

**MULTIMEDIA UNIVERSITY OF KENYA**

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# Bachelor of Science in Computer and Information Science

# CLASS: Y4 S1

# COURSE CODE: Principles of Management

# LECTURER : B. Thamaini : Email: ethamaini@yahoo.com Phone 0726435063 TIME/DAYS: ON-LINE

**Purpose:**

The purpose of his course is to familiarize the student with basic management concepts and development of Management as a discipline of study

**Course description:**

Definition of management; Dynamic environment of management; Current challenges for managers; Planning in management and types of plans; Management by objectives as a tool; Strategic management process; Planning and decision making; Basic organizational approaches and design; Managers and human resource management; Toward explaining and predicting behaviour, personality, understanding group behaviour, individual & group decision making; Managers versus leaders; emerging approaches to leadership, motivating employees; Communication process: Understanding the communication process (digital era), Conflict management skill; Information control systems; operations controls, evaluation and assessment of business procedures and processes.

**Learning Outcomes/Objectives:**

At the end of the course student should be able to:

* Explain the concept of Management, Manager and their role in Organization
* Conceptualize the evolution of management as a discipline and apply different approaches to management
* Identify and evaluate social responsibility/ethical issues in organizations and logically articulate own position on such issues.
* Conceptualize organizations environments and identify techniques managers use to adapt, influence and control the environments.
* Understand the process of management functions: Planning, Organizing, Staffing, Leading, Controlling.
* Evaluate leadership styles to anticipate the consequences of each leadership style.
* To apply the management skills to Kenya business environment

Among the above, the following primary managerial soft skills are developed: -

* Problem solving and decision making
* Teamwork and interpersonal skills
* Critical thinking skills
* Ethical reasoning skills
* Interpersonal competencies to motivate self and inspire others
* Communication skills

**Learning and Teaching Methods**

Learning will be made relevant through the direct and explicit application of theoretical frameworks and concepts to real life issues and problems. This will be achieved through: -

1. Brief Lecturers to provide grounding in theories and conceptual frameworks
2. Seminar-styled sessions and group activities

**Teaching methodology:** Lectures, Tutorials; Case studies and group discussions

**Course Content**

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| **Topic** | **Approx. Time** |
| **An overview of Management,** * Defined, Purpose of Management, Managerial Process, Roles/responsibilities,
* Approaches for understanding an Organization environments
 | WEEK 1 - 2 |
| **The Evolution of management**Classical Perspective, Scientific Management, Bureaucratic, Administrative Perspective, Human relations Human Resources perspective, Behaviour; Management Science perspective; Systems theory and Contingency view | WEEK 3 |
| **The Environment of management*** External environment (general, task oriented)
* Internal environment (corporate culture, production technology, organizational structures, physical facilities
 | WEEK 4 |
| **CAT 1** | **WEEK 5** |
| **Functions of Management - Planning** * Process and importance of Planning
* Types of Plan Strategies/Policies,
* Decision making
 | WEEK 6 |
| **Organizing*** Fundamental of Organizing
* Process of organizing:
* Chain of command: - Authority, responsibility and delegation
* Span of management: - Centralization and decentralization
* Departmentalization
 | WEEK7, 8 & 9 |
| **Staffing*** HR issues in workplace
* Attracting effective work force
* HR planning: Recruiting and selecting
* Motivation, Content theories & Process of motivation
 |  |
| **CAT** | **Week 10** |
| **Directing / Leading** * Leadership and Types of Leadership
* Leadership Vs Management
* Behaviour approaches/Contingency approaches
* Communication
 | WEEK 11 & 12 |
| **Controlling function of Management*** Managerial and quality control
 | WEEK 13 |

**Course Assessment:**

Continuous Assessment 30%

End of Semester Examination 70%

**Total 100%**

**Course Reading Books**

1. Rajaram, K., Ching K. W. and Chua K. Y. L., Experimental and Active learning Handbook for management Principles Skills and Competencies – Nurturing Global Leaders towards Managerial Excellence, McGraw-Hill, 2016 (ISBN: 978-9-814-74290-J
2. Rajaraw, K. Management “gurus” Peter F. Drucker and Thomas Peters. Importance of creative Leadership to Sustain Competitive and Differential Advantage, International Journal of Business Derivatives, July 2011, 276-198
3. Bateman, T. S. and Snell, S. A. Management: Learning and Collaborating in a Competitive World, McGraw-Hill, 11th ed., 2015 (ISBN: 978-1-259-25422-2)
4. Nair/Beherjee/Agarwal (2010). *Principles and Practice of Management*  ISBN-978-81-8398-934-3
5. Samson, D. & Daft, R. (2009). *Fundamentals of Management* (3rd edition). Australia: Cengage Learning

**Course Journals**

1. *Journal of Management Studies, Wiley.* ISSN: 1467-6486
2. *Journal of Operations Management,* Elsevier. ISSN: 0272-6963
3. *Journal of Management Development.* Emerald Insight. ISSN: 0262-1711

**Reference Textbooks**

1. Reddy P.N. , and Tripathi P.C. (2008). *Principles of Management*, (3rd Ed.). Tata McGraw-Hill Education. ISBN-13: 978-0070220881
2. Anbuvelan [K.](http://www.google.com/search?tbo=p&tbm=bks&q=inauthor:%22K.+Anbuvelan%22) (2007). *Principles of Management*. Laxmi Publications. ISBN-13: 978-8131801741
3. Drucker, P.F. (1969). The Practice of *Management: William Heinemann Ltd, 0434209538*

**Reference Journals**

1. [*International Journal of Applied Management*](http://www.managementjournals.com/journals/management/index.htm) *Science,* Index-Science. ISSN: 1755-8921
2. *British Journal of Management.* Wiley-Blackwell. ISSN: 1467-8551