<table>
<thead>
<tr>
<th>MODULE NO.:</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Principles of Business Administration</td>
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<tr>
<td>MODULE TYPE:</td>
<td>Compulsory</td>
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<tr>
<td>LANGUAGE OF INSTRUCTION:</td>
<td>English</td>
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<tr>
<td>TEACHING METHOD:</td>
<td>Seminar</td>
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<td>SEMESTER:</td>
<td>1st Semester</td>
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<td>CHW:</td>
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<td>ECTS-CREDITS</td>
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<tr>
<td>FREQUENCY:</td>
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<td>RESPONSIBILITY FOR THE COURSE:</td>
<td>Professor Dr. Angela Poech</td>
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<tr>
<td>LECTURER:</td>
<td>Dr. Paul Sudnik</td>
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<td>CORRESPONDING COURSES:</td>
<td>None</td>
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<td>ASSESSMENT METHOD:</td>
<td>AS/FP</td>
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<td>STUDY AIDS TO BE USED</td>
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**OBJECTIVES:**

- **Motivation:**
  This course serves as an introduction to the discipline of management. It is designed to integrate the accepted theories in the area with real world applications to provide students with the basic knowledge and skills needed for managing others. We begin with a discussion of the current issues in management and then proceed to cover the traditional functions of management: planning, organizing, leading, and controlling. Lecture and class assignments given in the course are intended to help students understand the needs of modern public and private organizations, including emerging national and international trends.

- **Objectives:**
  By the end of the course, you should be able to identify the principles of managing formal organizations, recognize the various challenges faced by today's managers and give examples of organizations engaging in the management functions of planning, organizing, leading and controlling. Once you have completed this module you will:

  **Acquired Competencies**
  - Recognize the wide range of activities embraced by the term “business administration”
  - Appreciate the history of the study of business administration
  - Be conversant with a number of established theoretical concepts in business administration and management
  - Be familiar with their practical application in a number of contexts
  - Appreciate the complexity of managing in the modern world
  - Understand the immutability of an ethical approach to business administration and of the desirability of diversity in the workplace
  - Be a more independent learner and logical thinker.

**CONTENT:**

- **Applied Methods:**

  1. **Assignments**
  
  A series of out of class assignments will be set and marked during the semester. Because of the constitution of the course these are completely voluntary – they will not count to your final grade. However, I know from experience that there is a significant correlation between doing the assignments and doing well in the exam!
2. **Mid semester test**
   There will be a mid semester class test in the seventh week of the Teaching Block. This again is entirely voluntary but there is once more an established correlation between taking the test and doing well in the exam. Also by attending, you will understand the format of the final exam and what will be expected of you in terms of revision and preparation.

3. **Revision for the mid semester test and the final exam**
   You are expected to read around the subject. You should read the chapters from the suggested text book. Further reading is also recommended and a list of other relevant texts is shown below.

4. **Attendance Policy**
   Lectures and discussions are considered to be a vital key to success in this module. It is my hope that class sessions are both informative and useful therefore attendance is expected at each class session unless a specific exception is made.

   Absences from class are noted, and repeated absences will adversely affect your grade. Thus, it is the responsibility of the student to speak to me about each absence from class. This should be done as soon as possible, and if at all possible before the absence occurs. Students who miss class are held responsible for collecting all of the material covered, assigned, and collected during their absence.

5. **Class Atmosphere**
   For me, the members of this class constitute a learning community. Learning in such a community best takes place in an atmosphere in which instructor and the students treat each other with mutual respect.

   Students typically find the atmosphere that I set to be sometimes playful and nearly always a relaxed one, but students will still need to work both hard and consistently in and out of class in order to do well. If at any time you have thoughts, comments or suggestions about how the class atmosphere could be improved, or made into one which is more supportive of your learning, please see me or drop me a note about it. I welcome such suggestions.

6. **Reading**
   It is essential that you read in preparation for each week's lecture / tutorial sessions.

**Content**

**Foundations of Management**
- The History of Management
- Contemporary Issues in Management
- Global Management

**The Functions of Management**
- Planning
- Organising
- Leading
- Controlling
### An Appreciation of Management Issues
- Social Responsibility
- Managing Diversity in the Workplace
- Managing Innovation and Change

### RECOMMENDED LITERATURE:

#### Books

#### Journal articles