



**NATIONAL BOARD FOR TECHNICAL
EDUCATION (NBTE)**

COURSE MATERIAL

FOR

**Course Code & Title: BAM 221 PRINCIPLES OF
MANAGEMENT**

**Programme: NATIONAL DIPLOMA IN BUSINESS
ADMINISTRATION**

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COURSE STUDY GUIDE

i. Course Information

Course Code: BAM 211

Course Title: Principles of Management

Credit Units: 2 Credit Units

Year of Study: ND 1

Semester: First

ii. Course Introduction and Description

Principles of management class introduces you to the definition, concepts, characteristics, role and importance of management. The course also tells you, the historical background as well as the schools of management thoughts. In the course of your study, you would learn about the managerial levels, knowledge and skills required at each managerial authority. During the course of this study, you will learn about managerial functions and how managers', regardless of their positions, carry out those functions. The course would guide you on the application of management knowledge and principles in a real-life scenario. It would come to your understanding that to become a successful person you need to plan, organise, direct and control. This study would be a revelation and could transform you and your business.

iii. Course Prerequisites

You are required to have the following to be qualified for this course.

1. 5 credits in "O" level certificate
2. Satisfactory level of English proficiency
3. Basic Computer Operations proficiency
4. Online interaction proficiency.

iv. Course Resources

Study modules

Study Sessions

Further reading

U tube videos

Activities and Tutor-marked Assignments

v. Course Objectives and Outcomes

To achieve the aims set out above the overall course objectives. In addition, each study session also has specific objectives. These objectives are always included at the beginning of a session. You are advised to refer to them as you study each session both at the beginning and end of the session to ensure that you check your progress and that you have done what is required of you by the session.

Learning Outcome

After studying this course, you should be able to:

1. compare and contrast the definitions management from the viewpoints of different management thinkers and practitioners.
2. familiarise yourself with the basic management concept such as management as an activity, process, social process, group of persons etc. as well as their application and interpretation to aspect of management.
3. explain the nature and objectives of management as well as the functions of management with examples.
4. explain the evolution of management thought including contributions made by Frederick Taylor, Henry Fayol etc.
5. explain who is a manager, his role and responsibilities.
6. define planning, the need for planning, types of planning, process of planning.
7. define organising, explain the need for organising, process and process of organising
8. explain the nature of directing, the need for directing and process involved in directing.
9. Define the concept of control in management, explain the need for control and process of control in management.

vi. Activities to Meet Course Objectives

The Course Material is written in a simple, clear and concise manner that will assist and enable you to understand this course very well. The principles of management are an area where many people want to study because it is not possible to get to the top ladder of success in life without having knowledge of management. Relevant sites and standard references have been provided for you. There is going to be a lot of chatting and online interaction in this class through WhatsApp, Facebook and Instagram. There will be individual assignments and group assignments. All assignments are due at the times slated. No late assignment will be entertained or accepted from you and hence, be very serious with your study. Completion and timely submission of assignments will also serve as part of your assessment. You are expected to read this course material thoroughly and understand very well. You are also expected to have software applications on your mobile phones like WhatsApp, Facebook and Instagram, a working email address and a phone number so that you can chats, interact and share ideas with each other. Please do not hesitate to contact me through my email addresses, phone numbers and social media platforms. I will like you to succeed in this class and also in your future endeavour. Thank you and God bless.

vii. Time (To Complete Syllabus/Course)

The duration of tutoring is approximately 13 weeks and you are expected to put in a minimum of 2-hour study time per week.

viii. Grading Criteria and Scale

There are two aspects of assessment in this course: first is the tutor-marked assignment which is made up of individual assignment (CA 1 & 2, 10 %), group assignment (GCA 1 & 2, 10%), and discussion/quiz or out of class assignment (10%). In tackling the assignments, you are advised to be sincere in attempting the exercises by utilizing the information, techniques and knowledge acquired during the course. Secondly, the examination within which each module is assessed is (60%) making a total of 100%. You are expected to carefully follow the examination instruction before attempting each of the exercises. Summarily, the grades will be based on the following:

Individual assignments/test	(CA 1,2 etc.) 20%
Group assignments	(GCA 1, 2 etc.) 10%
Discussions/Quizzes/Out of class engagements etc.	10%

Semester Examination

60%

Total Scores

100%

Grading Scale

Candidates offering accredited programs will be awarded the National Diploma upon successfully completing the program's course work, and after passing the prescribed examinations, diploma project and the Supervised Industrial Work Experience Scheme (SIWES). Such candidates should have completed a minimum of 72 to 80 semester credit units. The National Diploma certificates shall be graded as follows:

Marked Range	Letter Grade	Weight
Above 75	A	4.0
70 – 74	AB	3.5
65 – 69	B	3.25
60 – 64	BC	3.0
55 – 59	C	2.75
50 – 54	CD	2.5
45 – 49	D	2.25
40 – 44	E	2.0
Below 40	F	0.00

You should note that transcript (s) showing all the courses taken and grades obtained by the students shall be issued together with the certificate (s).

Feedback

The Open Distance and Flexible e-Learning expects the following feedback:

Courseware based:

1. In-text questions and answers (answers preceding references)
2. Self-assessment questions and answers (answers preceding references)

Tutor based:

1. Discussion forum tutor input
2. Graded Continuous Assessments

Student based:

1. Online program assessment (administration, learning resource, deployment, and assessment)

IX Links to Open Education Resources

[OSS Watch](#) provides tips for selecting open source, or for procuring free or open software.

[SchoolForge](#) and [SourceForge](#) are good places to find, create, and publish open software. SourceForge, for one, has millions of downloads each day.

[Open Source Education Foundation](#) and [Open Source Initiative](#), and other organisation like these, help disseminate knowledge.

[Creative Commons](#) has a number of open projects from [Khan](#)

[Academy](#) to [Curriki](#) where teachers and parents can find educational materials for children or learn about Creative Commons licenses. Also, they recently launched the [School of Open](#) that offers courses on the meaning, application, and impact of "openness."

Numerous open or open educational resource databases and search engines exist. Some examples include:

- [OEDb](#): over 10,000 free courses from universities as well as reviews of colleges and rankings of college degree programmes
- [Open Tapestry](#): over 100,000 open licensed online learning resources for an academic and general audience
- [OER Commons](#): over 40,000 open educational resources from elementary school through to higher education; many of the elementary, middle, and high school resources are aligned to the Common Core State Standards
- [Open Content](#): a blog, definition, and game of open source as well as a friendly search engine for open educational resources from MIT, Stanford, and other universities with subject and description listings

Please Contact NBTE for the Complete Courseware