

MS 149-PRINCIPLES AND PRACTICE OF MANAGEMENT

Course Objective:

This course objective is to offer an overview of the major functions of management. Emphasis is on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

Course Outcomes:

On completion of this course, learners will be able to:

1. Evaluate the global context for taking managerial actions of planning, organizing and controlling.
2. Assess global situation, including opportunities and threats that will impact management of an organization.
3. Integrate management principles into management practices.
4. Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.

UNIT — I: Introduction to Management: Concept of management - Management functions - Managerial roles- Is management science or art?- History and current thinking: Classical approach, Behavioral approach, Management science approach, The contingency approach, The systems approach.

UNIT — II: Planning & Decision Making: Concept of planning - Purpose of planning- Planning process-Management by objectives- Defining decision making- Types of decisions- Decision making process-Decision making conditions- Group decision making and Decision trees

UNIT — III: Organizing: Concept of organizing - Organizing process - Organization structures- Departmentation- Responsibility, authority and delegation- Span of management

UNIT — IV: Directing: Concept of motivation-Theories of motivation: Process theories of motivation, Content theories of motivation- Strategies for motivating organization members- Concept of leadership,-Trait approach to leadership Situational approach to leadership- Communication- Communication process- Barriers to communication - Interpersonal communication in organization

UNIT — V: Controlling: Concept of controlling- Controlling process- Types of control - Techniques of controlling

TEXT BOOKS:

1. Samuel C.Certo, S.Trevis Certo: Modern Management, 10/e, Prentice-Hall, New Delhi, 2007
2. Stoner, Freeman, and Gilbert, Jr. Management, 6/e, Pearson education, New Delhi, 2006

REFERENCE BOOKS:

1. Heinz Wehrich, Harold Koontz: Management A Global perspective, 10/e, Tata McGraw Hill, 2007.
2. Daft, The New Era of Management, Thomson, 7/e, New Delhi, 2007.
3. Schermerhorn: Management, 8/e, Wiley, India, 2006.