Course name: Principles of Management
Course Code: MGT304
Semester: First
Credit hours: 03
Total Weeks: 16-18
Total hours: 48-54

Course Objectives:
The course aims at providing basic understanding of general principles of management, applicable to various situations at different levels of organizations. The main emphasis on the processes of planning, organizing, staffing, controlling, and directing in an organization.

Week 1:
Introduction to Management
- Management Introduction
- Characteristics of Organization
- Organization Levels

Week 2:
Management Activities
- Management Functions
- Management Roles
- Management skills

Week 3:
Evolution of Management
- The Evolution of Management
- Development of Management Theories

Week 4:
Principles of Management
- Fayol 14 Principles of Management
- Weber ideal Bureaucracy

Week 5:
Planning
- The nature and purpose of Planning
- Steps in Planning, steps in Typical MBO program

Week 6:
Strategies
- Strategic Management
- Levels of strategy
- Strategic Management Process
- Corporate Portfolio Matrix

Week 7:
Organizational Structure
- Organization Structure & Design
- Building the Vertical Dimension of Organization
- Building the Horizontal Dimension of Organization

Week 8:
Staffing
- Human Resource Management
- Human Resource Management Process
- Human Resource Planning

Week 9:
Factor Affecting Staffing
- Staffing, Situational Factors Affecting Staffing
- Identifying Job Requirements

Week 10:
Selection Requirements and Techniques
- Selection (System Approaches to Selection)
- Position Requirement and Job Design
- Skills and characteristics Needed by Managers
- Selection Process (Techniques and Instruments)

Week 11:
Leadership
- Human Factors and Motivation
- Human factors in Managing Motivation

Week 12
Leadership
- Leadership
• Characteristics of Leadership  
• Leadership Behavior and styles  

**Week 13:**  
**Likerts Systems**  
• Likerts Fout Systems of Management  
• Managerial Grid  

**Week 14:**  
**Controlling**  
• The System and Process of Controlling  
• Basic Control Process  
• Critical Control Points and Standards  

**Week 15:**  
**Controlling Tools**  
• Requirements for effective control  
• Developing excellent Management  

**Week 16:**  
• Current Issue in Management  

**Text Books:**  


**Reference books**  
2. Stephan, Coulter Management of Management M.G. Hill  