



# BABCOCK UNIVERSITY

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COURSE OUTLINE TEMPLATE PREPARED BY THE AVP, INSTITUTIONAL EFFECTIVENESS

SCHOOL: BABCOCK BUSINESS SCHOOL

DEPARTMENT: BUSINESS ADMINISTRATION & MARKETING

SEMESTER /SESSION: 1<sup>ST</sup> SEM. 2017/2018  
COURSE CODE AND TITLE: BSAD 101/PRINCIPLES OF  
MANGEMENT I

DAY OF CLASS: TUESDAY & FRIDAY  
VENUE FOR CLASS:  
NO. OF UNITS: 3

TEACHER'S NAME: DR. MAKINDE, ABIOLA

OFFICE ADDRESS: HUMAN RESOURCES  
OFFICE HOURS: MON: 7-9AM; 4-6PM TUE: 4-5PM

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## OUR VISION STATEMENT

A first-class Seventh-day Adventist institution, building servant leaders for a better world

## OUR MISSION STATEMENT

Building leadership through Christian education; transforming lives, impacting society for positive change

To achieve our mission, we are committed to:

- Achieving excellence in our teaching, research program, and service delivery
- Imparting quality Christian education
- Instilling Christ-like character to the members of our Community

## OUR CORE VALUES

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|-------------------------------|-----------------|
| • Excellence                  | -Our Culture    |
| • Integrity                   | -Our Promise    |
| • Accountability              | -Our Moral      |
| • Servant Leadership          | -Our Strength   |
| • Team Spirit                 | -Our Dignity    |
| • Autonomy and Responsibility | -Our Passion    |
| • Adventist Heritage          | -Our Commitment |

## OUR PHILOSOPHY

Babcock University's philosophy is anchored on the harmonious development of the intellectual, physical, social, and spiritual potentials of our students, inspiring stable and noble character needed for effective leadership and service in the society.

**CORPORATE IMAGE STATEMENT:** A center of excellence for character development and scholarship; a socially responsive, responsible, and accountable institution in matters of commitment and action.

**COURSE DESCRIPTION:** Some key issues and concepts relating to the following will be taught and discussed:

Principles and practice of management in small, medium, and large scale organizations, management functions, the nature of business objectives, organizations and organizing, dimensions of organization structure, forms of business organization., the business environment, the social responsibility of a business/ corporate body and business ethics.

**COURSE CONTENT:** The major contents of the course are:

- Introduction to Management
- The Nature of Business
- The Objectives of Business
- Forms/Types of Business Ownerships/Organizations
- Organizations and Organizing
- Dimensions of the Organizational Structure
- Business Environment
- The Business Ethics
- The Social Responsibility of a Business/Corporate Body

**COURSE OBJECTIVES:** At the end of the course, students should be able to:

- The management functions;
- The nature and objectives of business;
- The importance of organizing in organizations and organizational structures;
- The forms of business ownerships/organizations;
- The business environments and their elements;
- The social responsibility of a business/corporate body;
- The business ethics and their significance in business organizations.

**REQUIRED TEXTBOOKS/JOURNALS:**

- Griffin, R. W., and Ebert, R. J. (2002). *Business* (6<sup>th</sup> ed). New Jersey: Prentice Hall.
- Hitt, M. A., Black, J. S., and Porter, L. W. (2005). *Management*. New Jersey: Prentice Hall.
- Koontz, H., and Wehrich, H. (2005). *Management: A global perspective*. New York: McGraw Hill.
- Kreitner, R. (2007). *Management* (10th ed). Delhi, India: A.I.T.B.S.
- Longenecker, J. G., Moore, C. W., and Petty, J. W. (2000). *Small business management* (11<sup>th</sup> ed.). New York: South-Western College Publishing.
- Mescon, M. H., Bovee, C. L., and Thill, J. V. (1999). *Business today* (9<sup>th</sup> ed). New Jersey: Prentice Hall.
- Nickels, W. G., McHugh, J. M., and McHugh, S. M. (2005). *Selected chapters from understanding business* (7<sup>th</sup> ed). Boston; McGraw-Hill Companies.
- Schermerhorn, J. R., Jr., and Chappell, D. S. (2000). *Introducing management*. New York: John Wiley and Sons, Inc.
- Stoner, J., Freeman, A. F., Edward, A., and Gilbert, D. A., Jr. (1995). *Management* (6th ed). New Jersey: Prentice Hall.
- Yalokwu, P. O. (2006). *Fundamentals of management* (2<sup>nd</sup> ed). Ikorodu: African Center for

Management and Education.

- **NOTE:** Any other management books that are found relevant to the course may also be used.

**COURSE REQUIREMENTS:**

**CLASS ATTENDANCE:** - “Every student is required to attend classes regularly and punctually, unless ill or prevented by some recognized emergency. Students who absent themselves from class for more than three weeks during the semester shall merit an F grade. Authorized leave of absence from campus does not excuse the student from classes, or relieve the student of the required course work’ (*BU Academic Bulletin 2012-2015 p.13*).

**PARTICIPATION:** -Students are to actively engage in topic discussion and sharing of ideas in class.

**TARDINESS/CONDUCT OF STUDENTS IN CLASS:** - Lateness to class is unacceptable; students are not allowed to operate their cell phones, iPods and other electronic mobile gargets during classes, except with the permission of the teacher. Eating and chewing off bubble gums and drinking (water exempted) is also not allowed except with the permission of the teacher. Very importantly, students are required to dress in compliance with the university dress code and wear their identity cards while in class.

**SHORT DEVOTIONALS/PRAAYER:** - Spiritual nurture is a part of whole person development, and team spirit is our strength; thus, every student is required to participate in the devotional exercise and prayer in class.

**SUBMISSION OF ASSIGNMENT:** The date for the submission of assignment is the day of mid-semester examination.

**LATE ASSIGNMENTS:** No lateness will be tolerated.

**GUIDELINE FOR WRITTEN WORK:** Font: New Time Roman, 12 points, double line spacing. Maximum of seven (7) pages

**TESTS/QUIZZES:** Tests may be announced. There will also be unannounced quizzes

**ACADEMIC INTEGRITY/HONESTY:** “Babcock University has a zero tolerance for any form of academic dishonesty. Morally and spiritually, the institution is committed to scholastic integrity. Consequently, both students and staff are to maintain high, ethical Christian levels of honesty. Transparent honest behavior is expected of every student in all spheres of life. Academic dishonesty include such things as plagiarism, unauthorized use of notes or textbooks on quizzes and examinations, copying or spying the test or paper of another student (formal or take-home), talking to another student during examinations. Academic matter would automatically result in a failing grade for the examination, and suspension, or outright dismissal from the university. Academic dishonesty issues are referred to SPEAM (Senate Panel on Examination and Academic Misconduct) who investigates and makes recommendations to Senate. Penalties for examination and academic misconduct are spelt out in the *student’s handbook* and in other regulations as published from time to time” (*BU Academic Bulletin 2012-2015 p.18*).

**GRIEVANCE PROCEDURE**

“Students who believe that their academic rights have been infringed upon or that they have been unjustly treated with respect to their academic program are entitled to a fair and impartial consideration

of their cases. They should do the following to effect a solution:

1. Present their case to the teacher(s) concerned
2. If necessary, discuss the problem with the Head of Department
3. If agreement is not reached at this level, submit the matter to the School Dean
4. Finally, ask for a review of the case by the Grievance Committee
5. A fee is charged for remarking of scripts. If a student's grievance is upheld after an external examiner has remarked the script, the grade would be credited to the student. The lecturer will be given a letter of reprimand and will be asked to refund the fees to the student. If the student's grievance is not sustained, the student will be given a letter of reprimand and the original grade retained" (*BU Academic Bulletin 2012-2015 p.18*).

**TEACHING/LEARNING METHODOLOGIES:** The class periods will be spent in a lecture and discussion. Students are expected to actively participate in class discussions

### **COURSE ASSESSMENT/EVALUATION**

#### ***Continuous Assessment:***

Class Attendance:	5% }	} = 40%
Quizzes & Tests:	10% }	
Assignments:	10% }	
Mid-Semester Exam:	15% }	
Final Semester Exam:	60%	

### **GRADE SCALE**

Currently, the 5-point grading system adopted by the University Senate translates as follows:

Grades	Marks-Quality	Range Points	Definition
A	80-100	5.00	Superior
B	60-79	4.00	Above Average
C	50-59	3.00	Average
D	45-49	2.00	Below Average
E	40-44	1.00	Pass
F	0-39	0.00	Fail

**INCOMPLETE GRADE:** An incomplete grade may only be assigned to a student upon request, due to an emergency situation that occurred within that semester, which prevented completion of an/some assignments, quizzes, or examination. Such a student would complete a contract form, obtainable from the Registrar, after agreement with the teacher. The form must be signed by the teacher, the student, the HOD, the dean, the Registrar, and the Senior Vice President (SVP) before contract begins. The original copy of the incomplete form will be sent to the Registrar with copies to the teacher, the student, the

HOD, the dean, and the SVP. An incomplete grade (I) reverts to the existing grade if contract is not completed by the end of the following semester (including summer semester, except for examinations), (BU Academic Bulletin 2012-2015 p. 20).

### STUDENTS WITH DISABILITY

“Babcock University seeks to provide a conducive environment for optimal living and learning experience. While the university is working towards facilities that accommodate persons with disabilities, provisions will be made for students with disabilities under the following conditions. Students with disabilities are to:

- a. Report to Student Support Services for assessment, and obtain a clearance/recommendation at the commencement of the semester or as soon as disabling incidence occurs
- b. Show the clearance/recommendations to relevant university officials at the commencement of the semester or as soon as disabling incidence occurs
- c. Maintain ongoing contact with Student Support Services” (BU Academic Bulletin 2012-2015 p. 20).

### PROPOSED DAILY/WEEKLY OUTLINE OF SCHEDULE:

DATE	TOPIC	ASSIGNMENTS DUE
UNIT I	<b>INTRODUCTION TO MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Management Defined</li> <li>• Management Effectiveness and Efficiency               <ul style="list-style-type: none"> <li>- Definition of Effectiveness and Efficiency</li> </ul> </li> <li>• The Functions of Management/ Managers               <ul style="list-style-type: none"> <li>- Planning; Organizing; Staffing; Leading; Controlling</li> </ul> </li> <li>• Types and Levels of Managers               <ul style="list-style-type: none"> <li>- Top Level Managers; Middle Level Managers; First Level / First-Line Managers</li> </ul> </li> <li>• Managerial Skills               <ul style="list-style-type: none"> <li>- Definition of a Skill</li> <li>- Technical Skills; Human Skills; Analytical Skills; Conceptual Skills</li> </ul> </li> </ul>	
UNIT II	<b>THE NATURE OF BUSINESS</b> <ul style="list-style-type: none"> <li>• Definition of Business</li> <li>• Importance of Businesses</li> <li>• Business Activities</li> <li>• Types of Businesses</li> </ul>	
UNIT III	<b>THE OBJECTIVES OF BUSINESS</b> <ul style="list-style-type: none"> <li>• Definition of Objectives               <ul style="list-style-type: none"> <li>- Characteristics of Effective Objectives</li> </ul> </li> <li>• Management by Objectives (MBO)               <ul style="list-style-type: none"> <li>- MBO Process</li> <li>- Advantages and Limitations of MBO</li> </ul> </li> </ul>	

UNIT IV	<p><b>FORMS/TYPES OF BUSINESS OWNERSHIPS/ORGANIZATIONS</b></p> <ul style="list-style-type: none"> <li>• The Sole Proprietorship <ul style="list-style-type: none"> <li>- Advantages and Disadvantages of Sole Proprietorship</li> </ul> </li> <li>• The Partnership <ul style="list-style-type: none"> <li>- Types of Partnership</li> <li>- Advantages and Disadvantages of Partnership</li> </ul> </li> <li>• The Corporation/ Company <ul style="list-style-type: none"> <li>- Rights and Status of Stockholders</li> <li>- Corporate Structure and Governance</li> <li>- Advantages and Disadvantages of Corporation</li> <li>- Types of Corporation</li> </ul> </li> <li>• Specialized Types of Organization <ul style="list-style-type: none"> <li>- Co-operatives</li> <li>- The Limited Liability Company</li> <li>- Joint-Ventures</li> </ul> </li> </ul>	
UNIT V	<p><b>ORGANIZATIONS AND ORGANIZING</b></p> <ul style="list-style-type: none"> <li>• Organization Defined <ul style="list-style-type: none"> <li>- Why Do People Form Organizations?</li> <li>- Common Characteristics of Organizations</li> </ul> </li> <li>• Types of Organizational Structure <ul style="list-style-type: none"> <li>- Line Organization; Line and Staff Organization; Matrix Organization</li> </ul> </li> <li>• Organizational Charts <ul style="list-style-type: none"> <li>- Vertical and Horizontal Dimension</li> </ul> </li> <li>• Bureaucratic Organization <ul style="list-style-type: none"> <li>- Characteristics of a Bureaucratic Structure</li> <li>- The Advantages and Disadvantages of Bureaucracy</li> </ul> </li> </ul>	
UNIT VI	<p><b>DIMENSIONS OF THE ORGANIZATIONAL STRUCTURE</b></p> <ul style="list-style-type: none"> <li>• Six Elements of Organizational Structure <ul style="list-style-type: none"> <li>- Work Specialization (Division of Labor)</li> <li>- Departmentation (by Function, Product, Customer Classification, Geographical Location, Work Flow Process)</li> <li>- Chain of Command</li> <li>- Span of Control (Span of Management)</li> <li>- Centralization and Decentralization <ul style="list-style-type: none"> <li>○ Characteristics of Decentralized Organizations</li> <li>○ Advantages and Disadvantages of Decentralized Organizations</li> <li>○ Advantages and Disadvantages of Centralized Organizations</li> </ul> </li> </ul> </li> <li>- Formalization</li> <li>• Delegation of Authority <ul style="list-style-type: none"> <li>- Advantages of Delegation</li> <li>- Barriers to Delegation</li> </ul> </li> </ul>	

UNIT VII	<b>BUSINESS ENVIRONMENT</b> <ul style="list-style-type: none"> <li>• Business Environment Defined</li> <li>• Types of Business Environment <ul style="list-style-type: none"> <li>- Internal Environment (Micro Environment)</li> <li>- External Environment (Macro Environment)</li> </ul> </li> </ul>	
UNIT VIII	<b>THE BUSINESS ETHICS</b> <ul style="list-style-type: none"> <li>• Ethics Defined <ul style="list-style-type: none"> <li>- Ethical Behavior</li> <li>- Unethical Behavior</li> </ul> </li> <li>• Business Ethics Defined</li> <li>• Managerial Ethics Defined <ul style="list-style-type: none"> <li>- How Managerial Ethics Affect People At Work</li> </ul> </li> </ul>	
UNIT IX	<b>THE SOCIAL RESPONSIBILITY OF A BUSINESS/CORPORATE BODY</b> <ul style="list-style-type: none"> <li>• Social Responsibility of Business Defined</li> <li>• Some Specific Socially Responsible Activities of a Business/Corporate Body</li> </ul>	
	<b>GENERAL REVISION</b>	
	<b>FINAL SEMESTER EXAMINATION</b>	