**Managerial readings**

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| **Week** | **Subjects** |
| **1** | * Management and organization * Why are managers important * Where do managers work and what they do |
| **2** | * Functions of management * Roles of managers * Skills of managers |
| **3** | * Classical perspective of management thought * Humanistic perspective of management thought |
| **4** | * Quantitative perspective * Contemporary perspective |
| **5** | * Defining planning * Steps in planning * Types of plans * Identifying barriers to planning |
| **6** | * Defining goals * Types of goals * Steps in goal setting * Characteristics and criteria of effective goals |
| **7** | * Meaning of organizing * Purpose of organizing * Departmentalization |
| **8** | * Chain of command * Span of control * Centralization and Decentralization |
| **9** | * Delegation * Types of structures * Factors effecting structure choice |
| **10** | * Definition of leadership * From management to leadership * Leadership traits |
| **Week** | **Subjects** |
| **11** | * Leadership and power * Leadership styles * Challenging facing leadership |
| **12** | * Nature of motivation * Definition of motivation * Job design for motivation |
| **13** | * Nature of control * Control objectives * The control process |
| **14** | * Types of control * Characteristics of effective control system |
| **15** | * Budgeting control * Marketing controls * HRM controls |