## Diploma

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| TITLE: Principal of Management |
| Module Code:  Module: Principal of Management  Year: 2017 |
| 1. Instructional Hours:   Minimum Requirement: 12 hours  Lecture: 12 hours  Project: 6 hours  Private study: 12 hours  Total:  Credit Value: 2 |
| 1. Module Synopsis:   The principles of management are the means by which you actually manage, that is, get things done through others—individually, in groups, or in organizations. Formally defined, the principles of management are the activities that “plan, organize, and control the operations of the basic elements of [people], materials, machines, methods, money and markets, providing direction and coordination, and giving leadership to human efforts, so as to achieve the sought objectives of the enterprise. |
| 1. Module Objectives   Students will learn that the main objective of management is to secure maximum outputs with minimum efforts & resources. Management is basically concerned with thinking & utilizing human, material & financial resources in such a manner that would result in best combination. This combination results in reduction of various costs.  Students will learn about Increasing the Efficiency of factors of Production - Through proper utilization of various factors of production, their efficiency can be increased to a great extent which can be obtained by reducing spoilage, wastages and breakage of all kinds, this in turn leads to saving of time, effort and money which is essential for the growth & prosperity of the enterprise.  Students will learn the Maximum Prosperity for Employer & Employees - Management ensures smooth and coordinated functioning of the enterprise. This in turn helps in providing maximum benefits to the employee in the shape of good working condition, suitable wage system, incentive plans on the one hand and higher profits to the employer on the other hand.  Students will learn Human betterment & Social Justice - Management serves as a tool to uplift as well as the betterment of the society. Through increased productivity & employment, management ensures better standards of living for the society. It provides justice through its uniform policies. |
| 1. Learning Outcomes:   Understand what is Principal of Management  Understand what is Management Activities, Functions, importance, levels.  Understand the Evolution of Management Thought  Understand the Characteristics of a Good Manager  Understand what is Management Style and Leadership  Understand what is Strategic Planning –SWOT Analysis  Understand the Perspective, Scientific, Administrative, Bureaucratic of Management  Understand what is Human Relation Movement  Understand the Behavioral Science Approach  Understand what is Project Management  Understand the Four Principles of Quality  Understand Problem Solving Techniques  Understand what is Managing Change |
| 1. Assessment Components:   To successfully complete the module students must perform the following:   |  |  |  | | --- | --- | --- | | Components | Weightage | Due Date | | Assignment | 100% | 2 weeks after end of module |  * The nominal word count for this module is 1,200 words. The suggested range is in between 1000-1500 |
| 1. Teaching and learning strategies   Study of this module is by classroom tuition, case-study and independent study.  Teaching media includes:   * PowerPoint * Multimedia Resources * Books references |
| 1. Recommended Reading |

## Detailed Syllabus

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| Learning Objectives: |
| 1. Introduction to Principle of Management |
| 1.0 Introduction to Principle of Management  1.1. Describe What in Principle of Management is.  1.2. & 1.3. Describe the Major Activities in Management.  1.4. Explain what the Function of Management is.  1.5. Importance of Management. |
| 2. Discussion on Level of Management. |
| 1.6. Discussion on Level of Management.  1.7. & 1.8. Describe the Characteristics of Manager and Management.  1.9. Explain the Style of Management |
| 3. Discussion on Management Style and Leadership in Management. |
| 1.9. Discussion on Management Style and Leadership in Management.  1.10. Describe the Strategic planning in Management.  1.11. to 1.14. Explain and Discuss about various type of Management  1.15. Describe about Human Relation Movement in Management. |
| 4. Describe about Behavioral Science Approach and the Contribution in Management. |
| 1.16. Describe about Behavioral Science Approach and the Contribution in Management.  1.17. Describe the Project Management and The Development.  1.18. Explain on Managerial Quality.  1.19. Explain the Problem Solving Techniques in Management.  1.20. Discussion on Managing Changes in Management. |