



# 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: 2<sup>ND</sup> SEM. 2017/2018

COURSE CODE AND TITLE: BSAD 102/PRINCIPLES OF MGT 2  
UNIT: 3

TEACHER'S: NAME: MAKINDE ABIOLA

DAY OF CLASS: TUE. & FRI NO OF UNITS: 3

VENUE FOR CLASS: C 106, BBS

OFFICE ADDRESS: HRD

OFFICE HOURS: MON: 7-9 ; 4-6  
TUE. 4-5,

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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

- |                               |                 |
|-------------------------------|-----------------|
| • 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:** The course will focus on the evolution of management theories, leadership theories and styles, politics and power at the workplace, sources of power, communication, decision making, planning, conflicts and its resolution, motivation, human resources management, ,

management control, change management and the roles of some government agencies in the regulation and control of businesses in Nigeria.

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

- The schools of Management Theory
- Leadership
- Corporate planning
- Communication
- Decision making
- Organisation conflicts and conflict resolution
- Human resources management
- Motivation
- Power and organisation politics
- Change management
- Management control

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

- Understand the evolution of the theories of management;
- Explain the duties of a manager in an organisation
- Carry out managerial practices with honesty and transparency;
- Understand that managers are stewards who are responsible to God and other stakeholders
- Understand the complexity of the human race and appreciate all workers in the organisation as God's creatures.

**REQUIRED TEXTBOOKS/JOURNALS:**

- Daft, Richard L. (2010). *New Era of Management (9<sup>th</sup> Ed)*, Mexico: South-Western CENGAGE Learning
- Harold Koontz and Heinz Weirich. *Management: A Global Perspective*. (10<sup>th</sup> Ed) McGraw-Hill
- Nwachukwu, C. C. (2007). *Management Theory and Practice (Revised Edition)*. Onitsha, Africana First Publishers Limited
- Robbins, Stephen P. & Coulter, Mary (2007). *Management*, (9<sup>th</sup> Ed). New Jersey: Prentice-Hall
- Yalokwu, P. O. (2006): *Fundamentals of Management*. (2<sup>nd</sup> Ed.). Ikorodu, African Centre 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 gadgets 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/PRAYER:** - 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-pointgrading 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:**

<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENTS DUE</b>
UNIT I	<b>The Schools of Management Theory</b> <ol style="list-style-type: none"> <li>a. The Classical School of Thought (Scientific Mgt., Bureaucratic Mgt, Administrative Mgt.)</li> <li>b. The Neo-Classical School of Thought (The Humanistic/Behavioural School of Thought)</li> <li>c. Modern/Management Science Approach</li> </ol>	Write a brief summary of other modern theories you can identify (at least three)
UNIT II	<b>Leadership: Leadership Theories and Styles</b> <ul style="list-style-type: none"> <li>• Definition of Leadership</li> <li>• Leadership Theories –               <ul style="list-style-type: none"> <li>- Trait theory</li> <li>- Behaviourial theory</li> <li>- situational-/contingency theory</li> <li>- Path-goal theory</li> </ul> </li> <li>• Kinds of Leadership/Styles (i) democratic style; (ii) autocratic style; (iii) laissez-faire style.</li> <li>• Definition of Power</li> <li>• Types of power</li> <li>• Organisational Politics</li> </ul>	Explain briefly 5 types of power  What are the effects of organisational politics
UNIT III	<b>Corporate Planning</b> <ul style="list-style-type: none"> <li>• Definition of Planning</li> <li>• Forms of Planning – (i) strategic planning; (ii) operational planning; and (iii) tactical planning</li> <li>• The Planning Process</li> <li>• Difficulties with Planning</li> <li>• How to Overcome the Difficulties with Planning</li> </ul>	
UNIT IV	<b>Organisation Communication</b> <ul style="list-style-type: none"> <li>• Communication Defined</li> <li>• The Communication Process</li> <li>• The Communication Channels</li> <li>• Types of Communication Media</li> <li>• Barriers to Effective Communication</li> </ul>	What are the barriers to effective communication

UNIT V	<b>Decision Making in Organisation</b> <ul style="list-style-type: none"> <li>• Decision Making</li> <li>• The Nature of Decision Making</li> <li>• Types of Decision Making – (i) Programmed and (ii) non-programmed decision making</li> <li>• Decision making process</li> <li>• Committees, Teams and Group Decision Making</li> <li>• Limitations to Group Decision Making</li> </ul>	
UNIT VI	<b>Organisation Conflict and Conflict Resolution</b> <ul style="list-style-type: none"> <li>• Definition of Conflicts</li> <li>• Causes and/or Sources of Conflict in an Organisation</li> <li>• Levels and/or Types of Conflicts</li> <li>• Conflict Resolution Strategies</li> </ul>	
UNIT VII	<b>Change Management in Organisations</b> <ul style="list-style-type: none"> <li>• Change Management</li> <li>• Resistance to Change in an organisation</li> <li>• Implementing` Change</li> </ul>	
UNIT VIII	<b>Management Control</b> <ul style="list-style-type: none"> <li>• Definition of Control</li> <li>• Types of Organisational Control: (i) preventive control; and (ii) corrective control</li> </ul>	
UNIT IX	<b>Human Resources Management</b> <ul style="list-style-type: none"> <li>- Human resources planning</li> <li>- Recruitment</li> <li>- Selection</li> <li>- Training and Development</li> </ul>	
UNIT X	<b>Motivation</b> <ol style="list-style-type: none"> <li>a. Definition of Motivation</li> <li>b. Early Theories of Motivation <ol style="list-style-type: none"> <li>i) Abraham Maslow’s Hierarchy of Needs</li> <li>ii) Theory X and Theory Y</li> <li>iii) Herzberg’s Motivation – Hygiene Theory (Two-Factor Model)</li> </ol> </li> <li>c. Contemporary Theories of Motivation: <ol style="list-style-type: none"> <li>i) Alderfer’s ERG Model</li> <li>ii) Goal Setting Theory</li> <li>iii) Reinforcement Theory (Behaviour Modification)</li> <li>iv) Equity Theory</li> <li>v) Expectancy Theory, etc</li> </ol> </li> </ol>	

	<p><b>THE ROLES OF THE FOLLOWING AGENCIES IN THE REGULATION OF BUSINESS OPERATIONS IN NIGERIA:</b></p> <ul style="list-style-type: none"> <li>- The Corporate Affairs Commission (CAC)</li> <li>- Securities and Exchange Commission (SEC)</li> <li>- The Nigerian Stock Exchange (NSE)</li> <li>- The Industrial Development Coordinating Committee (IDCC)</li> <li>- The National Agency for Food and Drug Administration and Control (NAFDAC)</li> <li>- Nigerian Export Promotion Council (NEPC)</li> <li>- National Office for Technology Acquisition and Promotion (NTAP)</li> <li>- Standard Organisation of Nigeria (SON)</li> <li>- Federal Environmental Protection Agency (FEPA)</li> <li>- Raw Materials Research and Development Council (RMRDC)</li> <li>- Small and Medium Enterprises Development Agency of Nigeria(SMEDAN)</li> <li>- Bank of Industry (BoI)</li> <li>- Nigerian Chamber of Commerce and Industries Mines &amp; Agriculture (NACCIMA)</li> <li>- Small &amp; Medium Equity Investment Scheme (SMIEIS)</li> </ul>	<p><b>AN ASSIGNMENT TO BE SUBMITTED DURING MID-SEMESTER EXAMINATIONS</b></p>
	<p><b>GENERAL REVISION</b></p>	
	<p><b>FINAL SEMESTER EXAMINATION</b></p>	