

PRINCIPLES OF MANAGEMENT
COURSE NO: 451

1. Introduction:

- What is Management
- Levels of Management
- Functions of Management
- Management Skills
- Management Roles
- Management Theories
- Communication

2. Planning:

- Planning: the first function
- Planning tools & techniques
- Making Decisions

3. Organizing:

- The Formal Organization
- The Informal Organization

4. Staffing & Leading:

- Staffing
- Human Motivation
- Leadership

5. Controlling & Managing Change:

- Controlling: Prevention & Coping
- Some forms of Control
- Managing Change & Conflict

6. Managing Yourself:

- Determining your skills & Aptitudes, Interest.
- Determining your Motivation
- Constructing your Plan
- Implementing your Plan
- Planning your Carrier

REFERENCE BOOKS:

- | | |
|---|---|
| Knoetz Harald Wehrich Beins | Management, 9 Ed. Mc-Graw-Hill, New York.1988 |
| Fulmer, Robert M: | The New Management, 4 th Ed. 1989 Mc-Graw Hill, New York |
| Dapt, Richard L Khurshid H Siddiqui | Management 4 Edition 1997 Fort Worth, The Dryden Introduction to New Management, Ghazanfar Academy, Karachi 1998. |
| Warren R Plundett, Raymond F Attner. Peter Druckerr F. | Introduction to Management An Introduction View of Management, Hamper's College Press, New York.1977 |
| Syed Shaukat Ali | New Management, Rehber Publishers, Urdu Bazar Karachi, 1997-98. |