

Syllabus Outline Management Principles

NQF Level 7

Text: Management Principles: A Contemporary Edition for Africa (latest edition)

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Publisher: Juta

Disclaimer: Please note the following:

- A prescribed textbook may not necessarily cover every aspect of a syllabus. The Institute examines the syllabus and any omissions should be researched personally or be provided by your tuition provider.
- ISBN numbers may have changed since the publication of this list. Our policy is that you should always use the latest edition of the textbook.
- Many publishers are no longer publishing hard copies and have switched to e-books.
- Some modules require prescribed readings which can be downloaded for personal use from the internet or the CSSA student portal.

The overall aim of the module is to understand and apply business management principles

Syllabus topics	Syllabus detailed content	Textbook
Learning Outcome 1: Demonstrate an understanding of the nature of management, management theory and systems theory		
<ul style="list-style-type: none"> • Introduction to management • The evolution of management theory 	<ul style="list-style-type: none"> • The nature and scope of management • Different levels and kinds of management in the organisation • Areas of management • Managerial skills and competencies • Management and organisational performance • Understanding the different management theories • The theories of management • Current and near-future management realities 	Chapter 1, 2
Learning Outcome 2: Apply alternative management and marketing structures and strategies		
<ul style="list-style-type: none"> • Management and the environment • Concepts of systems theory 	<ul style="list-style-type: none"> • The composition of the management/business environment: micro-environment; market or task environment; macro-environment • Interfaces between the organisation and the environment • Ways in which management can prepare for environmental changes 	Chapter 3
Learning Outcome 3: Apply the management functions and techniques of planning, decision-making, organising and delegating to assess the performance (or, planned performance) of a business		
<ul style="list-style-type: none"> • Planning • Decision-making • Organising and delegating 	<ul style="list-style-type: none"> • Kinds of organisational plan • Strategic planning: what it encompasses • The relationship between problems, problem-solving, and decision-making • Organising, organisation, and organisational structure 	Chapter 4 Chapter 5 Chapter 6 Chapter 8
Learning Outcome 4: Apply the management functions and techniques of leading, motivating, communicating and controlling to assess the performance (or, planned performance) of a business		
<ul style="list-style-type: none"> • Leading • Motivating 	<ul style="list-style-type: none"> • The nature of leadership compared to management • The motivation process 	Chapter 11 Chapter 14

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<ul style="list-style-type: none"> • Communicating • Controlling 	<ul style="list-style-type: none"> • Organisational communication • The control process 	<p>Chapter 15</p> <p>Chapter 16</p>
Learning Outcome 5: Demonstrate an understanding of contemporary management issues		
<ul style="list-style-type: none"> • Ethics, corporate social responsibility, and corporate governance • New challenges for management 	<ul style="list-style-type: none"> • Ethics • Corporate social responsibility • Corporate governance • Forces that cause organisations to change • The classic model of the formal organisation • The new organisation model • Workplace behaviour • Change management • Managing culture, diversity, innovation, technology 	<p>Chapter 9</p> <p>Chapter 10</p> <p>Chapter 12</p> <p>Chapter 13</p> <p>Chapter 17</p> <p>Chapter 18</p>

Practical work

Given case studies and scenarios:

- Compile an organogram
- Draft a short-term plan for a specific department within an organisation