

## Syllabus Outline Management Principles

### NQF Level 7

Prescribed Textbook: Botha, T , Vrba, M and Smit, P *Management Principles: A Contemporary Edition for Africa* (8<sup>th</sup> ed.) (2024): Juta

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

Syllabus topics	Syllabus detailed content	Textbook
<b>Learning Outcome 1:</b> Demonstrate an understanding of the nature of management, management theory and systems theory		
<ul style="list-style-type: none"> <li>• Introduction to management</li> <li>• The evolution of management theory</li> </ul>	<ul style="list-style-type: none"> <li>• The nature and scope of management</li> <li>• Different levels and kinds of management in the organisation</li> <li>• Areas of management</li> <li>• Managerial skills and competencies</li> <li>• Management and organisational performance</li> <li>• Understanding the different management theories</li> <li>• The theories of management</li> <li>• Current and near-future management realities</li> </ul>	Chapters 1, 2
<b>Learning Outcome 2:</b> Apply alternative management and marketing structures and strategies		
<ul style="list-style-type: none"> <li>• Management and the environment</li> <li>• Concepts of systems theory</li> </ul>	<ul style="list-style-type: none"> <li>• The composition of the management/business environment: micro-environment; market or task environment; macro-environment</li> <li>• Interfaces between the organisation and the environment</li> <li>• Ways in which management can prepare for environmental changes</li> </ul>	Chapter 3
<b>Learning Outcome 3:</b> 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"> <li>• Planning</li> <li>• Decision-making</li> <li>• Organising and delegating</li> </ul>	<ul style="list-style-type: none"> <li>• Kinds of organisational plan</li> <li>• Strategic planning: what it encompasses</li> <li>• The relationship between problems, problem-solving, and decision-making</li> <li>• Organising, organisation, and organisational structure</li> </ul>	Chapter 4 Chapter 5 Chapter 6 Chapter 8
<b>Learning Outcome 4:</b> 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"> <li>• Leading</li> <li>• Motivating</li> <li>• Communicating</li> <li>• Controlling</li> </ul>	<ul style="list-style-type: none"> <li>• The nature of leadership compared to management</li> <li>• The motivation process</li> <li>• Organisational communication</li> <li>• The control process</li> </ul>	Chapter 11 Chapter 14 Chapter 15 Chapter 16
<b>Learning Outcome 5:</b> Demonstrate an understanding of contemporary management issues		
<ul style="list-style-type: none"> <li>• Ethics, corporate social responsibility, and corporate governance</li> <li>• New challenges for management</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Corporate social responsibility</li> <li>• Corporate governance</li> <li>• Forces that cause organisations to change</li> </ul>	Chapter 9 Chapter 10 Chapter 12 Chapter 13

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	<ul style="list-style-type: none"><li>• The classic model of the formal organisation</li><li>• The new organisation model</li><li>• Workplace behaviour</li><li>• Change management</li><li>• Managing culture, diversity, innovation, technology</li></ul>	Chapter 17 Chapter 18
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### Practical work

Given case studies and scenarios:

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