

MGT 510: Principles of Management

This is an introductory course about the management of organizations. It provides instruction to principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management.

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.

Course Contents:

-) Management concept; Definition and process; Managerial levels; Roles & skills; Evolution of management thought in changing environment; management's ethical and social responsibilities
-) Management functions; Determination of objectives & goals; Effective goal setting; Management by objectives
-) Management Functions and Management Process: Planning; Organizing; Leading and controlling
-) Planning: The nature; purpose and process; Hierarchy and types of organization's plans; Strategic planning; Environment analysis; SWOT analysis; Corporate; Business and functional strategies; Operational planning tools; Flow charts; Gantt charts; Load charts; Logical framework; Effective planning
-) Decision making & problem solving: The rational decision-making model; Decision making styles; Committee and group aided decision-making. Organizing: Authority, Nature and Committee
-) Leadership: The nature of leadership; Leadership theories; Styles; Skill
-) Motivation: Concept; Primary and secondary motives; Motivation theories
-) Elements of controlling: An overview of control; Control process; Critical control points and standards; Control system; Effective control system requirements; Resistance to control; Control strategy choice; Methods of control, management performance and audit tools

Text Books:

-) Kathryn Bartol: Management
-) Harold Knootz & Heins Weihrich: Management
-) Drucker, P.F,: The Practice of Management
-) Stephen P. Robbins and Mary Coulter: Management