

Principles & Practice of Management

Code: ADMN-213

Course Name: Principles & Practice of Management

Course Type: Core

Pre-Requisite: Introduction to Business ADMN 211

Concentration

Course Level:

Year 1:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester
Year 2:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester
Year 3:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester
Year 4:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester

Course Description: This course provides basic understanding of Management and aims to prepare the foundation for students to peruse further studies in this field.

Objectives:

1. To make the students aware with the fundamentals of the management.
2. To prepare the students to make a quick decision in the management as per requirement of the organization.

Learning Outcomes:

After going through this course, the students are expected to develop a better understanding about management and its functions.

Skills to be developed throughout the Course:

Students will develop their analytical and oral communication skills via case study work carried out in seminar sessions. Information technology and written communication skills will be developed when completing the written assignment which will also test student's creative skills and their abilities to present theoretical information in practical situations.

Students are encouraged to make use of IT facilities particularly web sites to support research and reading.

Learning Resources:

1. Text Books

<u>Author</u>	<u>Title</u>	<u>Publisher</u>	<u>Year</u>
Richard Templar	Rules of Management- The Definitive Guide to Managerial Success	McGraw Hill Publications	Latest Edition
David boddy	Management	Prentice Hall	2008
Koontz	Essentials of Management	McGraw Hill Publications	Latest Edition

2. e- Library Reserves

- <http://www.emeraldinsight.com/insight>
- http://www.en.wikipedia/wiki/listof_management_topics

3. Internet

- Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily.
- Courseware: Specific research support resources and documents, selectively posted to complement and build upon materials available in proctor's methodological text. Such documentation will typically be posted regularly.
- www.decailibrary.org
- www.ipl.org
- www.lisa.lsbu.ac.uk

4. Journals

- Journal of Business
- Harvard Business Review
- European Management Journal
- Asia Pacific Business Review

Delivery and Teaching Strategy: (Lecture, Online, Physical, blended, self directed through CD, web based courses and DVD)

Methods of Instruction: It would be based on Lecture, demonstration and assignment review. Questions are encouraged and participation is expected.

Assessment Strategy:

- a. First Mid Term Exam: 20 Marks to be held on.....Day,.....Month, 20..
- b. Second Mid Term Exam: 20 Marks to be held on.....Day,.....Month, 20..
- c. Attendance, Participation & Assignment: 10 Marks
- d. Final Exam: 50 Marks
- e. Total: 100 Marks

Syllabus Change Policy: This syllabus is a guide for the course and is subject to change with advanced notice.

Course Contents:

UNIT -1 Introduction of Management: Nature, Levels and Objectives, Functions of management.

UNIT -2 Planning: Nature and purpose-Setting objectives-Management of objectives-Strategies, policies and planning premises.

UNIT -3 Organizing: Nature and purpose-Structure of organization-Fundamental and Divisional Decentralization.

UNIT -4 Directing: Meaning and importance, Elements of Directions.

UNIT – 5 Controlling: Process of Controlling.

UNIT – 6 Decision Making: Nature and purpose-principles.