CSC 316

Introduction to Organizations & Management

Course Outline

Timothy M. Waema
Why this course?

• Many Computer Science graduates lack the organizational and managerial aptitude and skills to become good managers

• You will need to move up the corporate ladder – your technical skills are inadequate to do that

• Some of you might be interested to set up your own businesses – basic knowledge about management is crucial

• The most successful people in industry are those who have multiple skills
Learning Outcomes

• Define managers and their roles in organizations

• Distinguish between management and leadership

• Explain the key functions of management

• Describe theories of organizations and management

• Apply tools of management in practical situations

• Appreciate organizational change and learning
1. Introduction to Management
   – What is management?
   – What do managers do?
   – Why is management important?
   – The Management Process

2. Organizational/Management theories
   – Traditional theory
   – Human relations or behavioural theory
   – Contingency theory
   – Socio-technical theory
   – Recent theories about organizations and their environment
3. Decision making
- Data, information and information life cycle
- The decision-making process
- Decision making models
- Individual differences
- Organizational constraints

4. Managerial planning
- The planning process
- Strategic planning
- Action planning
- Approaches to planning

5. Organizational structures
- What drives structures?
- Various forms of structures
- Contemporary issues on structures
6. Human resource management
- HR management Vs. personnel management
- Recruitment
- Human resource development
- Performance appraisal
- Performance contracts

7. Leadership
- Definition
- Characteristics of effective leadership
- Sources of power for leaders
- Leadership theories

8. Organizational change and learning
References

• Crainer, Stuart (1998), *Key management ideas: Thinkers that changed the management world*, Prentice Hall


Other issues

- Lecturer coordinates
  - Prof. Timothy Waema
  - waema@uonbi.ac.ke
  - Room 116, SCI building

- Timing, venue
  - Mondays 11.15 am – 1.00 pm
  - Tuesdays 11.15 am – 1.00 pm

- Semester dates
  - Exam: 21 Jan – 2 Feb 2013