


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF BUSINESS AND PUBLIC ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

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| ADM 2106 | Introduction to Management |
| Contact Hours | 48 |
| Pre-requisite | N/A |
| Purpose/Aim | The course is designed to provide students with the ability to understand basic management skills and competences to operate a business. |
| Course Objective | <p>The course will help the students to achieve the following objectives:</p> <ul style="list-style-type: none"> ▪ Understand management skills and competences to operate any business venture ▪ Examine an organization’s management functions ▪ Understand various approaches to planning, staffing, organizing, controlling and corporate social responsibility. |
| Indicative Learning Outcomes | <p>On completion of this course, students should be able to</p> <ul style="list-style-type: none"> ▪ Analyze different management skills and competences required to run any business venture ▪ Evaluate organizations’ management functions ▪ Describe planning ,staffing and controlling issues ▪ Assess corporate social responsibility issues. |
| Intellectual, Practical and Transferable Skills | <ul style="list-style-type: none"> ▪ Problem solving skills ▪ Team work ▪ Communication |
| Course Content | Introduction to Management & Organizations; Evolution of management thought, Management functions: Planning, Organizing, Directing, and Controlling; Contemporary Managerial ethics and Challenges. |
| Learning & Teaching Methodologies | This course will be taught for a total of 45 hours [i.e. three (3) contact hours per week]. Teaching and learning in this course will be through among others, team-teaching; problem-based approaches; student-centered learning; lectures; in class exercises; own readings; take-home assignments and group exercises. |
| Instructional Materials/Equipment | <ul style="list-style-type: none"> ▪ Use of case studies ▪ Class discussions ▪ Straight lecture |



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| | <ul style="list-style-type: none"> ▪ Group presentations | | |
| Course Assessment | The assessment method is structured to include coursework and final examination. Coursework consists of assignments, presentations and tests. Each course in the program shall be assessed on the basis course work and final examination represented as | | |
| | Type | Weighting (%) | |
| | Final Examination | 60 | |
| | Mid Term Examination | 20 | |
| | Assignment | 10 | |
| | Attendance | 10 | |
| | Total | 100 | |
| | The minimum mark required to pass is 50, this includes course work and final examination. Each course in the program is allowed a maximum of three hours for final examination. | | |
| Recommended Reading | Title | Author | Publisher |
| | Principles of Management | Hill,C.W.L. and McShane,S (2006) | |
| | Principles of Management (Cliffs Quick Review) | Benowitz,E.A (2001) | |
| | Management: Principles and Practices for Tomorrow's Leaders, Third Edition | Dessler,G. (2003) | |
| | Business Principles and Management | Burrow,J.L. Kleindl,B and Everard,K.E. (2007) | |
| | Understanding Management | Daft,R.L. and Marcic,D. (2008) | |
| | Principles of Management (Innovative Business Textbooks) (Innovative Business Textbooks) | Morden,T (2004) | |
| | Management Theory and Practice. 6 th Edition, London: BookPower | Cole GA. 2004. | |
| | Management. Sixth Edition. | Stoner, JA; Freeman, RE; and Gilbert, DR. 2004. | New Delhi: Prentice Hall. |
| | Management. 9 th edition, | Kreitner, R. 2004. | Boston, MA: Houghton Mifflin. |
| Additional Reading | Management. 9 th Edition. | Robbins, P. Stephen and Coulter M. 2007. | New Jersey: Pearson Education. |
| Other Support Material | A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various manuals, URL search and journals. | | |