Management (3)

Duration: 1 Semester/45 hours

Credits: 3

Lecturer:

Email:

Course Prerequisite: none

Course Description

This course will introduce you to the world of management. We will be looking at a range of topics, including what managers do, what skills they require, and how you can develop as a manager. The course does not provide you with final answers about what is involved in being a manager; indeed, it will raise lots of questions. Being a manager is a complex and challenging activity and this course will unpick some of the underlying issues and complexities associated with both thinking about management, and being a practising manager.

Course Objectives

This course is developed to allow students to:

1. Explore Ideas

- An introduction to some general ideas and theories about the different aspects of management.
- An opportunity for you to engage with some of the underlying issues, values and debates associated with management.
- A process through which you will discover how practising managers draw on ideas and theories as a routine part of their work.

2. Develop Capabilities

- Some of the practicalities of being a manager and the different sorts of roles managers have to play in different situations.
- The tensions and pressures associated with those roles and responsibilities.
- Tools for making sense of the contexts and environments in which you operate.

Learning outcomes

This course will:

- provide you with a range of activities, tasks, readings, resources and practical tools, all of which will introduce you to the different dimensions of managing and leading.
- give you practical experience of the key areas of management learning

Textbook Required:

Contemporary Management, Gareth R. Jones and Jennifer M. George

Understanding Management, Richard L. Daft, Dorothy Martic

BA 103 COURSE OUTLINE

Week One to Week Twelve Lessons

Lessons 1, 2 & 3	Understanding Management	<ul style="list-style-type: none"> • Management Roles, Characteristics, AND Skills • Managerial Efficacy • Transition into Management • Own potential: Action plan, time management, work scheduling, action planning, decision making, problem solving, stress management
Lesson 4	General Theories of Management	<ul style="list-style-type: none"> • Classical (fayol and Urwich), Human Relations Approach (Follett and Likert) • Contrasting Approaches
Lesson 5	Management as a Science versus management as an Art	<ul style="list-style-type: none"> • The Split in the Field of Management • The Art of Managing
Lesson 6 & 7	Functional Theories of Management	<ul style="list-style-type: none"> • A Human Resources Perspective • A Finance and Accounting Perspective • A Marketing Perspective • An Operations Management Perspective • A Project and Change Management Perspective
Lesson 8	MIDTERM EXAMINATION	
Lesson 9	Leadership and Management Styles and Characteristics	Management Styles eg Autocratic, Democratic, Laissez-faire, etc. , Contrasting Styles, Management versus Leadership
Lesson 10	Discovering Management	Management as a Profession, Levels of Management, Management Objectives, Functions, Processes, Management as a; Group, Discipline, Activity
Lesson 11	Motivation	Motivating People, Factors Affecting Motivation and Performance, Motivation Theories
Lesson 12	RESEARCH PRESENTATION	
Lesson 13	Management Principles	<ul style="list-style-type: none"> • 14 Principles of Management described by Henri Fayol • Features of Principles of Management • Importance of Management Principles
Lesson 14	Management and Organisations	<ul style="list-style-type: none"> • Features of Organizational Management; Decision making, Culture, Functional Areas, Hierarchy • Organisation Structures, Hierarchy, Spans of Control, Delaying, Centralisation, Decentralisation • Organisation Communication Practices, Communication Barriers, Values and Ethics • Technology and Management
Lesson 15	FINAL EXAMINATION	