

INTRODUCTION TO BUSINESS AND MANAGEMENT

COURSE OBJECTIVES

The aim of the course is to provide a thorough understanding of the concepts, principles and practice of management so that the students can understand the application of managerial techniques in decision making for various organizations.

COURSE DESCRIPTION

This course covers interrelated areas of organizations managerial functions such as planning, leading, organizing and controlling. These areas together with other modern management techniques like Management by objectives and risk management will expose students to skills and knowledge that will help them to make strategic, tactical and operational decisions for the organization development.

COURSE CONTENTS:**1.0 NATURE OF MANAGEMENT**

- Levels and Styles of Management.
- Basic Managerial Functions (planning, organizing, leading and controlling).

2.0 BUSINESS MANAGEMENT

- Business and Business Management defined.
- Forms of Business Ownership (Sole proprietorships, Partnerships and Corporations).

3.0 MANAGEMENT IN ICT

- Introduction to ICT Project Management.
- Introduction to Management Information Systems.
- Introduction to Business Continuity Planning.

READINGS

1. Judge, Tim, Robbins, Stephen, 2006, *Management*, 8th Edition:
2. Jones, Gareth, 2006, *Organization Theory, Design and Change*, 5th Edition: Prentice-Hall.
3. Koontz, Harold, Weihrich, Heinz, 2005, *Essentials of Management*, Tata Mc Graw-Hill.
4. Mullins, Laurie ., 2005, *Management and Organizational Behaviour*, 7th Edition: Prentice-Hall.
5. Reid, Dan R., Sanders, Nada r., 2005, *Operations Management- An Integrated Approach* 2nd Edition: WILEY
6. Chandan, J. S. 2005, *Management Concepts and Strategies*: VIKAS
7. David, Dred R. 2005, *Strategic Management Concepts and Cases* 9th Edition: PEARSON.
8. Kessler, Gay, 2005, *A Framework for Human Resource Management*, 4th Edition: Prentice-Hall.
9. Wheeten, Tom and Unger, David, 2005, *Strategic Management and Business Policy*, 10th Edition: Prentice Hall.

COURSE ASSESSMENT:

Class attendance, Seminar presentations, Tests, Assignments, quizzes	40%
Final Examination	60%
Total	100%