



SHEBA UNIVERSITY COLLEGE
FACULTY OF BUSINESS AND ECONOMICS
DEPARTMENT OF MANAGEMENT

CURRICULUM FOR THE DEGREE OF
BACHELOR OF ART IN MANAGEMENT

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Mekelle, Ethiopia

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EXECUTIVE SUMMARY

Name of the Degree Program: Management

Name of the Degree to be awarded: Degree of Bachelor of Arts in Management

Degree to be awarded by: Subjected to the Approval of the Senate of Sheba University College

Standard/Regular Period of Study: For regular students 4 Academic Years broken into 8 Semesters

Fees / Charges for regular: Tuition fee

Class Size: 50 Students

Mode of Delivery: Semester Based

I. General Background of SUC

Sheba University College is a private higher educational institution established in October 2001 GC in the name of Sheba Info – Tech and Business College. It started its services in a rented building, with 120 students in three diploma fields of studies, namely: Computer Science, and Management Accounting. It soon gained dramatic progress in the number of students and programs that it constructed buildings of its own and opened branch campuses.

A few years before, the university college was running various undergraduate and two post graduates study programs with about 5000 students. To facilitate the delivery of its teaching, research, and community services, Sheba University College was organized under various faculties and departments. The University College has five faculties offering degree programs. The faculties are comprised of:

- Faculty of Business and Economics (Under graduate programs: Management, Accounting and Finance, and Economics and Post Graduate programs: Master of Business Administration and Master of Accounting and Finance)
- Faculty of Informatics (Computer Science, Software engineering)
- Faculty of Health Sciences (Nursing, Pharmacy, Public Health)
- Faculty of Engineering (Automotive technology)
- Faculty of Distance and Continuing Education (Management, Accounting, Economics)

As indicated in the University College's strategic plan, Sheba University College is committed to pursue standards of excellence in teaching and research for the betterment of the society at large.

1. Introduction:

Management skills put high demand on career minded and well-trained administrative personnel. The reason for this is that management is critical to the success of any organization. Study in management requires the integration of accounting, computing, law, and economics knowledge.

Thus, Sheba University College has the aim of preparing students in an in-depth background in management. The department of management was established during the 1993 E.C academic year to offer a two-year training leading to a Diploma in management and other related specialized

areas of study. The curricula designed for these programs was ~~been~~ evaluated by the Ministry of Education and this has enabled the University College to be accredited in General Management, Marketing, Personnel (Human Resource Management) and Purchasing and Supplies Management.

The Bachelor of Arts degree program in management with supportive in accounting focuses mainly on Management and Accounting courses. It also includes common courses of economics, computing and general education. This curriculum is thus designed to prepare students for managerial positions in various private, business and public agencies.

2. Background of the Program

The program is designed to produce graduates which will have good knowledge and understanding in management theories and practices. The program has a total of 53 courses. From these 30 are major compulsory courses of management, 8 courses are supportive and accounting courses, 15 courses are general education courses. The program is designed as a 4 year program for regular based on the time required covering the total 54 courses. The course delivery method encompasses Lecture, project work, practice, Assignment, Presentations etc. The mode of evaluation will vary from course to course but in general it basically includes Projects, Assignments (individual and group), mid and final exams, quizzes, presentations etc.

3. Rational of the Program

Being a developing nation, our country have lack of skilled manpower in different sectors , as a result, Ethiopia is in need of various professionals, among which the field of management take the precedence. Sheba University College, as part of the nation's higher education institutions strives to fill this knowledge gap by providing the necessary training in the areas of information technology, health, engineering, and business in general, of which management is one focus area in the field of business. Owing to this the department exerts relentless effort to assume the responsibility of producing students with the utmost quality in the field of management.

The rationale behind developing nationally standardized and harmonized Management curriculum was thoroughly explained as follows:

Firstly, Management is a crucial element in economic growth of a country. It brings together the factors of production: money, machinery, men, methods, markets and material to enable the

country to experience economic development. A country with enough capital, manpower and other natural resources can still be poor if it does not have competent managers to combine and coordinate the resources. In the words of Drucker; “without management country’s resources of production remain resources and never become products”. Management is important for learners because of many reasons. Of which these are some:

- Our society depends on specialize institutions or organizations to provide us with goods and services.
- Organizations are guided by managers who allocate resources and have responsibility and authority to manufacture safe, to declare war or peace, to build cities, to keep the environment clean and so on.

Second, Managers create jobs on one hand and products and services on the other hand. In light of the rationales stated above, contents of this curriculum have been determined on the basis of previously done curricula, based on survey, benchmarking and information inputs gained from resources provided by the Ministry of Education on curriculum development.

4. Rational for Curriculum Review

Many scholars working for the quality of the world education strongly recommend that curriculum should be flexible across time, and discipline so that the practice of curriculum design and delivery is based on the actual practice of countries development capacity and updated technological demand / advancements. For this reason Sheba University College is striving to assure quality of education and produce competent graduates that can make a difference in the overall progress of the country. As a result Sheba University College has conducted tracer studies on its graduates that have been employed by different governmental, non governmental and private organization to get the feedback on its graduates regarding their performance. Based on the result of the tracer study it has revised its curriculum for the management department and tried to update it by omitting outdated courses which are not necessary anymore and adding new courses that are demanded by the market. Not only does the new curriculum add or drop courses but also it adds topics to existing courses and omits unnecessary topics that have been proven less important.

The review also includes adjustments to other issues like assessment methods, reference materials, and method of the course coding and subsequent changes of codes to certain codes.

5. Objectives of the Program

The department has the following objectives of producing:

- Professionals who are capable of planning, organizing, directing and controlling activities of private, non-government and government organizations.
- Professionals who can competently manage marketing, finance operations, human resource, materials, information resources etc.
- Professionals who are responsive and effective in working with and through others as well as capable of making and implementing decisions.
- Professionals capable of searching and developing opportunities as well as tackling problems
- Professionals who are able to face the challenges of today's and tomorrow's highly complex and competitive environment.
- To understand managing and the manager's job;
- To equip them with the knowledge of organizational environments and effectiveness;
- To grasp the managerial decision making and organizational goals;
- To understand strategy and strategic planning;
- To know the components of organizational structure managing human resource and organizational change and development;
- To achieve knowledge of job attitudes and job satisfaction;
- To acquire skills of participatory management, creativity and innovation;
- To understand the interrelationship among organizational life cycle, technology, environment, organizational design and strategy.
- To Equip students with skills, techniques and knowledge of management;
- Training students to become good managers, effective and efficient leaders;
- Enabling students to broaden their knowledge and skill in the areas of general management;
- To coordinate the departmental activities and run the department smoothly;
- To produce professionals in management who can advice decision makers and business planners;
- To produce competent and skillful personnel in the field of management
- To promote high quality professional skills and thereby creating high quality workforce to the country.

Thus, Sheba University College aims at contributing its share by training students who possess an understanding of the social, economic and organizational effects of the discipline of management to individuals and the society as a whole.

6. Graduate Profile and Professional Profile

6.1 Graduate Profile

Upon graduation from the program, the graduate from BA degree in management should have the managerial knowledge and understanding that enable them to;

- Perform managerial duties of organizing work and execute operational exercise at least at section level.
- Exercise routine clerical and administrative duties
- Perform marketing and promotional duties
- Design minor operational systems
- Identify and analyze potential risk of organization and recommend best course of action
- Manage, plan and execute human resource administration and development
- Run small scale enterprises
- Execute production operations at smaller levels
- Prepare plans write reports and conduct evaluation at section and department level

6.2 Professional Profile

Professional profile in the field of management do have knowledge in management and managing skills in leadership and decision-making, knowledge on organization and managing organizations effectively by scanning the environment, ability to plan and formulate a strategy and implement it, managing human and non-human resource effectively and efficiently, knowing the components of organizations and its relationship, promoting high quality professional skills, advising decision makers and business planners; and presenting findings clearly, and apply the practices and theories of management for the betterment of society.

7. Academic Requirements

7.1. Admission Criteria:

The admission requirement for the management regular degree program will be as per the requirements set from by the Ministry of Education and Education and Training (ETA).

7.2. Graduation Requirements

After the completion of all courses in the curriculum, students must earn the following major Grade Point Average (GPA) and Cumulative GPA (CGPA).

Major GPA	2.00
Overall C.GPA	2.00 with No F, Fx, IN, and NG in any courses

For additional requirements the senate legislation can be referred to.

7.3. Degree Nomenclature

English: “Bachelor of Arts in Management”

Amharic: “የአርት ባችለር ዲግሪ በሥራ አመራር”

7.4. Medium of Instruction

The medium of instruction for the program is English Language.

7.5. Duration of study

The completion of the program would require;

- For regular students 4 academic years broken in to 8 semesters.

7.7 Assessment and Evaluation Methods

The program follows a combination of various assessment and evaluation techniques. Considering the very nature of the course and the expected learning outcome from each course, the assessment and evaluation methods include continuous assessment like assignments; quizzes, tests, individual and group projects, paper based and practical exams, presentations, and the like. The amount of marks assigned to every method of assessment varies depending on the nature of the courses.

8. Teaching /Learning Methods and Mode of Delivery

Depending on the nature of courses in the program, various mode of delivery which involves both the instructor and the students will be used including lectures, class discussions, demonstrations, presentations, and the like.

9. Grading System

The grading system for the courses of the program will be fixed scale as presented below:

Raw Mark Interval 100%	Corresponding Fixed Number Grade	Corresponding Letter Grade
[90 - 100]	4.0	A+
[85 – 90)	4.0	A
[80 – 85)	3.75	A-
[75 – 80)	3.25	B+
[70 – 75)	3.0	B
[65 – 70)	2.75	B-
[55 – 65)	2.25	C+
[50 – 55)	2.0	C
[45 – 50)	1.75	C-
[40 – 45)	1.0	D
[30 – 40)	0.0	Fx
(< 30)	0	F

Note: Description of the Grading System

1. A student who scored ‘C-’ and/or “D” in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade (CANG).
2. If the ‘C-’ and/or “D” grade is for a Module or for a course as a module, he/she must re-sit for another exam with self-study to remove ‘C-’ and/or “D” when module status determination is required.
3. A student with a good stand can pass to the next semester and even can graduate if he/she scores “D” and or “C-” in any course under module. Nevertheless, if the student is not in good standing, he or she should re-sit an exam within two weeks after the beginning of the semester with self-study.
4. A student who scored “Fx” must sit re-exam with minor support within two weeks time after the beginning of the next semester. If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination.

5. A student who scored “F” in a course/module must repeat the course/module for a maximum of two-time. After that, if s/he repeats F grade, the student can request for course change/replacement or waiver as course allergic.

6. The final grade of any repeated course shall be maintained regardless of the initial one.

NB: as indicated in the new nationally harmonized academic policy of Ethiopian Higher institutions, Fx is a grade that is settled with the 1st two weeks through minor helps for the student and make-up exam; whereas F grade indicate to repeat the course.

10. Quality Assurance

The program will establish a system to monitor the educational quality of the program by collecting feedback from the academic staff members, students, and other stakeholders. The program will also take all the necessary steps to enhance the quality of education to be in line with international standards by improving the student-teacher ratio, student-book ratio, and other requirements.

The standard of exams offered by the program and assessment methods used for each course will be examined periodically to ensure that the students will meet the graduate profile upon graduation.

11. Course Coding

Course code used is alpha numerical. Accordingly,

- MGMT represents core Management courses.
- The first digit represents the year in which the course is offered.
- The second two digits represent the module number in which the course is included.
- The fourth digit represents the alphabetic sequence of the core course offered among other course in that module.

12. List of Courses

12.1 Summary of Course type

Course Type	Total Credit Hours
Main (Core) Courses	87
Supportive courses	24
General Education	39
Total	150

12.2 COURSE BREAKDOWN

REQUIREMENTS FOR BACHELOR OF ARTS DEGREE IN MANAGEMENT

1. Required Management courses

Course Code	Course Title	Credit Hrs
MGMT 1061	Introduction to Management	3
MGMT 1012	Entrepreneurship	3
MGMT 2131	Mathematics for Management (Business Mathematics)	3
MGMT 1062	Management Thought and Emerging Trends	2
MGMT 1071	Statistics for Management I	3
MGMT 1064	Community based education and industry visit	2
MGMT 1063	Administrative and Business Communication	3
MGMT 2072	Statistics for Management II	3
MGMT 1081	Operation Research	4
MGMT 2091	Management Information System	3
MGMT 3193	Risk Management and Insurance	3
MGMT 2121	Marketing Management	3
MGMT 2211	Business Research Method	3
MGMT 1082	Computer application in business	2
MGMT 3151	Materials Management	3
MGMT 3152	Financial Institution and Investment Management	3
MGMT 2082	Organizational Behavior	3
MGMT 3201	Strategic Management and policy Analysis	3
MGMT 2122	International Marketing	3
MGMT 2123	Innovation and Technology Management	3
MGMT 3192	Project Management	3
MGMT 3132	Human Resource Management	4
MGMT 3191	Production and Operations Management	4
MGMT 3161	Advanced Entrepreneurship and Enterprise Development	3
MGMT 2083	Leadership and Change Management	3
MGMT 3092	System Analysis and Design	3
MGMT 3212	Research in Management I (Proposal)	1
MGMT 3213	Research in Management II (Final Research)	2
MGMT 3181	Financial Management	3
MGMT 3101	Business Law	3
	Total	87

2. Required Courses for supportive Accounting and Economics

Students in the B.A degree program of Management must take courses to fulfill a minor in Accounting. Minors require a total of 12 credit hours in this related area of business study. Thus the following courses are designed for students to complete the study program with minor in Accounting.

Course Code	Course Title	Credit Hrs
ACFN 1111	Principles of Accounting I	3
ACFN 2112	Principles of Accounting II	3
ACFN 2141	Cost and Management Accounting I	3
ACFN 3142	Cost and Management Accounting II	3
ECON 1161	Microeconomics	3
ECON 1162	Macroeconomics	3
ECON 3021	Introduction to Econometrics	3
	Total	21

3. Common Courses

The following courses of this curriculum will satisfy the business studies of this College's general education requirements. In order to complete the B.A degree program in management with supportive in Accounting, the list of these general education courses must be met.

	Course Title	Course Code	Credit Hrs
1	Communicative English Language Skills I	FLEN 1011	3
2	Communicative English Language Skills II	FLEN 1012	3
3	Economics	Econ1011	3
4	Mathematics for Social Sciences	Math 1011	3
5	Critical Thinking	LoCT 1011	3
6	Geography of Ethiopia and the Horn	GeES 1011	3
7	General Psychology	Psyc1011	3
8	Social Anthropology	Anth1012	2
9	Introduction to Emerging Technology	EmTe 1012	3
10	Entrepreneurship	MGMT1012	3
11	History of Ethiopia and the horn	Hist. 1012	3
12	Moral and Civic Education	MCiE 1012	2
13	Global Trends	GITr1012	2
14	Inclusiveness	SNiE 1012	2
15	Physical Fitness	SpSc 1011	P/F

	Total		38
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Most Management and Accounting courses have other courses as prerequisites. Students must complete the prerequisites (s) with a grade of C or higher for enrolling in a course that has a prerequisite. In principle, a grade of D in a prerequisite course implies inadequate preparation to continue to the next course and this requires consultation with an advisor or the department head.

The standard curriculum for the B.A degree in Management with minor in Accounting is set up on the semester system. The following sequence of this program is thus designed to reflect course prerequisites.

MODULES' NAME AND CODES

Module 01			
EnLa-M1013: Fundamental Communication Skills			Remark
Course Title	Course Code	Cr. Hrs.	
Communicative English Languages Skills I	FLEN1011	3	
Communicative English Languages Skills II	FLEN1012	3	
Total ECTS in the Module		9	
Module 02			
CESt-M1023: Civic &Ethical Education			Remark
Course Title	Course Code	Cr. Hrs.	
Moral and Civic Education	MCiE1012	3	
Total ECTS in the Module		3	

Module 03			
PYCH-M1053: General Psychology			Remark
Course Title	Course Code	Cr. Hrs.	
General Psychology	Psyc1011	3	
Total ECTS in the Module		3	

Module 04		
MGMT-M1061:Fundamentals of Management		
Module Competency: Plan, organize, direct and control the activities of all types of organizations.		
Course Title	C. Code	Cr. Hrs.

Introduction to Management	MGMT 1061	3
Management Thought	MGMT 1062	2
Administrative & Business Communication	MGMT 1063	3
Total		8

Module 05

MGMT-M2071: Managerial Statistics			
Module competence: Gather, analyze and interpret data and use statistical tools in organizational decision making.			
Course Title	Course Code	Cr. Hrs.	Remark
Statistics for Management I	MGMT1071	3	
Statistics for Management II	MGMT2072	3	
Total ECTS in the Module		6	

Module 07

MGMT-M2081: Human Resources & organizational behavior			Remark
Module Competence:			
✓ Make rational decisions to solve organizational problems and manage conflicts. ✓ Manage human resources of an organization by understanding individual differences, group behavior and organization level behavior			
Course Title	Course Code	Cr. Hrs.	
Human Resource Management	MGMT3132	3	
Organizational Behavior	MGMT2082	3	
Leadership & Change Management	MGMT2083	3	
Public Administration	MGMT 1062	3	
Total ECTS in the Module		12	

Module 08

MGMT-M3091: Information Systems for Management			Remark
Module competence: use information communication technology in utilizing and managing organizational resources			
Course Title	Course Code	Cr. Hrs.	
Management Information System	MGMT2091	3	
System Analysis and Design	MGMT3092	3	
Total ECTS in the Module		6	

Module 09

Module competence: Understand the legal responsibilities associated with the management of all types of organizations.			
Course Title	Course Code	Cr. Hrs.	Remark
Business Law	MGMT3101	3	
Total ECTS in the Module		3	

Module 10

ACFN-M2112: Principles of Accounting			
Module competence: Analyze transaction, summarize, record and interpret accounting data for managerial decision making			
Course Title	Course Code	Cr. Hrs.	
Principles of Accounting I	ACFN1111	3	
Principles of Accounting II	ACFN2112	3	
Total ECTS in the Module		6	

Module 11

MGMT-M2121: Marketing Management			
Module competence: Apply fundamental marketing concepts and marketing management approaches in domestic as well as international marketing issues and practices.			
Course Title	Course Code	Cr. Hrs.	Remark
Marketing Management	MGMT2121	3	
International Marketing	MGMT2122	3	
Total ECTS in the Module		6	

Module 12

MGMT-M3131: Management Science		
Module competence: Use decision making models in organizational decision making.		
Course Title	Course Code	Cr. Hrs.
Mathematics for Management	MGMT2131	3
Operations Research	MGMT1081	4
Total ECTS in the Module		7

Module 13

ACFN-M3142: Cost & Management Accounting			
Module competence: Analyze and manage costs of different organizational activities			
Course Title	Course Code	Cr. Hrs.	Remark
Cost and Management Accounting I	ACFN2141	3	

Cost and Management Accounting II	ACFN3142	3	
Total ECTS in the Module		6	

Module 14

MGMT-M3151: Materials and Operations Management			Remark
Module competence: Manage material resources and operations of an organization			
Course Title	Course Code	Cr. Hrs.	
Materials Management	MGMT3151	3	
Operations Management	MGMT3152	4	
Total ECTS in the Module		7	

Module 15

ECON-M2162: Basic Economic Concepts			
Module competence: Understand and analyze market situation and competition.			
Course Title	Course Code	Cr. Hrs.	Remark
Introduction to Econometrics	ECON 3021	3	
Economics	Econ 1011	3	
Microeconomics	ECON1161	3	
Macroeconomics	ECON2162	3	
Total ECTS in the Module		12	

Module 16

MGMT-M3181: Financial Management			Remark
Module Competence: Manage financial resources of the organization by applying financial principles			
Course Title	Course Code	Cr. Hrs.	
Financial Management	MGMT3181	3	
Total ECTS in the Module		3	

Module 17

MGMT-M3191: Innovation & Project Management			Remark
Module competence: Create, innovate and manage projects and control risk.			
Course Title	Course Code	Cr. Hrs.	
Entrepreneurship	MGMT 1011	3	
Advanced Entrepreneurship and Enterprise Development	MGMT3191	3	
Project Management	MGMT3192	3	
Risk Management and Insurance	MGMT3193	3	
Total ECTS in the Module		12	

Module 18

MGMT-M3201: Strategic Management			Remark
Module competence: Design appropriate and robust strategies to shape or cope up with changing organizational environment			
Course Title	Course Code	Cr. Hrs.	
Strategic Management and policy analysis	MGMT3201	3	
Total ECTS in the Module		3	

Module 19

MGMT-M3211: Research in Management			Remark
Module competence: Conduct research and consultancy service in management and related areas and offer training for those who are in need of it.			
Course Title	Course Code	Cr. Hrs.	
Business Research Methods	MGMT2211	3	
Research in Management I	MGMT3212	1	
Research in management II	MGMT3213	2	
Total ECTS in the Module		6	

Management Degree program**Course Breakdown (Regular)*****YEAR I SEM I***

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
ECON-M1011	Economics	Econ 1011	3	Economics
ENLA-M1013	Communicative English Skills I	ENLA1011	3	English
Math-M1011	Mathematics for social science	Math 1011	3	Math
GeES-M1011	Geography of Ethiopia and the Horn	GeES1011	3	Education
Psch-M1011	General Psychology	Psch 1011	3	Education
LoCT-M1011	Critical Thinking	LoCT 1011	3	Education
Total			18	

YEAR I SEM II

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
Anth-M1012	Social Anthropology	Anth 1012	2	Management
Hist-M1012	History of Ethiopia and the Horn	Hist 1012	3	Computer
MGMT-M2071	Moral and Civic Education	MCiE 1012	2	Management
MGMT-M1012	Entrepreneurship	MGMT 1012	3	Management
ENLA-M1013	Communicative English Skills II	ENLA1012	3	English
EmTe-M1012	Introduction to Emerging Technology	EmTe 1012	3	Computer Science
GITr-M1012	Global Trend	GITr 1012	2	
SpSc-M1011	Physical Fitness	SpSc 1011	P/F	
Total			18	

YEAR II SEM I

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
MGMT-M1061	Introduction to Management	MGMT 1061	3	Management
MGMT-M2131	Business Mathematics	MGMT 2131	3	Management
ACFN-M1031	Principle of Accounting I	ACFN 1031	3	Accounting
ECON-M2162	Microeconomics	ECON 1161	3	Economics
ENLA-M1013	Basic Writing Skills	ENLA 1013	3	English
COMP-M1041	Basic Computer Skills	COMP 1041	3	Computer Science
		Total	18	

YEAR II SEM II

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
MGMT-M1061	Management Thought and Emerging Trends	MGMT 1062	2	Management
ECON-M2162	Macroeconomics	ECON 2162	3	Economics
MGMT-M3091	Management Information System	MGMT 2091	3	Management
ACFN-M1031	Principle Accounting II	ACFN 1032	3	Accounting
MGMT-M2071	Statistics for Management I	MGMT 1071	3	Management
MGMT-M1061	Administrative & Business Communication	MGMT1063	3	Management
MGMT-M1064	Community Based Education and Industry Visit	MGMT 1064	2	Management
		Total	19	

YEAR III SEM I

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
MGMT-M2121	Marketing Management	MGMT2121	3	Management
MGMT-M2081	Organizational Behavior	MGMT2082	3	Management
ACFN-M3142	Cost and Management Accounting I	ACFN2141	3	Accounting
Inc-M1012	Inclusive	Inc 1012	2	Education
MGMT-M2071	Statistics for Management II	MGMT2072	3	Management
MGMT-M3052	Financial Institution and Investment Management	MGMT 3152	3	Management
MGMT-M1082	Computer Application in Business	MGMT 1082	2	Management
		Total	19	

YEAR III SEM II

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
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MGMT-M2121	International Marketing	MGMT 2122	3	Management
MGMT-M2123	Innovation and Technology Management	MGMT 2123	3	Management
MGMT-M2081	Leadership & Change Management	MGMT 2083	3	Management
ACFN-M3142	Cost and Management Accounting II	ACFN 3142	3	Accounting
MGMT-M3211	Business Research Methods	MGMT 2211	3	Management
MGMT-M3151	Materials Management	MGMT 3151	3	Management
Total			18	

YEAR IV SEM I

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
MGMT-M3181	Financial Management	MGMT3181	3	Management
MGMT-M3101	Business Law	MGMT3101	3	Management
MGMT-M1081	Operation Research	MGMT 1081	4	Management
MGMT-M3131	Human Resource Management	MGMT3132	4	Management
MGMT-M3091	System Analysis and Design	MGMT3092	3	Management
ECON-M1011	Introduction to Econometrics	ECON 3021	3	Economics
MGMT-M3211	Research in Management I	MGMT3212	1	Management
Total			21	

YEAR IV SEM II

Module Code	Course Name	Course Code	Cr.Hr	Offering Dep't
MGMT-M3151	Operations Management	MGMT3152	4	Management
MGMT-M3191	Advanced Entrepreneurship and Enterprise Development	MGMT3191	3	Management
MGMT-M3191	Project Management	MGMT3192	3	Management
MGMT-M3191	Risk Management and Insurance	MGMT3193	3	Management
MGMT-M3201	Strategic Management and Policy Analysis	MGMT3201	3	Management


MGMT-M3211	Research in Management II	MGMT3213	2	Management
Total			18	

Total Credit Hours in Management Courses = 150

Management Degree Course Descriptions and Outlines for Core Courses




Course Outlines

Module Profile			
Module Name	Managerial Statistics		
Module Category	Core		
Module Code	MGMT-M1071		
Module Number	07		
Module Weight in ECTS	10		
Module Description	This module is designed to introduce students with the basic statistical methods and statistical inference which have become useful tools in every field of knowledge and the application of statistics in managerial decision-making. The former generally describes the group characteristics of the particular data, and the latter describes the judgments based on statistical analysis which includes Introduction; data collection and presentation; measures of central tendency and dispersion; Probability and probability distribution. The later introduces the application of inferential statistics as applied to managerial decision making, sampling theories and sampling distribution, statistical estimation, hypothesis testing, analysis of variance, chi-square distribution, statistical forecasting (time series & regression analysis), and index numbers.		
Module Objective	<p>The objective of this module is to:</p> <ul style="list-style-type: none">• Identify the steps to obtain timely, accurate, and relevant data needed to make managerial decisions• Organize data using tabular and graphical representation• Compute summary statistics for data• Decide how to select sample from a population to gather data• Develop estimates, and forecasts of events based on available data• Use computer based templates and algorithms (Excel, Stata) to formulate and solve managerial problems.• Identify specific nature of problems, suggest appropriate statistical tools, and determine solutions to the problem• Make recommendations and conclusions based on solutions obtained for problems		
Module Competence <ul style="list-style-type: none">• Gather, analyze and interpret data and use statistical tools in organizational decision making.			
Mode of Delivery	<ul style="list-style-type: none">• Parallel		
Courses in the Module			
Course Code	Course Name	Cr.hrs	ECTS (CP)
MGMT1071	Statistics for Management I	3	5
MGMT1072	Statistics for Management II	3	5
	Total	6	10
Learning-teaching method	Lecture, exercises, group discussion, tutorial, presentation and reflection		
Assessment techniques	Quizzes, tests, individual and group assignments, discussion and group reflection		
Module Policy	<p>🔲 Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</p> <p>🔲 Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</p> <p>🔲 Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup</p>		

	<p>test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</p> <p> Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</p>
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Department of Management				
Degree Program	BA in Management			
Module Name	Managerial Statistics			
Module Coordinator	TBA			
Course Number	MGMT1071			
Course Title	Statistics for Management I			
ECTS (credit points)	5			
Course Information	Academic Year: I		Semester: II	
	Meeting day:		Meeting time:	
	Meeting location:			
Instructor's Contact Information	Office:		Phone:	
	Email:		Office Hours:	
Student workload	Lecture	Tutorial	Home Study	Total
Course Objectives and Competences to be Acquired	The course enables students to have an understanding to: ➤ the basic concepts of statistics ➤ Develop statistical skills and use these skills in the managerial applications. ➤ Equip the student with the ability to apply statistics in managerial decision making.			
Course Description/Course Contents	It is a course in basic statistics with statistical methods, and statistical inference which have become useful tools in every field of knowledge. The former generally describes the group characteristics of the particular data, and the latter describes the judgments based on statistical analysis. Besides, it includes Introduction; data collection and presentation; measures of central tendency and dispersion; Probability and probability distribution			
Pre-requisites	No Prerequisite			
Status of the Course	Core			
Schedule				
Week	Topics and Sub Topics		Course Objectives and Competences to be Acquired	
Week 1	Unit1. INTRODUCTION: 1.1. Definition of Statistics 1.2. Classification of Statistics 1.3. Application of Statistics		After completing this unit, students will be able to: ✓ Define Statistics ✓ Identify Classification of Statistics ✓ Understand areas of application of Statistics	
Delivery Methods		lecture, group discussion and reflection		

Week 2&3	UNIT 2 -DATA COLLECTION AND PRESENTATION 2.1. Data Collection 2.1.1. Classification of Data 2.1.2. Methods of Data Collection 2.2. Tabular Methods of Data Presentation 2.2.1. Frequency Distributions (Absolute, Relative and Cumulative Distributions) 2.3. Graphic Methods of Data Presentation (Histograms, Polygons, Ogive, Pie-Charts, Bar and Line Graphs)	After completing this unit, students will be able to: ➤ Explain Data Collection ➤ Identify Classification of Data ➤ Discuss methods of Data Collection ➤ Discuss tabular Methods of Data Presentation ➤ Understand the concepts of Frequency Distributions (Absolute, Relative and Cumulative Distributions) ➤ Show the graphic Methods of Data Presentation (Histograms, Polygons, Ogive, Pie-Charts, Bar and Line Graphs)	
<i>Delivery Methods</i>		lecture, group discussion, presentation and reflection	
	UNIT 3 - MEASURES OF CENTRAL TENDENCY AND DISPERSION 3.1. The Use of Summation Notation 3.2. Central tendency measures 3.3. Measures of dispersion	At the end of this unit, students will be able to: ➤ Explain Use of Summation Notation ➤ Discuss central tendency measures ➤ Discuss measures of dispersion	
Week 4 & 5			
ACTIVITIES			
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY LIBRARY ACTIVITY
➤ Introduce the students with summation notations. ➤ Provide feedback on student’s reflection ➤ Introduce the students with measures of central tendency ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson		➤ Discuss summation notation ➤ Discuss measures of central tendency ➤ Identify measures of dispersion	➤ Jot down notes related with summation notation ➤ Identify measures of central tendency ➤ Understand measures of dispersion • Read reference materials and prepare additional notes on the above topics.
<i>Delivery Methods</i>		lecture, group discussion, presentation and reflection	
	UNIT 4 - PROBABILITY AND PROBABILITY DISTRIBUTION 4.1. Probability Theory 4.1.1. Basic definitions 4.1.2. Fundamental concepts: - experiment and event, events and their relationships, conditional, joint, the probability tree, Baye’s Theorem. 4.2. Probability Distribution 4.2.1. Definition 4.2.2. Basic concepts- discrete and	At the end of this chapter students will be able to: ➤ Discuss the fundamental concepts probability ➤ Explain different approaches to probability distribution	
Week 6, 7 & 8			

	continuous random variables, expected value and variance of discrete random variables 4.2.3. Discrete probability distributions (Binomial, Hyper-geometric and Poisson Distributions). 4.2.4. Continuous probability distributions (Normal Distributions.)			
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts probability, Experiment and events and their relationships.➤ Provide feedback on student’s reflection➤ Introduce the students with probability distribution➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson		<ul style="list-style-type: none">➤ Discuss the concepts of probability➤ Discuss probability distribution	<ul style="list-style-type: none">➤ Jot down notes related with probability➤ Understand concepts of probability distribution	<ul style="list-style-type: none">➤ Read the reference materials and prepare additional notes on the chapter
Delivery Methods		lecture, group discussion and reflection		
Course expectation	 Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.  Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work  Medium: Use only English, which is the medium of instruction, especially in the class room			
Reference:	<ul style="list-style-type: none">➤ Freund, E.J. Modern Elementary Statistics. John Wiley.➤ Gupta, C.P. Statistical Methods➤ Gupta, C.B. And Gupta, V. An Introduction to Statistical Methods.➤ Kohout, F.G. Statistics for Scientists. John Wiley.➤ Monga, G.S. Mathematics And Statistics For Economists➤ Leven, J. Elementary Statistics For Economists➤ Pine, V.R. Introduction To Social Statistics Its Elements And Application			

	<ul style="list-style-type: none"> ➤ Walpole, Introduction To Statistics ➤ Yeomans, K.A. Statistics For The Social Scientists: An Introduction ➤ Churchil, G.A. Marketing Research: Methodological Foundations 5th Ed.
Assessment Arrangement	<u>Activities Points</u>
	Continuous Assessment 50
	Final Exam 50
	Total Points 100
	<i>Continuous Assignments:</i> can include quizzes, Assignments (individual or /and group)
	<i>Final Exam:</i> Final exam will cover ALL material.
Approval	<i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____
	<i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ <i>Date</i> _____

Department of Management					
Degree Program	BA in Management				
Module Title	Statistics for Management				
Module Coordinator	TBA				
Course Number	MGMT2072				
Course Title	Statistics for Management II				
ECTS credit points	5				
Course Information	Academic Year: II		Semester: I		
	Meeting day:		Meeting time:		
	Meeting location:				
Instructor's Contact Information	Office:		Phone:		
	Email:		Office Hours:		
Student workload	<i>Lecture</i>	<i>Laboratory</i>	<i>Tutorial</i>	<i>Home Study</i>	<i>Total</i>
	42	4	15	74	135
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: ✓ To familiarize students about the use & application of various statistical tools in the field of managerial decision making ✓ To enable students make valid inference from data ✓ To enable students to construct and test different types of hypothesis ✓ To enable students to find correlation between variables ✓ How to apply the statistical tests in the preparation of Research report. ✓ The application of statistics in every areas of activities in business and industry such as production, financial analysis, distribution, market research, manpower planning.				
Course Description/Course Contents	This course is designed to introduce students to the application of statistics in managerial decision-making. In addition, this course introduces the application of inferential statistics as applied to managerial decision making, sampling theories and sampling distribution, statistical estimation, hypothesis testing, analysis of variance, chi-square distribution, statistical forecasting(time series & regression analysis), and index numbers.				
Pre-requisites	MGMT1071				
Status of the Course	Core				
Schedule					
Week	Topics and Sub Topics		Course Objectives and Competences to be Acquired		
Week 9	Unit1. SAMPLING AND SAMPLING DISTRIBUTIONS 1.1.SAM PLING THEORY 1.1.1.Basic Definitions 1.1.1. The need for samples 1.1.1.Designing and conducting a sampling study 1.1.1.Bias and errors in sampling, non-sampling errors 1.1.1.Types of samples- random and non-random samples		After completing this unit, students will be able to: ➤ Define Sampling ➤ Discuss the need for samples ➤ Designing and conducting a sampling study ➤ Explain Bias and errors in sampling, non-sampling errors ➤ Discuss types of samples- random and non-random samples		

	1.2. SAMPLING DISTRIBUTIONS 1.2.1. Definitions 1.2.2. Sampling distributions of the mean and proportion 1.2.3. Sampling distribution of the difference between two means and two proportions			
Delivery Methods		lecture, group discussion and reflection		
	UNIT 2 -STATISTICAL ESTIMATIONS	After completing this unit, students will be able to:		
WEEK 10&11	2.1. Basic concepts 2.2 Point estimators of the mean and proportion 2.3 Interval estimators of the mean and proportion 2.4. Interval estimation of the difference between two independent means (concept and formula) 2.5. Student's t-distribution 2.6. Determining the sample size	<ul style="list-style-type: none">➤ Explain statistical estimation➤ Identify point estimators of the mean and proportion➤ Discuss interval estimators of the mean and proportion➤ Discuss interval estimation of the difference between two independent means➤ Understand student’s t-distribution, and determining sample size.		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts of statistical estimation, point and interval estimators of mean and proportion➤ Provide feedback on student’s reflection➤ Introduce the students with interval estimation of the difference between two independent means, student’s t-distribution and sample size determination➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson		<ul style="list-style-type: none">➤ Discuss statistical estimation➤ Discuss point and interval estimators of mean and proportion➤ Explain student’s t-distribution and sample size determination	<ul style="list-style-type: none">➤ Jot down notes related with statistical estimation➤ Identify point and interval estimators of mean and proportion➤ Understand student’s t-distribution and sample size determination	<ul style="list-style-type: none">➤ Read the reference materials and do exercises on the topic.
Delivery Methods		lecture, group discussion, presentation and reflection		
	UNIT 3 - HYPOTHESIS TESTING	At the end of this unit, students will be able to:		
Week 11&12	3.1. Basic concepts 3.2. Steps in Hypothesis testing 3.3. Type I and type II errors (concepts) 3.4. One tailed \IS two tailed hypothesis tests	<ul style="list-style-type: none">➤ Explain hypothesis testing➤ Discuss steps in hypothesis testing➤ Discuss Type I and type II errors, one tailed versus two tailed testing, and		

	3.5. Hypothesis testing of: 3.5.1. Population mean, proportion 3.5.2. The difference between two means and two proportions	testing of population mean and proportion
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with the concepts of hypothesis testing ➤ Provide feedback on student's reflection ➤ Introduce the students with , Type I and type II errors, one tailed versus two tailed testing, and testing of population mean and proportion ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<ul style="list-style-type: none"> ➤ Discuss hypothesis testing ➤ Discuss Type I and type II errors, one tailed versus two tailed testing ➤ Show testing of population mean and proportion 	<ul style="list-style-type: none"> ➤ Jot down notes related with hypothesis testing ➤ Explain Type I and type II errors, one tailed versus two tailed testing ➤ Understand testing of population mean and proportion 	<ul style="list-style-type: none"> • Read reference materials and prepare additional notes on the above topics.

Delivery Methods lecture, group discussion, presentation and reflection

Week 13	UNIT 4 - CHI-SQUARE DISTRIBUTIONS 4.1. Areas of application 4.1.1 Tests for independence between two variables 4.1.2. Tests for the equality of several proportions 4.1.3. Goodness- of fit tests (Binomial, normal, Poisson)	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Explain Chi-square distribution ➤ Discuss Tests for independence between two variables Discuss Tests for the equality of several proportions ➤ Discuss Goodness- of fit tests (Binomial, normal, Poisson) REFERENCES JITS CHANDAN Statistics for Business and Economics..
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with concepts of Chi-square distribution, Tests for independence between two variables, Tests for the equality of several proportions ➤ Provide feedback on student's reflection ➤ Introduce the students with Goodness- of fit tests (Binomial, 	<ul style="list-style-type: none"> ➤ Discuss Chi-square distribution ➤ Discuss Tests for independence between two variables, Tests for the equality of several proportions ➤ Explain Goodness- 	<ul style="list-style-type: none"> ➤ Jot down notes related with Chi-square distribution ➤ Identify Tests for independence between two variables, Tests for the equality of several 	<ul style="list-style-type: none"> ➤ Read the reference materials and prepare additional notes on the chapter

normal, Poisson) ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson		of fit tests	➤ proportions Understand Goodness- of fit tests	
Delivery Methods		lecture, group discussion and reflection		
	UNIT 5 - ANALYSIS OF VARIANCE 5.1. Areas of application 5.1.1. Comparison of the mean of more than two populations 5.1.2. Variance test		At the end of this unit, students will be able to: ➤ Explain the areas of application of analysis of variance ➤ Compare the mean of more than two populations ➤ Discuss variance test	
Week 14				
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introduce the students with analysis of variance ➤ Provide feedback on student’s reflection ➤ Introduce the students with Comparison of the mean of more than two populations and variance test ➤ Asking brainstorming questions Providing students with class works Providing feedback Summarize the lesson		➤ Discuss analysis of variance ➤ Compare the mean of more than two populations ➤ Discuss variance test	➤ Jot down notes related with analysis of variance ➤ Compare mean of more than two populations ➤ Explain variance test	➤ Read the reference materials and prepare additional notes on the chapter
Delivery Methods		lecture, group discussion and reflection		
Week 15	UNIT 6 - REGRESSION AND CORRELATION 6.1 Linear correlation 6.1.1 The coefficient of correlation 6.1.2 Rank correlation coefficient 6.2. Simple linear regression 6.2.1. curve fitting, 6.2.2. the method of least square, r ²		At the end of this unit, students will be able to: ➤ Discuss the concepts of linear correlation ➤ Explain simple linear regression	

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts of linear correlation➤ Provide feedback on student’s reflection➤ Introduce the students with simple linear regression➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson	<ul style="list-style-type: none">➤ Discuss the concepts linear correlation➤ Discuss simple linear regression	<ul style="list-style-type: none">➤ Jot down notes related with linear correlation➤ Understand concepts of simple linear regression	<ul style="list-style-type: none">➤ Read the reference materials and prepare additional notes on the chapter
Delivery Methods		lecture, group discussion and reflection	
Course expectation	<div><div></div><div>Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</div></div> <div><div></div><div>Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</div></div> <div><div></div><div>Medium: Use only English, which is the medium of instruction, especially in the class room</div></div>		
Reference:	<ul style="list-style-type: none">➤ Bowen Earl, Basic Statistics for Business and Economics.➤ Lapin, Statistics for modern business and economics.➤ Anderson, statistics for Business and Economics.➤ Lino Douglas A. and Robert D. mason, Basic statistics for Business and Economics.➤ Stockton and Clark, Introduction to Business and Economics Statistics.➤ Kohler, statistics for Business and Economics.➤ Neter/Wasserman, Fundamental statistics for Business and Economics.➤ Hank/Reitsch, understanding Business Statistics.➤ Van matre/Gilbreath statistics for Business and Economics.➤ Hoel Paul G. and Jessen Raymond, Basic Statistics for Business and Economics		
Assessment Arrangement	<u>Activities Points</u>		
	Continuous Assessment		50
	Final Exam		50
	Total Points		100
	Continuous Assignments: can include quizzes, Assignments (individual or /and group)		
	Final Exam: Final exam will cover ALL material.		
Approval	Name of Course Instructor _____ Signature _____ Date _____		

Course Title: Macroeconomics**Course Code: Econ2072****Credit Hours: 3****Pre-requisite: Econ1071****Course Description**



This course focuses mainly on short run analysis of an economy or business cycle. Hence, the main aim of this course is to present and discuss the different views of economists (as represented by school of thought) on how an economy behaves in the short run, how equilibrium is achieved in the short run, and the role of market forces and government in short run economic stabilization. For this purpose, this part is divided into three parts: Introduction, aggregate demand and supply analysis of a closed economy, and the analysis of open economy macroeconomics.

Course Objective

In this course, students are exposed to look at the aggregate analysis of an economy and the interrelationship between various aggregate economic variables. It also incorporates the monetary and fiscal policy instruments through which government can influence the value and dynamics of aggregate economic variables and thereby the performance of economies. It also presents the analysis of transmission mechanism of the effect of macroeconomic policies on the behavior of economic agents. Generally, the course enhances the knowledge of the students regarding the functioning of the economy as a whole as well as the rest of the world thereby to develop a closer link between academic learning and the professional practice in analyzing various economic aspects.

Course Contents

Chapter	Topic	Time Allotted
1	The State of Macroeconomics – Introduction	6hrs
	1.1 What macroeconomics is about? 1.2 Basic Concepts and Methods of Macroeconomics Analysis 1.3 Macroeconomic Goals and Instruments 1.4 The State of Macroeconomics: Evolution and Recent Developments 1.4.1 Classical macroeconomics 1.4.2 Keynesian macroeconomics 1.4.3 Neo-classical macroeconomics	
2	National Income Accounting	8hrs
	2.1 The concepts of GDP and GNP 2.2 Approaches of measuring national income (GDP/GNP) 2.3 Nominal versus Real GDP 2.4 The GDP Deflator and the Consumer Price Index 2.5 GDP and Welfare 2.6 The Business Cycle 2.7 Unemployment and Inflation	
3	Aggregate Demand in the closed Economy	14hrs

	3.1. Foundations of Theory of Aggregate Demand 3.2. The Goods Market and the IS curve 3.3. The Money market and the LM curve 3.4. The Short Run Equilibrium 3.5. From the IS-LM to Aggregate demand	
4	Aggregate Demand in the Open Economy	12hrs
	4.1. International flows of Capital Goods 4.2. Saving and Investment in the Small Open Economy 4.3. Exchange rates 4.4. The Mundell-Fleming model 4.5. fiscal and monetary policies in an open economy with perfect capital mobility  Fixed exchange rate  Floating exchange rate 4.6. Limitations of the Mundell-Fleming model	
5	Aggregate Supply	8hrs
	5.1. Introduction 5.2. The Classical Approach to Aggregate Supply 5.3. The Keynesian approach to Aggregate Supply 5.3.1. The Sticky Price model 5.3.2. The Sticky Wage Model 5.3.3. The worker- misperception model 5.3.4. Imperfect information Analysis	

Assessment

- ✓ Assignment /project work 30%
 - ✓ Final Exam 70%
- Total 100%**

Textbooks

- N. Gregory Mankiw, 2007, Macroeconomics 4th edition Worth Publishers USA

References

- William H. Branson, 2006 Macroeconomic Theory and Policy
- Dornbusch, R. and S. Fischer: Macroeconomics
- Colander, 2001. Macroeconomics 4th edition New York
- Eduard Shapiro, 2007. Macroeconomic Analysis 5th edition New Delhi
- Frederick Mishkin, 1998. The Economics of Money, Banking and Financial Markets 5th edition USA.
- Olivier Blanchard, 1997. Macroeconomics Prentice Hall Inc. New Jersey USA

Module Profile			
Module Name	Business Law		
Module Category	Core		
Module Code	MGMT-M3101		
Module Number	10		
Module Weight in ECTS	5		
Module Description	The primary focus of this module/course is to introduce students with the concept, principles, and legal framework governing business transactions, negotiations, undertakings, and contracts. The course will pay a closer look at the labor law and the commercial code of Ethiopia. It is aimed at exposing students to the law of contract (Such as the contract of sale, insurance, and Agency), commercial instruments, and commercial undertakings.		
Module Objective	The objective of this module/course is to: <ul style="list-style-type: none">• Provide students with a broad understanding of the environment of business and the statutory provisions that affect the business decisions.		
Module Competence <ul style="list-style-type: none">• Understand the legal responsibilities associated with the management of all types of organizations.			
Mode of Delivery	<ul style="list-style-type: none">• Parallel		
Course in the Module			
Course Code	Course Name	Cr.hrs	ECTS (CP)
MGMT3101	Business Law	3	5
	Total	3	5
Learning-teaching method	Lecture, group discussion, cases, presentation and reflection		
Assessment techniques	Quizzes, tests, individual and group assignments, discussion and group reflection		
Module/course Policy	<div><div><div></div></div><div>Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</div></div> <div><div><div></div></div><div>Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</div></div> <div><div><div></div></div><div>Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</div></div> <div><div><div></div></div><div>Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</div></div>		

Department of Management				
Degree Program	BA in Management			
Module Title	Business Law			
Course Number	MGMT3101			
Course Title	Business law			
ECTS (credit points)	5			
Course Information	Academic Year: III		Semester: I	
	Meeting day:		Meeting time:	
	Meeting location:			
Instructor's Contact Information	Office:		Phone:	
	Email:		Office Hours:	
Student workload	<i>Lecture</i>	<i>Practice</i>	<i>Home Study</i>	<i>Total</i>
	37.50	7.50	90	135
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: ➤ Provide students with a broad understanding of the environment of business and the statutory provisions that affect the business decisions.			
Course Description/Course Contents	The primary focus of this course is to introduce students with the concept, principles, and legal framework governing business transactions, negotiations, undertakings, and contracts. The course will pay a closer look at the labor law and the commercial code of Ethiopia. It is aimed at exposing students to the law of contract (Such as the contract of sale, insurance, and Agency), commercial instruments, and commercial undertakings.			
Pre-requisites	No prerequisite			
Status of the Course	Core			

Schedule

<i>Week</i>	<i>Topics and Sub Topics</i>	<i>Course Objectives and Competences to be Acquired</i>
Week 1	Unit1.GENERAL INTRODUCTION 1.1. Definition of Law 1.2. Functions of Law 1.3. Meaning of Business Law 1.4. Nature of Business Law 1.5. Sources of Business Law	After completing this unit, students will be able to: <ul style="list-style-type: none"> ➤ Define the notion of law and business law ➤ Identify the importance of law ➤ explain the nature and source of business law

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is law? ➤ What is business law? ➤ Giving brief introduction to the 	<ul style="list-style-type: none"> ➤ Answering brain storming questions ➤ Be in group and discuss the following points ➤ Discuss the 	<ul style="list-style-type: none"> ➤ Read lecture note and other reference books 	<ul style="list-style-type: none"> ✓ Read reference materials and take additional notes on the above topics.

sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students' work ➤ Summarizing the chapter	importance of HRM	
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Delivery Methods lecture, group discussion and reflection

UNIT 2 - LEGAL PERSONALITY 2.1. The concept of the term "personality" 2.2. Physical Persons 2.3. Juridical persons	After completing this unit, students will be able to: ➤ Explain the term "personality" ➤ Differentiate between physical persons and juridical persons
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is personality? ➤ Giving brief introduction to the sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students' work ➤ Summarizing the chapter	➤ Answering brain storming questions ➤ Home based activities ➤	➤ Read lecture note and other reference books	• Read the reference materials and do exercises model formulation and solution.

Delivery Methods lecture, group discussion, presentation and reflection

Week 3, 4 & 5	UNIT 3 - BUSINESS AND BUSINESS ENTITIES 2.4. Definition 2.5. Elements of a Business 2.6. Different kinds of Business Entities 2.6.1. Sole proprietorship 2.6.2. Partnership 2.6.3. Private companies 2.6.4. Public companies	At the end of this unit, students will be able to: ➤ Define business and business entity ➤ Identify Elements of a Business ➤ Explain Different kinds of Business Entities
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is business? ➤ What is business entity? ➤ Giving brief introduction to the sub topics	➤ Answering brain storming questions	➤ Read lecture note and other reference books	• Read reference materials and prepare additional notes on the above topics.

<ul style="list-style-type: none">➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter				
Delivery Methods		lecture, group discussion, presentation and reflection		
Week 6, 7 &8	<div>UNIT 4 - LAW OF CONTRACTS</div> <div>4.1. CONTRACTS IN GENERAL</div> <div>4.1.1. Definition</div> <div>4.1.2. Formation and Elements of contracts</div> <div>4.1.2.1. Capacity of the parties</div> <div>4.1.2.2. Consent of the parties</div> <div>4.1.2.3. Defect in consent</div> <div>4.1.2.4. Object of contract</div> <div>4.1.2.5. Form of contract</div> <div>4.1.3. Effect of contract</div> <div>4.1.4. Extinction of Obligations</div> <div>4.1.5. Contract Administration</div> <div>4.2. LAW OF AGENCY</div> <div>4.2.1. Definition</div> <div>4.2.2. Source of Agency</div> <div>4.2.3. Scope of agency</div> <div>4.2.4. Duties of Agent</div> <div>4.2.5. Duties of principal</div> <div>4.3. LAW OF SALE OF GOODS</div> <div>4.3.1. Definition</div> <div>4.3.2. Obligations of Seller</div> <div>4.3.3. Obligation of Buyer</div> <div>4.3.4. Common Obligations</div> <div>4.3.5. Transfer of Risks</div> <div>4.4. LAW OF INSURANCE</div> <div>4.4.1. Definition</div> <div>4.4.2. Types of Insurance</div> <div>4.4.3. Insurance policy</div> <div>4.4.4. Rights and Duties of the parties</div> <div>4.4.5. Insurance of persons</div>	At the end of this chapter students will be able to: <ul style="list-style-type: none">➤ Define contract➤ Understand the concept of agency➤ Understand the concept of sale of goods➤ Explain the meaning and types of insurance policy		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts law of contracts➤ Provide feedback on student’s reflection➤ Introduce the students with law		<ul style="list-style-type: none">➤ Discuss in group the concepts of law of contracts➤ Discuss in groups law of	<ul style="list-style-type: none">➤ Jot down notes related with law of contracts➤ Understand concepts of law of agency, sales of	<ul style="list-style-type: none">➤ Read the reference materials and prepare additional notes on the chapter

of agency, sales of goods, and insurance ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson	agency, sales of goods, and insurance	goods, and insurance	
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Delivery Methods lecture, group discussion and reflection

UNIT 5. LAW OF NEGOTIABLE INSTRUMENTS 5.1 Definition 5.2 Bills of Exchange 5.3 Promissory Notes 5.4 Cheques	At the end of this unit students will be able to: ➤ Explain the meaning of negotiable instruments ➤ Describe the types of negotiable instruments
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What are negotiable instruments? ➤ Giving brief introduction to the sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students' work ➤ Summarizing the chapter	➤ Discuss in groups of negotiable instruments ➤ Basic Difference between types of negotiable instruments	➤ Jot down notes related with negotiable instruments Understand types of negotiable instruments	✓ Read the reference materials and prepare additional notes on the above topics


Delivery Methods lecture, group discussion case study and reflection

UNIT 6. LAW OF BANKING TRANSACTIONS 6.1. Deposits 6.2. Hiring of Safes 6.3. Contracts for current accounts 6.4. Discount 6.5. Credit transactions	At the end of this unit students will be able to: ➤ Understand the notion of banking transaction ➤ List out the elements in Contracts for current accounts ➤ Explain deposits, hiring of safes, and discount
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introduce the students with concepts law banking transaction ➤ Provide feedback on student's	➤ Discuss Concepts of law banking transaction ➤ Discuss in group	➤ Jot down notes related with law banking transaction ➤ Understand concepts of	✓ Read the reference materials and prepare

reflection	deposits, hiring of safes, and discount, and credit transactions	deposits, hiring of safes, and discount, and credit transactions	additional notes on the above topics
<ul style="list-style-type: none">➤ Introduce the students with deposits, hiring of safes, and discount, and credit transactions➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson			
Delivery Methods		lecture, group discussion case study and reflection	
	CHAPTER 7 - LABOR LAW 7.1. Contracts of employment 7.2. Formation and terms of the employment contract 7.3. Work of employee-contractual duties 7.4. Wages and working conditions to employee 7.5. Employer duties-Health, Safety and welfare 7.6. Termination of the employment contract	At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Understand the meaning of employment contract➤ List out the contractual duties of both parties➤ Explain the formation and terms of employment contract	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts of employment contract➤ Provide feedback on student's reflection➤ Introduce the students with contractual duties of both parties and formation and terms of employment contract➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson	<ul style="list-style-type: none">➤ Discuss Concepts of employment contract➤ Discuss in group contractual duties of both parties and formation and terms of employment contract	<ul style="list-style-type: none">➤ Jot down notes related with employment contract➤ Understand concepts of contractual duties of both parties and formation and terms of employment contract	<ul style="list-style-type: none">✓ Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion case study and reflection	
Course expectation	<ul style="list-style-type: none">📌 Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.📌 Participation: Make active participation during discussions (you must participate in class). You		

	<p>are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</p> <p> Medium: Use only English, which is the medium of instruction, especially in the class room</p>								
Reference:	<p>➤ The Civil Code of Ethiopia, 1960</p> <p>➤ The Commercial Code of Ethiopia, 1960.</p> <p>➤ Rene David, Commentary on Contracts in Ethiopia, 1973</p> <p>➤ Krezeczunowicz, Formation and Effects of Contracts in Ethiopian Law, 1983</p> <p>➤ S.P.Iyengar and B.K. Goyal, Business Law, 1996</p> <p>➤ A.K. Sen and IK.Mitra, Commercial Law including company Law, 1998</p>								
Assessment Arrangement	<table><tr><td colspan="2"><u>Activities’ Points</u></td></tr><tr><td>Continuous Assessment</td><td>50</td></tr><tr><td>Final Exam</td><td>50</td></tr><tr><td>Total Points</td><td>100</td></tr></table> <p><i>Final Exam:</i> Final exam will cover ALL material.</p>	<u>Activities’ Points</u>		Continuous Assessment	50	Final Exam	50	Total Points	100
<u>Activities’ Points</u>									
Continuous Assessment	50								
Final Exam	50								
Total Points	100								
Approval	<table><tr><td><i>Name of Course Instructor</i>_____</td><td><i>Signature</i>_____</td><td><i>Date</i> _____</td></tr><tr><td><i>Name of Module Chair/HOD</i> _____</td><td><i>Signature</i>_____</td><td><i>Date</i> _____</td></tr></table>	<i>Name of Course Instructor</i> _____	<i>Signature</i> _____	<i>Date</i> _____	<i>Name of Module Chair/HOD</i> _____	<i>Signature</i> _____	<i>Date</i> _____		
<i>Name of Course Instructor</i> _____	<i>Signature</i> _____	<i>Date</i> _____							
<i>Name of Module Chair/HOD</i> _____	<i>Signature</i> _____	<i>Date</i> _____							

Module Profile

<i>Module Name</i>	Management Science
<i>Module Category</i>	Core
<i>Module Code</i>	MGMT-M3131
<i>Module Number</i>	12
<i>Module Weight in ECTS</i>	11
<i>Module Description</i>	This module is composed of two courses namely Mathematics for Management and Operations Research. It is designed to expose management students to the basic concepts and areas of managerial application of management science techniques. Topics include: linear equations and their applications, matrix algebra and its applications, markov chain analysis, input-output models, linear programming, mathematics of finance, elements and application of calculus, models and modeling, transportation models, assignment models, decision models, project management techniques, networking algorithms and queuing models.
<i>Module Objectives</i>	<p>The module enables students to have an understanding on:</p> <ul style="list-style-type: none"> ➤ The various techniques of management science that can be employed in solving business problems. ➤ Know the way these management science models are utilized in managerial decisions. ➤ Appreciate the importance of management science in solving real world business problems. ➤ Use different quantitative techniques for supporting managerial decisions. ➤ Significance of OR in managerial decision making ➤ Understand the different models of OR. ➤ Appreciate the application of OR models in solving different quantitative problems.
<i>Module Competency</i>	<ul style="list-style-type: none"> • Make rational decisions to solve organizational problems using management science tools. • Deploy quantitative data and techniques in making proficient organizational decisions. • Facilitate objective and evidence based managerial decision making by utilizing various management science modalities.
<i>Module Mode of Delivery</i>	<ul style="list-style-type: none"> • Parallel
<i>Module Learning and Teaching Methods</i>	For effective delivery of the module, a mix of the following active learning-teaching styles will be used. Namely; Lecture, group discussion, presentation, problem solving, computer laboratory practices, organizational visit, guest speakers and individual/group project works.
<i>Module Assessment Techniques</i>	The assessment tools include quizzes/tests, individual and group assignments, project works and final examination. The continuous assessment is marked out of 50% (Maximum) and the final exam will be out of 50%.

Department of Management							
Degree Program	B.A. in Management						
Module Title	Management Science						
Module Coordinator	TBA						
Course Number	MGMT3131						
Course Title	Mathematics for Management						
ECTS credit points	5						
Course Information	Academic Year: II		Semester: II				
	Meeting day:		Meeting time:				
	Meeting location:						
Instructor's Contact Information	Office:		Phone:				
	Email:		Office Hours:				
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Tutorial</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: <ul style="list-style-type: none">➤ Differentiate the various techniques of mathematics that can be employed in solving business problems.➤ Know the way these mathematical techniques are utilized.➤ Appreciate the importance of mathematics in solving real world business problems.➤ Use different mathematical techniques for supporting managerial decisions.						
Course Description/Course Contents	This course is designed to expose management students to the basic concepts and area of managerial application of mathematics. Topics include: linear equations and their applications, matrix algebra and its applications, Markov chain analysis and input output analysis, linear programming, mathematics of finance, elements and application of calculus.						
Pre-requisites	No Prerequisite						
Status of the Course	Core						
Schedule							
<i>Week</i>	<i>Topics and Sub Topics</i>				<i>Course Objectives and Competences to be Acquired</i>		
Week 1,2&3	Unit1. LINEAR EQUATIONS AND THEIR INTERPRETATIVE APPLICATIONS: <ul style="list-style-type: none">✓ Linear Equations, Functions and Graphs✓ Characteristic of linear equations✓ Linear Cost Output Relationship, Variable Cost, Fixed Cost, Total Cost, Average Cost, Marginal cost, Total Revenue, and Total Profit✓ Break Even Analysis: Model and Solutions✓ Market Equilibrium Analysis✓ Variable Cost, Fixed Cost, Total				After completing this unit, students will be able to: <ul style="list-style-type: none">✓ Differentiate the various techniques of mathematics that can be employed in solving business problems.✓ Know the way these mathematical techniques are utilized✓ Appreciate the importance of mathematics in solving real world business problems.✓ Use different mathematical techniques for supporting managerial decisions.		

	Cost, Average Cost, Marginal cost, Total Revenue, and Total Profit	
ACTIVITIES		
Delivery Methods	Lecture, group discussion and problem solving	
Assessment	QUIZ I:	10%
Week 4,5&6	UNIT 2 - MATRIX ALGEBRA AND ITS APPLICATION <ul style="list-style-type: none"> ❖ The concepts of matrix ❖ Dimensions and Types of Matrix ❖ Matrix Operations and Techniques ❖ Inverse of a Matrix ❖ Matrix Applications ❖ Systems of Linear Equations ❖ Markov Chains: Concepts, Models and Solutions 	After completing this unit, students will be able to: <ul style="list-style-type: none"> ❖ Discuss the concepts of matrix ❖ Identify Dimensions and Types of Matrix ❖ Perform Matrix Operations and Techniques ❖ Compute Inverse of a Matrix ❖ Explain Matrix Applications ❖ Solving Systems of Linear Equations ❖ Discuss Markov Chains: Concepts, Models and Solutions.
ACTIVITIES		
Delivery Methods	Lecture, group discussion, presentation and problem solving	
Assessment	<ul style="list-style-type: none"> • Quiz II: • Group discussion and problem solving 	10%
Week 7,8&9	UNIT 3 - INTRODUCTION TO LINEAR PROGRAMMING Concepts of linear programming Linear Programming Models Maximization and minimization problems using graphic method.	At the end of this unit, students will be able to: <ul style="list-style-type: none"> ➤ Discuss concepts of linear programming ➤ Formulate Linear Programming Models ➤ Solve maximization and minimization problems using graphic method.
ACTIVITIES		
Delivery Methods	Lecture, group discussion, presentation and problem solving	
Assessment	Assignment I: <ul style="list-style-type: none"> • Group Assignment on formulation and solution of linear programming models. 	10%
Week 10,11&12	UNIT 4 - MATHEMATICS OF FINANCE <ul style="list-style-type: none"> ➤ Simple Interest and Discount ➤ Simple Interest ➤ Promissory Notes and Bank Discount ➤ Compound Interest, Compound Amount (Maturity Value), and Present Value (Principal) of Compound Amount ➤ Nominal and Effective Interest Rate ➤ Ordinary Annuities, Sum of Ordinary 	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Explain Simple Interest and Discount ➤ Computing Simple Interest ➤ Discuss Promissory Notes and Bank Discount ➤ Compute Compound Interest, Compound Amount (Maturity Value), and Present Value (Principal) of Compound Amount ➤ Calculate Nominal and Effective Interest Rate ❖ Compute Ordinary Annuities, Sum of Ordinary

	Annuity, Sinking Fund Payments, Present Value of Ordinary Annuity, Amortization, and Mortgage Payments.	Annuity, Sinking Fund Payments, Present Value of Ordinary. ❖ Annuity, Amortization, and Mortgage Payments
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ACTIVITIES

INSTRUCTOR'S ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introducing the students to the concepts of mathematics of finance ➤ Provide feedback on student's reflection ➤ Introduce the students with interest, types of interest, and annuities ➤ Asking brainstorming questions ➤ Explain Nominal and effective rates ➤ Demonstrate calculation of simple interest, compound interest and present and future value of money ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<ul style="list-style-type: none"> ➤ Answer brainstorming questions ➤ Discuss in group concepts of mathematics of finance ➤ Computing interest, present and future value simple and compound interest ➤ Computing annuities 	<ul style="list-style-type: none"> ➤ Define interest, Present value, future value, and annuities ➤ Solve different finance problems 	<ul style="list-style-type: none"> ➤ Read the reference materials and prepare additional notes on the chapter

Delivery Methods **Lecture, group discussion and problem solving**

Assessment	<ul style="list-style-type: none"> • Quiz III 	10%
Week 13,14,15&16	UNIT 5 .ELEMENTS AND APPLICATIONS OF CALCULUS <ul style="list-style-type: none"> ☞ the concept and rules of differentiation ☞ Discuss derivatives ☞ Business application of differential calculus ☞ Concepts, definite and indefinite integration ☞ Business application of integral calculus 	At the end of this unit students will be able to: <ul style="list-style-type: none"> ☞ Explain the concept and rules of differentiation ☞ Discuss derivatives ☞ Explain the business application of differential calculus ☞ Discuss the concepts, definite and indefinite integration ☞ Explain the business application of integral calculus

ACTIVITIES

INSTRUCTOR'S ACTIVITY	STUDENTS' ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introducing the students to the concepts and elements of calculus ➤ Provide feedback on student's reflection 	<ul style="list-style-type: none"> ☞ Answer brainstorming questions ☞ Discuss in group 	<ul style="list-style-type: none"> ➤ Jot down elements of calculus and its application 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare

<div>➤ Introduce the students with derivatives, differentiation, and integration</div> <div>➤ Asking brainstorming questions</div> <div>➤ Solve Marginal analysis and optimization problems</div> <div>➤ Find total function and area problems</div> <div>➤ Providing students with class works</div> <div>➤ Providing feedback</div> <div>➤ Summarize the lesson</div>	<div>☞ concepts of Calculus and its application</div> <div>☞ Computing derivatives, differentiation, and integration</div> <div>☞ Performing marginal analysis and optimization problems</div> <div>☞ Computing total function and area problem</div>	<div>➤ Solve different problems</div>	<div>additional notes on the above topics</div>
Delivery Methods		Lecture, group discussion and problem	
Assessment	<div>• Quiz IV</div>	10%	
Course Expectation	<div>🚦 Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</div> <div>🚦 Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</div> <div>🚦 Medium: Use only English, which is the medium of instruction, especially in the class room</div>		
Policy:	<div>🚦 Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</div> <div>🚦 Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</div> <div>🚦 Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</div> <div>🚦 Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</div>		
Reference:	<div>TEXT: Bowen Earl K et. Al, Mathematics with applications in Business and Economics, 1987</div> <div>➤ Barnett Raymond A. and Ziegler Michael R, Essentials of College Mathematics for business and Economics, life science and social science, 3rd ed., 1989</div> <div>➤ Ann j. Hughes, Applied Mathematics: For Business, Economics, and the social Science,</div>		

	<p>1983.</p> <ul style="list-style-type: none"> ➤ Ronald E. Larson and Bruce H. Edwards, Finite Mathematics with Calculus, 1991 ➤ Ronald J. Harshbager and James J. Reynolds, Mathematics Applications. ➤ Ronald J. Harshbager and James J. Reynolds, Finite Mathematics, 3rd Ed. ➤ HolePoul G., Finite Mathematics and Calculus with Applications to Business, 1974. ➤ Dexter j Booth and John K Turner, Business mathematics with Statistics, 1996, ➤ Teresa Bradley and Paul Patton, “Essential Mathematics for Economics and Business’, Jon Wiley and Sons, December 1999. 														
Assessment Arrangement	<p>Activities Points</p> <table> <tr> <td>Quiz I</td><td>10%</td></tr> <tr> <td>Quiz II</td><td>10%</td></tr> <tr> <td>Quiz III</td><td>10%</td></tr> <tr> <td>Assignment I</td><td>10%</td></tr> <tr> <td>QUIZ IV</td><td>10%</td></tr> <tr> <td>Final Exam</td><td>50%</td></tr> <tr> <td>Total Points</td><td>100</td></tr> </table> <p><i>Quizzes:</i> There will be four quizzes given at the end of every chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 40% of your total point.</p> <p><i>Assignment:</i> There will be a work out exercise given to individuals and groups.</p> <p><i>Final Exam:</i> Final exam will cover ALL material.</p>	Quiz I	10%	Quiz II	10%	Quiz III	10%	Assignment I	10%	QUIZ IV	10%	Final Exam	50%	Total Points	100
Quiz I	10%														
Quiz II	10%														
Quiz III	10%														
Assignment I	10%														
QUIZ IV	10%														
Final Exam	50%														
Total Points	100														
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>														

Department of Management						
Degree Program	B.A. in Management					
Module Title	Management Science					
Module Coordinator	TBA					
Course Number	MGMT3132					
Course Title	Operations Research					
ECTS credit points	6					
Course Information	Academic Year: III Semester: I Meeting day: Meeting time: Meeting location:					
Instructor's Contact Information	Office: Phone: Email: Office Hours:					
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: <ul style="list-style-type: none"> ➤ Significance of OR in managerial decision making ➤ Understand the different models of OR. ➤ Appreciate the application of OR model in solving different quantitative problem. 					
Course Description/Course Contents	Operations Research (OR) as one of the quantitative aid to decision making offers the decision-maker a method of evaluating every possible alternative (act or course of action) by using various techniques to know the potential outcomes. It includes Models and modeling, linear programming, transportation models, assignment models, decision models, project management techniques, and queuing models.					
Pre-requisites	Mathematics for Management					
Status of the Course	Core					

Schedule

<i>Week</i>	<i>Topics and Sub Topics</i>	<i>Course Objectives and Competences to be Acquired</i>
Week 1	Unit1.INTRODUCTION TO OPERATIONS RESEARCH 1.1. The History of Operations Research 1.2. Nature and significance of operations research 1.3. Features of Operations Research 1.4. Model and modeling in Operations Research	After completing this unit, students will be able to: <ul style="list-style-type: none"> ➤ Define operations research ➤ Identify nature and significance and features of operations research ➤ Understand models and modeling in operation research

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with concepts of operations research ➤ Provide feedback on student's reflection ➤ Introduce the students with nature, 	<ul style="list-style-type: none"> ➤ Operations research ➤ Nature and significance and features of 	<ul style="list-style-type: none"> ➤ Jot down notes related with operations research ➤ Identify nature and significance and 	<ul style="list-style-type: none"> ✓ Read reference materials and take additional notes on the above topics.

<p>significance, features of operations research and models and modeling in operation research</p> <ul style="list-style-type: none"> ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<p>operations research and modeling in operation research</p> <ul style="list-style-type: none"> ➤ Models and modeling in operation research 	<p>features of operations research and modeling in operation research</p> <ul style="list-style-type: none"> ➤ Understand models and modeling in operation research 	
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Delivery Methods	lecture, group discussion and reflection
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Assessment	QUIZ I	10%
	<p>UNIT 2 - LINEAR PROGRAMMING</p> <p>2.1. Introduction</p> <p>2.2. Structure of Linear Programming Model</p> <p>2.3. Application Area of LP</p> <p>2.4. Graphical Solutions of LPP</p> <p>2.5. Special Case in LPP</p> <p>2.6. The Simplex Method</p> <p>2.7. Some complication and their Resolution</p> <p>2.7.1. Unrestricted variables</p> <p>2.7.2. Tie for leaving and entering variables</p> <p>2.8. Duality in LPP</p> <p>2.9. Sensitivity Analysis</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ Define linear programming ➤ Discuss structure of linear programming model, application areas, solution methods ➤ Explain complication and their solution ➤ Discuss special cases of LPP

ACTIVITIES			
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TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with concepts of linear programming, structure of linear programming model, application areas, and solution methods. ➤ Provide feedback on student's reflection ➤ Introduce the students with complication and their solution , special cases of LPP ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<ul style="list-style-type: none"> ➤ Linear programming ➤ Structure of linear programming model, application areas, and solution methods ➤ Complication and their solution , special cases of LPP 	<ul style="list-style-type: none"> ➤ Jot down notes related with linear programming ➤ Identify structure of linear programming model, application areas, and solution methods ➤ Understand complication and their solution , special cases of LPP 	<ul style="list-style-type: none"> • Read the reference materials and do exercises model formulation and solution.

Delivery Methods	Lecture, group discussion, presentation and problem solving
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Assessment	Quiz II	10%
Week 3, 4 & 5	<p>UNIT 3 - Transportation and Assignment Problems</p> <p>3.1. Introduction</p>	<p>At the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ Explain Transportation and Assignment Problems

	3.2. Methods for Finding Initial Solution 3.3. Test for Optimality 3.4. Variation in Transportation 3.4.1. Unbalanced supply and demand 3.4.2. Degeneracy 3.4.3. Alternate optimal solution 3.4.4. Prohibited transportation routes 3.5. Maximization Transportation problems 3.6. Solution method for Assignment problem 3.7. Special case in Assignment Problems	<ul style="list-style-type: none"> ➤ Discuss Methods for Finding Initial Solution ➤ Discuss Test for Optimality and Variation in Transportation.
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with Transportation and Assignment Problems and Methods for Finding Initial Solution. ➤ Provide feedback on student's reflection ➤ Introduce the students with Test for Optimality and Variation in Transportation, Maximization Transportation problems, Solution method for Assignment problem, and Special case in Assignment Problems ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<ul style="list-style-type: none"> ➤ Discuss in group the transportation and Assignment Problems ➤ Methods for Finding Initial Solution ➤ Test for Optimality and Variation in Transportation ➤ Maximization Transportation problems, Solution method for Assignment problem, and Special case in Assignment Problems 	<ul style="list-style-type: none"> ➤ Jot down notes related with Transportation and Assignment Problems ➤ Identify Methods for Finding Initial Solution ➤ Understand Test for Optimality and Variation in Transportation 	<ul style="list-style-type: none"> • Read reference materials and prepare additional notes on the above topics.

Delivery Methods lecture, group discussion, presentation and reflection

Assessment	<ul style="list-style-type: none"> • Quiz III : 	10%
Week 6, 7 &8	UNIT 4 - DECISION THEORY 4.1. Introduction 4.2. Types of Decision Making Environment 4.3. Decision making under Uncertainty 4.4. Decision making Under Risk 4.5. Decision making Under Certainty 4.6 Decision Making with Utilities	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Discuss Types of Decision Making Environment ➤ Explain Decision making under Uncertainty, Decision making Under Risk, Decision making Under Certainty, and Decision Making with Utilities.

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
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<ul style="list-style-type: none"> ➤ Introduce the students with concepts Decision Theory ➤ Provide feedback on student's reflection ➤ Introduce the students with Types of Decision Making Environment, Decision making under Uncertainty, Decision making Under Risk, Decision making Under Certainty, and Decision Making with Utilities ➤ Asking brainstorming questions ➤ Providing students with class works ➤ Providing feedback ➤ Summarize the lesson 	<ul style="list-style-type: none"> ➤ Discuss in group the concepts of Decision Theory ➤ Types of Decision Making Environment, Decision making under Uncertainty, Decision making Under Risk, Decision making Under Certainty, and Decision Making with Utilities 	<ul style="list-style-type: none"> ➤ Jot down notes related with Decision Theory ➤ Understand concepts of Types of Decision Making Environment 	<ul style="list-style-type: none"> ➤ Read the reference materials and prepare additional notes on the chapter
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Delivery Methods	Lecture, group discussion and problem solving
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Assessment	<ul style="list-style-type: none"> • Individual assignment 	10%
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	UNIT 5. NETWORK MODELS 5.1. General network concepts 5.2. Networking algorithms 5.3. Basic Difference Between PERT and CPM 5.4. PERT/CPM Network Components and precedence Relationship 5.5. Critical Path Analysis 5.5.1. Forward pass method 5.5.2. Backward pass method 5.6. Project Scheduling with Uncertain Activity Times 5.7. Project cost and Crashing	At the end of this unit students will be able to: <ul style="list-style-type: none"> ➤ Discuss the fundamental concepts Network Models ➤ Discuss Networking algorithms ➤ Explain Basic Difference Between PERT and CPM ➤ Discuss PERT/CPM Network Components and precedence Relationship ➤ Understand Critical Path Analysis ➤ Discuss Project Scheduling with Uncertain Activity Times ➤ Discuss Project cost and Crashing
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ACTIVITIES			
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TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce the students with concepts Network Models, Networking algorithms, Basic Difference between PERT and CPM, PERT/CPM Network Components and precedence Relationship 	<ul style="list-style-type: none"> ➤ Concepts of network Models and Networking algorithms ➤ Basic Difference between PERT and CPM, PERT/CPM 	<ul style="list-style-type: none"> ➤ Jot down notes related with network Models and Networking algorithms ➤ Understand Critical Path Analysis, 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare additional notes on the above topics

<ul style="list-style-type: none">➤ Provide feedback on student’s reflection➤ Introduce the students with Critical Path Analysis, Project Scheduling with Uncertain Activity Times, and Project cost and Crashing➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson		Network Components and precedence Relationship	Project Scheduling with Uncertain Activity Times, and Project cost and Crashing	
Delivery Methods		Lecture, group discussion case study and reflection		
Assessment	Quiz IV		5%	
	UNIT 6. GAME THEORY 6.1. Introduction 6.2. Two person Zero-Sum Game 6.3. Pure Strategies: Game with Saddle Point 6.4. Mixed Strategies: Game without Saddle Point 6.5. The Rule of Dominance		At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Discuss the fundamental concepts Game Theory➤ Explain two person Zero-Sum Game, Pure Strategies, Mixed Strategies and The Rule of Dominance	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introduce the students with concepts Game Theory.➤ Provide feedback on student’s reflection➤ Introduce the students with two person Zero-Sum Game, Pure Strategies, Mixed Strategies and The Rule of Dominance➤ Asking brainstorming questions➤ Providing students with class works➤ Providing feedback➤ Summarize the lesson		<ul style="list-style-type: none">➤ Discuss Concepts of Game Theory➤ Two person Zero-Sum Game, Pure Strategies, Mixed Strategies and The Rule of Dominance	<ul style="list-style-type: none">➤ Jot down notes related with Game Theory➤ Understand concepts of two person Zero-Sum Game, Pure Strategies, Mixed Strategies and The Rule of Dominance	<ul style="list-style-type: none">✓ Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion case study and reflection		
Assessment	Quiz V		5%	
Course expectation	 Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed			

	<p>assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</p> <p>✚ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</p> <p>✚ Medium: Use only English, which is the medium of instruction, especially in the class room</p>																		
Policy:	<p>✚ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</p> <p>✚ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</p> <p>✚ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</p> <p>✚ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</p>																		
Reference:	<ul style="list-style-type: none"> ➤ V. J.Stevenson; Introduction to management science, Richard D. Irvvin Inc. 1991. ➤ J K Sharma: <i>Operations Research, Theory and Application</i>, Second Edition, 2003. ➤ M.P.GuptaR.B.Khanna, Quantitative techniques for decision Making New Delhi 2004 ➤ Anderson, Sweeney, and Williams (1988), An introduction to Management Science: quantitative approaches to decision making, 5th ed. West publishing. Co. ➤ GuptaPremKumar (2007), Operations Research, S. chand and Company LTD. New Delhi, India ➤ Turban and Meredith. Management science, 6th ed. IRWIN. ➤ Render and Stain. Quantitative Analysis for Management, 6th ed. Allyn and Bacon. ➤ TaylorIII BernardW. (1986), Introduction to Management Science, 5th ed. Prentice Hall, EnglewoodCliffs, New Jersey, ➤ Any book on management science, Qualitative analysis for managerial decision making or Operations research 																		
Assessment Arrangement	<table> <tr> <th><u>Activities</u></th><th><u>Points</u></th></tr> <tr> <td>Quiz I</td><td>10</td></tr> <tr> <td>Quiz II</td><td>10</td></tr> <tr> <td>Quiz III</td><td>10</td></tr> <tr> <td>Assignments</td><td>10</td></tr> <tr> <td>Quiz IV</td><td>5</td></tr> <tr> <td>Quiz V</td><td>5</td></tr> <tr> <td>Final Exam</td><td>50</td></tr> <tr> <td>Total Points</td><td>100</td></tr> </table> <p><i>Quizzes:</i> There will be five quizzes given at the end of every chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 40% of your total point.</p>	<u>Activities</u>	<u>Points</u>	Quiz I	10	Quiz II	10	Quiz III	10	Assignments	10	Quiz IV	5	Quiz V	5	Final Exam	50	Total Points	100
<u>Activities</u>	<u>Points</u>																		
Quiz I	10																		
Quiz II	10																		
Quiz III	10																		
Assignments	10																		
Quiz IV	5																		
Quiz V	5																		
Final Exam	50																		
Total Points	100																		

	<p>Assignment: There will be a case to be given to each team in class. Teams will write a paper (2 – 10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case.</p> <p>Final Exam: Final exam will cover ALL material.</p>
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>

Module name	Information system and Management
Module Category	Core
Module code	MGMT-M2091
Module number	09
Total ETCS of the module	10
Objective of the module	<p>After the completion of this module the students are expected to:</p> <ul style="list-style-type: none"> ✓ Develop skill of analyzing existing system in organizations ✓ Design a system that can solve organizational problem ✓ Organize different information to make a better decision ✓ Know and use different types of Management information system² (like Accounting information system, Human resource information system, marketing information system,

	manufacturing information system, Managerial decision support system and transaction processing system) ✓ Use computer system in a secure manner.			
Module competence	<i>Apply information communication technology in managing organizational resources.</i>			
Mode Of Delivery	• Parallel			
Module Teaching learning Methods	<ul style="list-style-type: none">• Listen to a lecture and take notes on the lesson treated• Take part in reading assignment• Group Discussion• Individual reflection• Debate among groups• Case study discussion and analysis• Assignment presentation			
Module Assessment Technique	Continuous assessment (50%) and Final Exam (50%)			
Courses in the module				
Course number	Course name	Credit hours	ECTS (CP)	
MGMT2091	Management Information System	3	5	
MGMT3092	System Analysis and Design	3	5	

Department of Management						
Degree Program	B.A. in Management					
Module Title	Information Systems for Management					
Module Coordinator	TBA					
Course Number	MGMT2091					
Course Title	Management Information System					
ECTS credit points	5					
Course Information	Academic Year: II Semester: II Meeting day: Meeting time: Meeting location:					
Instructor's Contact Information	Office: Phone: Email: Office Hours:					
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
						135
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: <ul style="list-style-type: none"> ➤ Understand and recognize the relationship between information and decision making, ➤ Know significance of information and information systems as basic resources from managerial perspective in decision-making. 					

	➤ Appreciate the ability and skills to identify their information needs, source and to utilize the information efficiently and effectively.
Course Description/Course Contents	This course deals with the nature of information as an organizational resource; its significance in decision making and management; information requirements at different levels and functional areas of management; identification and source of information required; management of information system; development of information system; application of information and knowledge management.
Pre-requisites	Basic Computer Skills
Status of the Course	Core

Schedule

Week	Topics and Sub Topics	Course Objectives and Competences to be Acquired
Week 1	<p style="text-align: center;">CHAPTER ONE INTRODUCTION TO MIS</p> <p>1.1 Definition and Importance of MIS</p> <p>1.2 Subsystems Of MIS</p> <p>1.3 Contemporary Approaches To MIS</p> <p>1.4 The Evolution And Characteristics Of The Information Age</p> <p>1.5 What Is Information Technology?</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ Explain the importance of MIS ➤ Describe the evolution & characteristics of the information age ➤ Define IT & career side of information technology

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives of the chapter to the students <ul style="list-style-type: none"> -What is MIS? -What is the importance of MIS? ➤ Provide brief introduction to the sub unit ➤ Giving class room, home based library works ➤ checking evaluating students work & giving feed back ➤ Summarizing the main points of the chapter. 	<ul style="list-style-type: none"> ➤ Answering brain storming questions ➤ Being in group and discuss on the following questions ➤ Show the evolution & characteristics of the information age diagrammatically and explain it 	<ul style="list-style-type: none"> ➤ Jot down notes related with importance of MIS ➤ please read lecture note & other reference books ➤ Do your assignment. ➤ Bring difficulties faced to the class for more understanding. 	<ul style="list-style-type: none"> ✓ Read reference materials and take additional notes on the above topics.

Delivery Methods **lecture, group discussion and reflection**

Week 2,3 & 4	<p style="text-align: center;">CHAPTER TWO FOUNDATIONAL CONCEPTS IN MIS</p> <p>2.1 Introduction</p> <p>2.2 Business and Management Functions</p> <p>2.3 Data, Information, Knowledge and Wisdom</p> <p>2.4 The Information Needs and Sources of Managers</p> <p>2.5 A Framework for Information Systems</p> <p>2.6 Business Systems</p> <p>2.6.1. e-business</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ Define the concepts of data information knowledge & wisdom ➤ Describe the information needs & source of manpower. ➤ Understand framework for information systems ➤ Explain the business systems
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives to the students ➤ Asking brain storming questions <ul style="list-style-type: none"> ✓ What do you know about data, information, knowledge & wisdom? ➤ Provide lecture gap ➤ Giving classroom, home based & library works ➤ checking & evaluating students work & providing feed back ➤ summarizing the chapter 	<ul style="list-style-type: none"> ➤ Answering brain storming questions ➤ Discussing the following issues in group <ol style="list-style-type: none"> 1.What are the similar & difference b/n data information knowledge & wisdom? 2.How we can differentiate information need & get the sources of managers? 3. How information system can be defined? 	<ul style="list-style-type: none"> ➤ Jot down notes related to data, information, knowledge & wisdom 4. Identify information needs & source of manpower. 5. Understand business systems 	<ul style="list-style-type: none"> • Read the reference materials on the topic.

Delivery Methods | **lecture, group discussion, presentation and reflection**

Week 5, 6, & 7	<p align="center">CHAPTER THREE INFORMATION TECHNOLOGY</p> <p>3.1 Introduction</p> <p>3.2 Hardware: Computing, Storing and communicating</p> <p>3.3 programs: In Charge of the Hardware</p> <p>3.4 People: The Most Important Element</p> <p>3.5 Procedures: The Way It Goes</p> <p>3.6 Information: The Reasons for Using Information Technology</p> <p>3.7 Communication Technologies</p> <p>3.8 Database Management (DBM)</p>	<p>At the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ understand the concept of IT ➤ Explain the main is concepts (hard ware programs ➤ Describe the communication technologies ➤ Explain the database management concepts.
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ Introducing the over view of IT ➤ Giving classroom, home based, and library works ➤ Checking and evaluating students' group activities and providing feedback. ➤ Summarizing the chapter. 	<ul style="list-style-type: none"> ➤ Answering brain storming questions. ➤ What is information technology? ➤ What do you know about the major information system? ➤ Taking lectures. ➤ Discussing on the 	<ul style="list-style-type: none"> ➤ Student get briefing on IT ➤ They get briefing on communication technologies 	<ul style="list-style-type: none"> ✓ Read reference materials and prepare additional notes on the above topics.

	<p>following questions in group.</p> <ul style="list-style-type: none"> ➤ What are the main information system concepts? ➤ How can you explain database management? ➤ Reflection of classroom activities. 		
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Delivery Methods | lecture, group discussion, presentation and reflection

Week 8, 9, 10 & 11	<p>CHAPTER FOUR COMMON BUSINESS APPLICATIONS OF INFORMATION TECHNOLOGY 4.1 Financial Information Systems 4.2 Marketing Information Systems 4.3 Manufacturing and Production Information Systems 4.4 Human Resource Information Systems 4.5 Managerial Decision Support Systems 4.6. Transaction Processing System (TPS)</p>	<p>At the end of this chapter students will be able to:</p> <ul style="list-style-type: none"> ➤ Understand the types of IS. ➤ Distinguish the difference between different types of IS. ➤ Describe the similarity between the types of IS. ➤ Explain the importance of IS. ➤ The purpose of studying about IS.
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing the objectives of the chapter. ➤ Asking brain storming questions. ➤ What is information? ➤ What is information system? ➤ Giving lectures. ➤ Giving class room, home based, and library works. ➤ Checking and evaluating students' activities and providing feedback. ➤ Giving assignments. 	<ul style="list-style-type: none"> ➤ Giving answers to brain storming questions. ➤ Taking lecture notes. ➤ Discussing on the following questions in group. ➤ State the differences and similarities between different types of IS. ➤ How the different types of IS can be used in business applications. ➤ Reflection on class room, home based activities. 	<ul style="list-style-type: none"> ➤ Jot down notes related with IS. ➤ Distinguish the difference between different types of IS 	<ul style="list-style-type: none"> ➤ Read the reference materials and prepare additional notes on the chapter

Delivery Methods | lecture, group discussion and reflection

12-14 th weeks	<p>CHAPTER FIVE KNOWLEDGE MANAGEMENT (KM) 5.1. Introduction to knowledge management</p>	<p>At the end of this unit students will be able to:</p> <ul style="list-style-type: none"> ➤ Define the term knowledge management ➤ Describe the theory knowledge management.
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5.2. The theory of knowledge management 5.3. KM sharing 5.4. Technologies to support KM 5.5. KM application in organizations	<ul style="list-style-type: none"> ➤ Explain KM sharing. ➤ Explain technologies to support KM ➤ Evaluate KM application in organizations.
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives of the chapter to students. ➤ Asking brain storming questions. ➤ What is knowledge management? ➤ What is the use of knowledge management? ➤ Providing lecture gap. ➤ Giving class room, home based, and library works to students. ➤ Checking and evaluating students' activities and providing feedback. ➤ Summarizing the main points of the chapter. 	<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing on the following questions in group. ➤ What are the theories of knowledge management? ➤ What are the technologies used to support knowledge management? ➤ How KM can be shared among the members of an organization? ➤ Reflection on the class room, home based activities. 	<ul style="list-style-type: none"> ➤ Reading lecture notes ➤ Reading other materials (books) related to determining systems requirements. ➤ Doing assignments 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare additional notes on the above topics

Delivery Methods lecture, group discussion case study and reflection

15 th week	CHAPTER SIX ETHICAL AND SECURITY ISSUES	After completing this chapter, students will be able to <ul style="list-style-type: none"> ➤ Define the term ethical and security issues in information system. ➤ Describe information system threats. ➤ Explain about computer viruses. ➤ Explain technologies used to protect information system threats.
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives of the chapter to students. ➤ Asking brain storming questions. ➤ What is ethical and security issues? ➤ What is computer virus? ➤ How it is possible to protect information system threats? ➤ Providing lecture. ➤ Giving class room, home based, 	<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture gaps. ➤ Discussing on the following questions in group. ➤ What is ethical and security issues? ➤ What is computer virus? ➤ How it is possible to 	<ul style="list-style-type: none"> ➤ Reading lecture note. ➤ Doing assignments 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare additional notes on the above topics

and library works to students. ➤ Checking and evaluating students' activities and providing feedback. ➤ Summarizing the main points of the chapter	protect information system threats? ➤ Reflection on the class room, home based activities.		
Delivery Methods		lecture, group discussion case study and reflection	
Course expectation	<div>➤ Preparedness: You must come to class prepared by bringing with you the appropriate materials. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</div> <div>➤ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</div> <div>➤ Medium: Use only English, which is the medium of instruction, especially in the class room</div>		
Policy:	<div>➤ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</div> <div>➤ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</div> <div>➤ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</div> <div>➤ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</div>		
Reference:	<div>➤ James A. O'Brien, 2004, <i>Management Information Systems</i>, McGraw-Hill Irwin,</div> <div>➤ Bowman, B, G.B. ,and J.C.Wetherbe, July-1980, <i>Modeling for MIS</i>,</div> <div>➤ Bowman, B,G.B.Davis and J.C., (Feb,1983), <i>Three stages of Model of MIS Planning Information and Management</i>,</div> <div>➤ Naevena and Amitabh, (2003), <i>Management Information System</i>, Cyber tech publications.</div> <div>➤ Nolan Richard, (July-August,1982), <i>Managing Information Systems by Committee</i>, Harvard Business Review</div>		
Assessment Arrangement	Activities Points		
	Quizzes (quiz I, quiz II and quiz III)		30
	Assignments (project paper and presentation)		20
	Final Exam		50
	Total Points		100

	<p><i>Quizzes:</i> There will be three quizzes given at the end of every two chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 30% of your total point.</p> <p><i>Assignments:</i> A case will be given to a group of individuals (teams). Each Teams will write a paper (2 –10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case. The assignment (project paper and presentation accounts) 20 percent of your total point.</p> <p><i>Final Exam:</i> Final exam will cover ALL material and comprises of 50% of the total Point.</p>
Approval	<p><i>Name of Course Instructor</i>_____ <i>Signature</i>_____ <i>Date</i> _____</p> <p><i>Name of Module Chair/HOD</i> _____ <i>Signature</i>_____ <i>Date</i> _____</p>

Department of Management						
Degree Program	B.A. in Management					
Module Title	Information Systems for management					
Module Coordinator	TBA					
Course Number	MGMT3092					
Course Title	System Analysis and Design					
ECTS credit points	5					
Course Information	Academic Year: III		Semester: I			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
						135
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: <ul style="list-style-type: none">➤ Understand the design and development of Computer Based Information System (CBIS) in an organization.➤ Know about the various aspects and components of System Life Cycle in a CBIS.➤ Apply the general concept of System Analysis.					
Course Description/Course Contents	This course provides an overview of various systems concepts, characteristics and elements in an organization and describes the various phases involved in developing a new system and the role of the system analyst. The course focuses on various steps and tools used for gathering information that will be required for preliminary investigation, the methods to analyze the cost and benefit of a project. This course deals with systems approach to problem solving mainly management information system; techniques and tools of system analysis; design of new system evaluation and control system performance (particularly MIS) and determination of information requirements; system implementation; cost benefit analysis of alternative information system solutions; a project work for students.					
Pre-requisites	Management Information System					
Status of the	Core					
Schedule						
Week	Topics and Sub Topics				Course Objectives and Competences to be	
Week 1 and half of week 2	CHAPTER I SYSTEM: AN OVERVIEW 1.1. System Analysis and Design 1.2. System and its Components 1.3. System Concepts 1.4. Fundamentals of Information Systems 1.5. Types of Information System Overviews (DSS, MIS, ES TPS) 1.6. System and System Analyst- A key resource				After completing this unit, students will be able to: <ul style="list-style-type: none">➤ Understand an overview of systems concepts its components and types of information system.➤ Know the overview of systems analysis and design.	
ACTIVITIES						
TEACHERS ACTIVITY			STUDENTS		HOME BASED	LIBRARY

<ul style="list-style-type: none"> ➤ In traducing about the objectives of this chapter to students. ➤ Brain storming students on the issues of the chapter by asking such questions as What is system? ➤ What is system Components? ➤ What do you understand about systems analysis and design? ➤ Giving brief introduction on each component of the chapter ➤ Giving class room home based laboratory and library work ➤ Checking evaluating students work and provision of feed back to students ➤ Summarizing the chapter 	<ul style="list-style-type: none"> ➤ Giving answers to questions raised by instructor ➤ Be in group and discuss on the overview of systems analysis and design systems and its components and on the types of information system present your understanding of each. 	<ul style="list-style-type: none"> ➤ Jot down notes related with concepts its components ➤ Identify types of information system. ➤ 	<ul style="list-style-type: none"> ✓ Read reference materials and take additional notes on the above topics.
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Delivery Methods		lecture, group discussion and reflection
Half of week 2 and week 3	CHAPTER II INFORMATION SYSTEMS DEVELOPMENT PROJECT 2.1. Managing Information System Project 2.2. Information Systems Project Phase 2.3. Representing and Scheduling Project plans 2.4. Using Commercial project Management Software	After completing this unit, students will be able to: <ul style="list-style-type: none"> ➤ Define information system project ➤ Explain about information system project phase ➤ Prepare information system project plan

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing objectives of the chapter to students ➤ Asking brainstorming questions ➤ What is information system project? ➤ Why do we prepare information system project plan? ➤ Giving brief lectures on sub units (Chapter) ➤ Provision of class room duty home based work, Laboratory work and library work on elements of the chapter ➤ Checking and evaluating students' work and giving feed back ➤ Summarizing the chapter 	<ul style="list-style-type: none"> ➤ Responding to questions raised by instructor ➤ Discussing about the following in group ➤ Information system project ➤ Phases of information project 	<ul style="list-style-type: none"> ➤ Jot down notes related with information system project ➤ Identify information system project phase ➤ Understand information system project plan 	<ul style="list-style-type: none"> • Read the reference materials on the topic.

Delivery Methods		lecture, group discussion, presentation and reflection
Week 4 & 5	Chapter III	At the end of this unit, students will be able to:

	The System Development Life Cycle 3.1. The Traditional SDLC 3.2. The Generic System Development Model 3.3. Approaches to System Analysis and Design 3.4. Approach to System Development 3.5. Software Engineering Process	➤ Explain the traditional SDLC ➤ Understand the generic system development model ➤ Explain about the approach to system development ➤ Brief about software engineering process
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
➤ Introducing objectives of the chapter to students ➤ Asking brainstorming questions like what does systems development life cycle mean? ➤ Giving lecture on every contents of the chapter. ➤ Giving class room home based library work and lab work to students ➤ Checking and evaluating students' work and providing feedback. ➤ Summarizing the chapter.	➤ Giving response to brain storming questions ➤ Taking lecture notes ➤ Discussing on the following concepts ➤ What is systems development life cycle? ➤ What are the approaches to systems development? ➤ Reflection on class room activities	➤ Student get briefing on structured analysis and design and on object oriented analysis and design ➤ They get briefing on software engineering process	<ul style="list-style-type: none"> Read reference materials and prepare additional notes on the above topics.

Delivery Methods lecture, group discussion, presentation and reflection

Week 6 & 7	CHAPTER IV SYSTEM SELECTION AND PLANNING 4.1. Identifying and Selecting Projects 4.2. Initiating and Planning System Development Project 4.3. Assessing Project Feasibility 4.4. Building the Baseline Project Plan 4.5. Electronic Commerce Application: System Planning and Selection	At the end of this chapter students will be able to: <ul style="list-style-type: none"> Know how to identify and select projects Know how to assess project feasibility Build the base line project plan
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED	LIBRARY
➤ Introducing Objectives of the chapter ➤ Asking brainstorming questions ➤ How do you identify and select project? ➤ Who initiates system development project? ➤ Giving lecture gaps ➤ Giving classroom job, home based	➤ Provision of responses to raised questions ➤ Taking lecture routes ➤ Discuss on the following questions in group ➤ How to you select	➤ Jot down notes related with identify and select projects ➤ Identify assess project feasibility	➤ Read the reference materials and prepare additional notes on the chapter

laboratory and library work	systems		
➤ Directing field works	Development		
➤ Checking, evaluating and giving feed backs on student activities.	project?		
➤ Summarizing the chapter	➤ What does it mean by feasibility study?		
	➤ - How can one is able to build base line project plan?		
Delivery Methods	lecture, group discussion and reflection		
Week 8, 9, 10 , 11 and 12	CHAPTER V SYSTEM ANALYSIS 5.1. Determining System Requirement ✓ Traditional Methods for Determining requirements ✓ Modern Methods for Determining requirements 5.2. Structuring System Requirements ✓ Process modeling ✓ Logic modeling ✓ Conceptual Data Modeling 5.3. Selecting the Best design Strategy	At the end of this unit students will be able to: ➤ Know the traditional and modern methods of determining requirement ➤ Identify different tools of collecting data to determine requirements. ➤ Explain about process modeling, logic modeling conceptual data modeling and about selecting the best design strategy	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
➤ Introducing objectives of the chapter ➤ Asking brainstorming questions ➤ Introducing the overview of determining systems requirements. ➤ Providing lecture ➤ Providing classroom, laboratory, home based and library activities ➤ Checking and evaluating students' individual & group activities and providing feedback. ➤ Summarizing the chapter.	➤ Giving responses to brainstorming questions ➤ What are systems requirements? ➤ What are required and by whom? ➤ How do you identify systems requirements? ➤ Taking Lectures ➤ Discussing the following in group ➤ Traditional methods of determining requirements ➤ Modern methods for determining requirements? ➤ presenting the result of the discussion	➤ Reading lecture notes ➤ Reading other materials (books) related to deter mining systems requirements. ➤ Doing assignments	✓ Read the reference materials and prepare additional notes on the above topics
Delivery Methods	lecture, group discussion case study and reflection		

Week 13 & 14	Chapter VI Design of new systems 6.1. System design, overview. 6.2. System design areas: <ul style="list-style-type: none"> • Output design. • Input design. • General control principles. • System controls. 	At the end of completing this chapter students will be able to: <ul style="list-style-type: none"> ➤ Understand about design of new system ➤ explain design methodology ➤ Explain input and output design ➤ Explain about system control
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LIBRARY
<ul style="list-style-type: none"> ➤ Introducing the objectives of the chapter ➤ Asking brain storming questions ➤ What the meaning of designing new system? ➤ What do you know about design methodology? ➤ What us the importance of system control? ➤ Provision of lecture ➤ Giving classroom, Laboratory home based and library activities to students. ➤ Checking and evaluating students' activities and providing feed back ➤ Summarizing the chapter 	<ul style="list-style-type: none"> ➤ Giving answers to brain storming questions ➤ Actively participating in the class ➤ forming group and discussing on the following ➤ What is designing system? ➤ What is design methodology? ➤ Input and output design ➤ Control of system 	<ul style="list-style-type: none"> ➤ Reading their lecture notes and additional reading ➤ Doing assignments ➤ Discussing with their dorm mates on issues of the chapter in detail ➤ Jotting down difficulties faced for class discussion 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare additional notes onthe above topics

Delivery Methods

lecture, group discussion case study and reflection

Week 15	Chapter VII - System Implementation 7.1 Stages of implementation. 7.2 Hardware installation. 7.3 System testing. 7.4 Training techniques. 7.5 Implementation strategy 7.6 System Maintenance 7.7 System standard and documentation	At the end of completing this chapter, students will be able to: <ul style="list-style-type: none"> ➤ Explain stage of implementation ➤ Understand hard ware installation ➤ Discuss system testing ➤ describe training techniques ➤ Explain implementation strategy ➤ describe system maintenance ➤ Explain advantages of standards ➤ Discuss about minimum system documentation
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ACTIVITY

TEACHERS ACTIVITY	STUDENTS	HOME BASED	LABRATORY
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<ul style="list-style-type: none"> ➤ In traducing students with the objectives of systems implementation ➤ Ask brain storming questions ➤ What is systems implementation? ➤ What are the things that need to be fulfilled to implement system? ➤ Giving lecture ➤ Providing classroom, laboratory, home based and library activities to students ➤ Checking and evaluating students' activities and providing feedback on the same. <p>Summarizing the chapter</p>	<ul style="list-style-type: none"> ➤ Giving answers to brain storming questions ➤ Actively participating in the class ➤ forming group and discussing on the following ➤ What are stage of implementation ➤ What is system testing? ➤ discuss implementation strategy ➤ System maintenance 	<ul style="list-style-type: none"> ➤ Reading lecture notes ➤ Reading additional materials ➤ Doing assignments ➤ Discussing with their dorm mates about system implementation issues to get more understanding ➤ Listing difficulties and bringing them for class discussion. 	<ul style="list-style-type: none"> ➤ Students get demonstrated on how network analysis, hardware installation, file conversion and system maintenance are carried out.
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<i>Delivery Methods</i>		lecture, group discussion case study and reflection
Course expectation	<ul style="list-style-type: none"> ✚ Preparedness: You must come to class prepared by bringing with you the appropriate materials. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively. ✚ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work ✚ Medium: Use only English, which is the medium of instruction, especially in the class room 	
Policy:	<ul style="list-style-type: none"> ✚ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course ✚ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted ✚ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well ✚ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly. 	
Reference:	<ul style="list-style-type: none"> ➤ Hoffer J.A., George J.F., & Valacich J.S. (2008), <u>Modem System Analysis and Design</u>, 5th ed. New York. Pearson international. ➤ Valacich et.al. (2000), <u>Essentials of System Analysis and Design</u>, 2nd ed., McGraw Hill. ➤ Hoffer J.A., George J.F., & Valacich J.S. (1998), <u>Modem System Analysis and Design</u>, 2nd Ed. New York. Addison- Wesley ➤ Lucas H.C. (1992), <u>The Analysis, Design and Implementation of Information Systems</u>, 4th ed. 	

	<p>McGraw-Hill, Singapore.</p> <p>➤ Satzinger J.W., Jackson R.B., & Burd S.D., (2002), <u>System Analysis and Design in a changing world</u>, Thomson Printing, Singapore.</p> <p>➤ Whitten J.L., Bentley L.D., & Dittman K.C., (2003), <u>System Analysis and Design Methods</u>, 6th ed., Mc-Graw Hill, New Delhi.</p>								
Assessment Arrangement	<p>Activities Points</p> <table> <tr> <td>Quizzes (2 Quizzes each for 10 points)</td> <td>20</td> </tr> <tr> <td>Assignments (2 term paper 10 pts each and 10 pts presentation)</td> <td>30</td> </tr> <tr> <td>Final Exam</td> <td>50</td> </tr> <tr> <td>Total Points</td> <td>100</td> </tr> </table> <p><i>Quizzes:</i> There will be two quizzes given at the end of every three chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 20% of your total point.</p> <p><i>Assignments:</i> There will be a project assignment (drawing DFDs and Entity Relationship diagram) in a team base. Teams will prepare a project paper (2 –10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case.</p> <p><i>Final Exam:</i> Final exam will cover ALL material and it accounts 50 percent of your point.</p>	Quizzes (2 Quizzes each for 10 points)	20	Assignments (2 term paper 10 pts each and 10 pts presentation)	30	Final Exam	50	Total Points	100
Quizzes (2 Quizzes each for 10 points)	20								
Assignments (2 term paper 10 pts each and 10 pts presentation)	30								
Final Exam	50								
Total Points	100								
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>								

Module name	Managerial Economics			
Module Category	Core			
Module code	MGMT-M2171			
Module number	17			
Total ETCS of the module	5			
Objective of the module	After the completion of this module, the students are expected to: ✓ Understand microeconomic models and apply in optimization decisions ✓ Know the relationship of business, economic theories &models, and quantitative techniques in optimizing business operations			
Module competence	Apply Microeconomic theories and models in optimization decisions.			
Mode of Delivery	• Parallel			
Module Teaching learning Methods	• Lecture • Problem solving • Case study analysis • Assignment presentation • Group discussion			
Module Assessment Technique	Continuous assessment (50%) and Final Exam (50%)			
Courses in the module				
Course number	Course name	Credit hours	ECTS (CP)	
MGMT2171	Managerial economics	3	5	

Department of Management						
Degree Program	B.A. in Management					
Module Title	Managerial Economics					
Module Coordinator	TBA					
Course Number	MGMT 2171					
Course Title	Managerial Economics					
ECTS credit points	5					
Course Information	Academic Year: II Semester: II Meeting day: Meeting time: Meeting location:					
Instructor's Contact Information	Office: Phone: Email: Office Hours:					
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
	36	10	10	69	10	135
Course Objectives	After the completion of this course, students will be able to: <ul style="list-style-type: none">• List the different goals and constraints that firms face• Apply the economic way of thinking to business decisions• Use calculus (first and second order derivatives) to solve for an optimum solution• Understand how prices get determined in markets, how market participants benefit in the form of consumer surplus and producer surplus, and what are the consequences of government intervention• Measure the responsiveness of consumers' demand to changes in the price of a good or service, the price of other goods and services, and income• Understand the different costs of production and how they affect short and long run decisions of managers• Understand economies of scale, diseconomies of scale, economies of scope, and cost complementarities, and how each affects the performance of business• Explain the principal-agent problem and why different forms of compensation exists					
Course Description	Managerial Economics is concerned with the application of economic principles and methodologies to business decision problems. In this course students will increase their understanding of economics and learn a variety of techniques that will allow them to solve business problems relating to costs, prices, revenues, profits, and competitive strategies. The course, accordingly, is concerned with both theory and practice: the theory serves to sharpen analytical skills, and the practice will give experience in the application of the principles and techniques to real-world business problems. The course, having the set of mathematical techniques and economic theories and principles, will give students a deeply grounded insight on such matters as to what combination of those theories and techniques should they employ in what situations in making attempts to address managerial problems.					
Pre-requisites	Microeconomics II					
Status of the Course	Core					
Schedule						
Week	Topics and Sub Topics				Chapter objective	
Week 1	CHAPTER ONE INTRODUCTION MANAGERIAL ECONOMICS 1.1 Definition, Managerial Issues, Decision Making				After completing this chapter students will be able to: ✓ Define managerial economics	

1.2 Scopes of Managerial Economics 1.3 The nature of the firm 1.4 Goals and Constraints 1.5 the circular flow of economic activity 1.6 The concept of profits	<ul style="list-style-type: none"> ✓ Justify why business firms exist ✓ Identify the constraints of firms ✓ Describe the circular flow of economic activities ✓ Differentiate the different concepts of profits
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY
<ul style="list-style-type: none"> ➤ Introduce teachers him/herself ➤ Introduce the subject/course ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving home work assignment 	<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment

Delivery Methods Lecture, group discussion and reflection

Week 2,3 & 4	<p style="text-align: center;">CHAPTER TWO Fundamental Economic Concepts 2.1 Equilibrium Analysis: <ul style="list-style-type: none"> • Supply and Demand Relationships 2.2 Marginal Analysis 2.3 The Time Value of Money</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> • Understand the difference between individual and market demands. • know factors that determine the market demand of a commodity • Measure the response of market demand to changes in the determinants such as price and income. • Explain the reaction of consumers to changes in their incomes, their preference, the price they face, and other economic variables • explain the meaning of time value of money • solve future value and present value
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY
<ul style="list-style-type: none"> ➤ Revised last lesson ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving home work assignment ➤ Provide quiz I (10%) 	<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment ➤ Taking quiz I

Delivery Methods lecture, group discussion, presentation and reflection

Week 5, 6, & 7	<p>UNIT 3 - OPTIMIZATION TECHNIQUES 3.1 Introduction 3.2 Types of Optimization Techniques</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of Optimization
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	3.3 Differential Calculus and optimization <ul style="list-style-type: none"> ✓ Applications of Differential Calculus to Optimization Problems ✓ Partial Differentiation and Multivariate Optimization ✓ Constrained Optimization/ Lagrange multiplier technique 	Techniques <ul style="list-style-type: none"> • Use the method of Lagrange multiplier method in solving economic problems. • understand the concept of differential calculus • Compute the partial derivatives. • Apply the partial derivatives concepts in solving economic problems.
ACTIVITIES		
TEACHERS ACTIVITY		STUDENTS ACTIVITY
<ul style="list-style-type: none"> ➤ Revised last lesson ➤ Asking brainstorming questions/ about risk, decision making, uncertainty ,etc/ ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving assignment II (10%) 		<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment
Delivery Methods lecture, group discussion, presentation and reflection		
Week 8, 9, & 10	Chapter four Demand and demand forecasting 4.1.Introduction 4.2 Analysis of market Demand 4.3 Demand Function 4.4 Elasticity of Demand and its application 4.5. Demand forecasting 4.5.1 qualitative forecasting 4.5.2 quantitative forecasting	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Understand the market and individual demand ➤ Understand the application of elasticity for managerial decision ➤ Know and apply the qualitative and quantitative forecasting techniques
ACTIVITIES		
TEACHERS ACTIVITY		STUDENTS ACTIVITY
<ul style="list-style-type: none"> ➤ Revised last lesson ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving home work assignment ➤ Provide Quiz II (10%) 		<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment ➤ Taking quiz II
Delivery Methods lecture, group discussion and reflection		
weeks 11, 12 & 13	UNIT 5 - DECISION MAKING UNDER RISK AND UNCERTAINTY (7 hours) 5.1. The Nature of Decision Making 5.2 Meaning and Measurement of Risk	At the end of this unit students will be able to: <ul style="list-style-type: none"> ➤ Describe decision making in different situations ➤ Know the application risk and probability distribution in investment evaluation

	5.2.1. The Meaning of Risk 5.2.2. Risk and Probability Distributions 5.2.3. Risk and Expected values of an Investment 5.3. Approaches of incorporating Risk into Decision Making Process 5.4. Decision Making Under Uncertainty	➤ Evaluate investment in risk environment ➤ Understand how to make investment decisions in uncertainty
ACTIVITIES		
TEACHERS ACTIVITY		STUDENTS ACTIVITY
➤ Revised last lesson ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving assignment II (10%)		➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment
Delivery Methods	lecture, group discussion case study and reflection	
week 14	CHAPTER SIX Production and Cost analysis 6.1. theory of production 6.2 theory of cost 6.3. Economies and Diseconomies of scale 6.4. Economies of scope	After completing this chapter, students will be able to ➤ Define theory of production and theory of cost ➤ Describe the concept of Economies and Diseconomies of scale ➤ Solve Economies of scope problems.
ACTIVITIES		
TEACHERS ACTIVITY		STUDENTS ACTIVITY
➤ Revised last lesson ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving home work assignment ➤ Provide Quiz III (10%)		➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment ➤ Taking quiz III
Delivery Methods	lecture, group discussion case study and reflection	
week 15	CHAPTER SEVEN PRICING STRATEGIES AND PRACTICES 7.1 Introduction 7.2 Pricing strategies	After completing this chapter, students will be able to ➤ Define pricing strategies ➤ Describe the different types of pricing strategies

ACTIVITIES	
TEACHERS ACTIVITY	STUDENTS ACTIVITY
<ul style="list-style-type: none"> ➤ Revised last lesson ➤ Asking brainstorming questions ➤ Lecturing ➤ Giving group discussion points ➤ Provide activities ➤ Giving feedback on their presentation ➤ Summarizing the main points of the chapter ➤ Giving home work assignment 	<ul style="list-style-type: none"> ➤ Answering brain storming questions asked by the instructor. ➤ Taking lecture ➤ Discussing the given activities. ➤ Reflection on the class room, home based activities. ➤ Taking assignment
Assessment Arrangement	<u>Activities Points</u>
	<i>Quizzes (quiz I, quiz II and quiz III)</i> 30
	<i>Assignments (project paper and presentation)</i> 20
	<i>Final Exam</i> 50
	Total Points 100
	<i>Final Exam:</i> Final exam will cover ALL material and comprises of 50% of the total Point.
Approval	<i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____
	<i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ <i>Date</i> _____

Reference:

- ❖ Peterson And Lewis , Managerial Economics, Pearson Education, Plc,1999
- ❖ Chrystal and Lipsey, Economics for Business and Management, Oxford University Press, 1997.
- ❖ Graham Pearson , Managerial Economics, Addison Wesley Publishing Company, 1980
- ❖ Maurice et.al Managerial Economics And Business Strategy, Mcgraw Hill Primis, 2002

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- McGuigan and Moyer. Managerial Economics, 5th ed. West Publishing Company.1989.
- Pappas and Hirschey. Managerial Economics, 6th ed. The Dryden press 1990.
- D.N. Dwivedi, Managerial Economics, Vikas Publishing House Pvt Ltd., New Delhi, 1989.

Module name	Innovation and Project Management			
Module Category	Core			
Module code	MGMT-M3191			
Module number	19			
Total ETCS of the module	15			
Objective of the module	After completing the module, students will be able to understand: ➤ Meaning of entrepreneurship within the context of society; organizations and individuals. ➤ More about the specific management issues involved in setting up and running a small enterprise. ➤ The impact of entrepreneurship on the economy. ➤ How to distinguish between an entrepreneurial and a conventional approach to management. ➤ Developing a concept for an innovative product or service in his/her own area of interest. ➤ How to identify traits/characteristics of an entrepreneur/ entrepreneurs as exhibited in behavior. ➤ How to analyze elements of the entrepreneurial mind set and discuss the implications for functioning as a successful entrepreneur. . ➤ Basic concepts of project analysis and planning, ➤ Sources of project ideas and project identification, ➤ Feasibility study from different analyses perspective, ➤ Mechanisms of project financing, ➤ How to prepare project documentation & project appraisal, ➤ The basic concepts of risk, classification of risk and principles of insurance & reinsurance ➤ The major tools of risk management			
Module competence	Create, innovate and manage projects and control risk.			
Mode of Delivery	• Parallel			
Module Teaching learning Methods	• Listen to a lecture and take notes on the lesson treated • Take part in reading assignment • Group Discussion • Individual reflection • Debate among groups • Case study discussion and analysis • Assignment presentation			
Module Assessment Technique	Continuous assessment (50%) and Final Exam (50%)			
Courses in the module				
Course number	Course name	Credit hours	ECTS (CP)	
MGMT3191	Entrepreneurship and Enterprise Development	3	5	
MGMT3192	Project Management	3	5	
MGMT3193	Risk Management and Insurance	3	5	

Department of Management						
Degree Program	B.A. in Management					
Module Title	Innovation and Project Management					
Module Coordinator	TBA					
Course Number	MGMT 3191					
Course Title	Entrepreneurship and Enterprise Development					
ECTS credit points	5					
Course Information	Academic Year: III		Semester: II			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
						135
Course Objectives	<p>The course enables students to have an understanding on:</p> <ul style="list-style-type: none">➤ Define entrepreneurship within the context of society; organizations and individuals.➤ Understand more about the specific management issues involved in setting up and running a small enterprise.➤ Demonstrate an understanding of the impact of entrepreneurship on the economy.➤ Distinguish between an entrepreneurial and a conventional approach to management.➤ Recognize and overcome obstacles to creative problem-solving.➤ Describe the element of an effective business model/plan.➤ Develop a concept for an innovative product or service in his or her own area of interest.➤ Recognize that entrepreneurial success in the 21st century depends on teamwork and diversity.➤ Develop a personal framework for managing the ethical dilemmas and social responsibilities facing entrepreneurs.➤ Describe the leadership studies of entrepreneurs who have been successful in different sectors (e.g., start-ups, corporations. Community, public sector, etc.).➤ Equipped with the basic knowledge and skills of starting and operating a business for they will be the future managers (or even Owner-managers) of these firms.➤ Identify traits/characteristics of an entrepreneur/ entrepreneurs as exhibited in behavior.➤ Analyze elements of the entrepreneurial mind set and discuss the implications for functioning as a successful entrepreneur. .					
Competences to be Acquired	Competent in creation, innovation and management of enterprises					
Course Description/Course Contents	This interdisciplinary course is designed to introduce students to the concept of sustainable entrepreneurship, a manageable process that can be applied across careers and work settings. It focuses on building entrepreneurial attitudes and behaviors that will lead to creative solution within community and organizational environments. Course topics include the history of entrepreneurship, the role of entrepreneurs in the 21st century global economy, and the identification of entrepreneurial opportunities. The elements of creative problem solving, the development of a business concept/model, the examination of feasibility studies and the social /moral/ethical implication of entrepreneurship will be incorporated. Issues related to starting and financing a new venture are included.					
Pre-requisites	No pre-requisite					

Status of the Course		Core	
Week	Topics and Sub Topics	Course Objectives and Competences to be Acquired	
Week 1	Chapter One - Entrepreneurship and Free Enterprise 1.1. Definition and philosophy 1.2. History 1.3. Role within the economy 1.4 Entrepreneurship, creativity and Innovation	After completing this unit, students will be able to: ➤ Define entrepreneur and entrepreneurship ➤ Identify the importance of entrepreneurship ➤ Relate among Entrepreneurship, creativity and Innovation	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is entrepreneurship? ➤ What is an entrepreneur? ➤ Giving brief introduction to the sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students’ work ➤ Summarizing the chapter	➤ Define entrepreneur and entrepreneurship ➤ Discuss importance of entrepreneurship	➤ Jot down notes related with entrepreneurship	✓ Read reference materials and take additional notes on the above topics.
Delivery Methods		lecture, group discussion and reflection	
Assessment	QUIZ:	5%	
	Chapter Two - Small Business 2.1 Definition and importance 2.2 Economic social & political aspects of small business enterprise 2.3 Small Business Failure factors. 2.4 Problems in Ethiopia small business 2.5 Setting Small Business 2.5.1 What is Basic Business Idea? 2.5.2 What project an Entrepreneur should have? 2.5.3 Definition of industry and small scale industry 2.5.4 Steps in setting a small scale unit	After completing this unit, students will be able to: ➤ Explain the meaning and importance of small business ➤ List the failure factors for a small business ➤ Understand the elements while setting a small business	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the	➤ Discuss	➤ Jot down notes	• Read the

<p>students</p> <ul style="list-style-type: none">➤ Asking brain storming questions➤ What is small business?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<p>meaning and importance of small business</p> <ul style="list-style-type: none">➤ Discuss failure factors for a small business➤ Explain the elements while setting a small business➤	<p>related with small business</p>	<p>reference materials on the topic</p>
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	<ul style="list-style-type: none">• Test		10%	
Week 3, 4 & 5	Chapter Three - Business Planning 3.1 The concept of business planning 3.2 Feasibility planning 3.3 The business plan 3.4 Developing a business plan		At the end of this unit, students will be able to: <ul style="list-style-type: none">➤ Define business planning➤ Identify the elements of business plan	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is business planning?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Discuss business planning➤ Discuss elements of business plan	<ul style="list-style-type: none">➤ Jot down notes related with business planning	<ul style="list-style-type: none">• Read reference materials and prepare additional notes on the above topics.
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	<ul style="list-style-type: none">• Group Assignment on developing business plan• Its presentation		10% 10%	
Week 6, 7 & 8	Chapter Four - Product and Service Concept 4.1 Product technology 4.2 Product development process 4.3 Product protection 4.3.1 Patents		At the end of this chapter students will be able to: <ul style="list-style-type: none">➤ Understand the various concepts of Product technology➤ Understand the various concepts of Product development process➤ Understand the types of product protection	

	4.3.2 Trademarks 4.3.3 Copyrighting	mechanisms	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is product?➤ What are the means to protect a product?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter	<ul style="list-style-type: none">➤ Discuss concepts of Product technology➤ Discuss Product development process and product protection mechanisms	<ul style="list-style-type: none">➤ Jot down notes related with Product technology	<ul style="list-style-type: none">➤ Read the reference materials and prepare additional notes on the chapter
Delivery Methods	lecture, group discussion and reflection		
Assessment	<ul style="list-style-type: none">• Quiz	5%	
	Chapter Five - Marketing and new venture development 5.1 Marketing research 5.2 Marketing intelligence 5.3 Competitive analysis 5.4 Marketing strategies 5.5 International markets	At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Explain the concept of Marketing research➤ Explain the term Marketing intelligence➤ Understand the concept of Marketing strategies and International markets	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is the difference between marketing research and marketing intelligence?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works	<ul style="list-style-type: none">➤ Discuss concept of Marketing research➤ Discuss of Marketing strategies and International markets	<ul style="list-style-type: none">➤ Jot down notes related with Marketing research	<ul style="list-style-type: none">✓ Read the reference materials and prepare additional notes on the above topics

<ul style="list-style-type: none">➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter				
Delivery Methods		lecture, group discussion case study and reflection		
Assessment	<ul style="list-style-type: none">• Individual assignment	10%		
	Chapter Six - Organizing and financing the new venture 6.1 Entrepreneurial team and business formation 6.2. Sources of financing 6.2.1 Asset management 6.2.2 Equity Financing 6.2.3 Venture Capital 6.2.4 Debt financing 6.2.5 Government Programs	At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Understand the concept of Entrepreneurial team and business formation➤ List out the various sources of finance		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is entrepreneurial team?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Discuss concept of Entrepreneurial team and business formation➤ Discuss various sources of finance	<ul style="list-style-type: none">➤ Jot down notes related with Entrepreneurial team and business formation	<ul style="list-style-type: none">✓ Read the reference materials and prepare additional notes onthe above topics
Delivery Methods		lecture, group discussion case study and reflection		
	Chapter Seven - Managing Growth and transaction 7.1. Preparing for the launch of the venture 7.2. Managing early growth of venture 7.3.New venture expansion strategies and Issues (Mergers, Acquisitions, licensing and Franchising)	At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Understand the ways in which we can manage early growth➤ List and explain new venture expansion strategies		
ACTIVITIES				

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is venture?➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter	<ul style="list-style-type: none">➤ Discuss concept of manage early growth➤ Discuss new venture expansion strategies	Jot down notes related with launch of the venture, growth of venture, and expansion strategies.	✓ Read the reference materials and prepare additional notes onthe above topics
Delivery Methods	lecture, group discussion case study and reflection		
Independent Readings – Required			
A. Forms of business organizations <ul style="list-style-type: none">• Sole proprietorship• Partnership• Corporation• Joint venture• Franchises• Public Enterprises• Cooperatives			
B. Ethical issues governing Entrepreneurship			
Course expectation	<ul style="list-style-type: none">✚ Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.✚ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work✚ Medium: Use only English, which is the medium of instruction, especially in the class room		
Policy:	<ul style="list-style-type: none">✚ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course		

		<p>✚ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</p> <p>✚ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</p> <p>✚ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</p>
Reference:		<p>➤ Hailay Gebretinsae, Entrepreneurship and Small Business Management, 2nd Edition.</p> <p>➤ Hodgetts, Richard M. Kurakto, Donald F. "Entrepreneurship: A contemporary approach ". Fourth Edition, the Dryden Press, 1998.</p> <p>➤ Hirsh Robert D. and D. and Peters Michael P. "Entrepreneurship" Fifth Edition, Tata McGraw Hill Edition, 2002.</p> <p>➤ Holt David H. "Entrepreneurship – New venture Creation "Eastern Economy Edition, 2000.</p> <p>➤ Donald F. Kutatko and Richard M. Hodgetts, "Entrepreneurship: A Contemporary Approach" Fourth Edition.</p>
Assessment Arrangement	<u>Activities Points</u>	
	Quiz	10
	Quizzes	10
	Test	10
	Individual assignment	10
	Group Assignments	10
	Presentation	10
	Final Exam	<u>50</u>
Total Points		100
<i>Final Exam:</i> Final exam will cover ALL material.		
Approval	Name of Course Instructor _____ Signature _____ Date _____	
	Name of Module Chair/HOD _____ Signature _____ Date _____	

Department of Management						
Degree Program	B.A. in Management					
Module Name	Innovation and Project Management					
Module Code	MGMT-M3191					
Module Coordinator	TBA					
Course Title	Project Management					
Course Code	MGMT3192					
ECTS credit points	5					
Course Information	Academic Year: III		Semester: II			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives	After accomplishment of this course, students will be able to:- <ul style="list-style-type: none">• Know basic concepts of project analysis and planning,• Understand sources of project ideas and project identification,• Explain feasibility study from different analyses perspective,• Know mechanisms of project financing,• Prepare project documentation & project appraisal,• Appreciate project implementation, controlling & evaluation techniques					
Competences to be Acquired	After completing the course, students will be competent to manage different types of projects					
Course Description/Course Contents	Project analysis and Management involves systematically incorporating the interests of customers, creating a disciplined way of prioritizing efforts and resolving tradeoffs, working concurrently on all aspects of the project in multifunctional teams and downstream activities. To this end, the course is designed to teach students the fundamentals of project formulations, appraisal, executive, planning and analysis of projects, the project cycle, market and demand analysis, raw material and supply study, location, site, and environmental assessment, production plan and plant capacity, technology and engineering study, financial & economic analysis , appraisal criteria, project financing, documentation, implementation monitoring and evaluation.					
Pre-requisites	No Prerequisite					
Status of the Course	Core					
Schedule						
Week	Topics and Sub Topics			Course Objectives and Competences to be Acquired		
Week 1	Unit 1- GENERAL INTRODUCTION 1. Meaning and definition of project 2. Features of a project 3. Projects and Plans			After completing this unit, students will be able to: ✓ understand the meaning and definition of project, ✓ explain the features of project,		

		✓ Narrate projects and plans	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ Introduce students with the concept of project and features. ✓ facilitate group work ✓ Give brief lecture on features of project. ✓ Summarize discussion the lesson.	✓ Participate in group work on project plan. ✓ Attend the lecture ✓ Reflection of idea on project plan.	✓ List down the features of project. ✓ identify the components of project	✓ Read reference materials and prepare note on features of project.
Delivery Methods	lecture, group discussion and reflection		
Assessment	• Quiz	10%	
	UNIT 2 PROJECT CYCLE 2. Meaning and Definition of Project Cycle 3. World Bank Project Cycle 4. UNIDO Project Cycle	After completing this unit, students will be able to: ➤ Understand the meaning and definition of project cycle. ➤ explain the World Bank Project Cycle ➤ Differentiate World Bank Project Cycle and UNIDO Project Cycle.	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ Introduce students with the meaning and definition of project cycle. ✓ facilitate group work ✓ Give brief lecture. ✓ summarize the lesson	✓ Participate in group work on world band project cycle. ✓ Attend the lesson. ✓ Reflect their idea by asking questioning and answering.	✓ List down different projects life cycle. ✓ Identify the difference between World Bank Project Cycle and UNIDO Project Cycle.	Read reference materials and prepare note on different project life cycles.
Delivery Methods	lecture, group discussion, presentation and reflection		
Assessment	• Test	5%	
Week 3, 4 & 5	UNIT 3 - PROJECT IDENTIFICATION 3.1. Project Idea – meaning 3.2. Sources of Project Ideas 3.2.1. Macro sources 3.2.2. Micro sources	At the end of this unit, students will be able to: ➤ Understand the sources of project ideas. ➤ explain project ideas ➤ Differentiate between macro and micro sources of project ideas.	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ Introduce students the meaning of project idea ✓ Facilitate group discussion on macro and micro sources of project ideas. ✓ Giving lecture. ✓ summarize the discussion and lesson	✓ Discus on project ideas. ✓ Attend the lesson. ✓ Reflection to the class.	List down difference between macro and micro sources of project ideas. Identify the sources of project ideas.	Read reference materials and prepare note on different sources of project ideas.

Delivery Methods	lecture, group discussion, presentation and reflection	
Assessment	<ul style="list-style-type: none"> Individual assignment on project idea generation 	5%
Week 6, 7 & 8	UNIT 4 - PROJECT PREPARATION <ul style="list-style-type: none"> 4.1. Markets and Demand Analysis 4.2. Raw Materials and Supplies Study 4.3. Location, Site and Environment Impact Assessment (EIA) 4.4. Production Program and Plant Capacity 4.5. Technology Selection 4.6. Organizational and Human Resource 4.7. Financial and Economic Analysis <ul style="list-style-type: none"> 4.7.1. Initial investment cost 4.7.2. Production cost 4.7.3. Marketing cost 4.7.4. Projection of cash flow 4.7.5. Financial evaluation <ul style="list-style-type: none"> 4.7.5.1. Net present value (NPV) 4.7.5.2. Internal rate of return (IRR) 4.7.5.3. Benefit cost ratio (BCR) 4.7.5.4. Payback period (PBP) 4.7.5.5. Accounting rate of return (ARR) 4.7.5.6. Break – even analysis (BEA) 	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ✓ Understand the process of market and demand analysis ✓ Understand the process of technical analysis ✓ Perform the process of Financial and Economic Analysis ✓ Evaluate financial feasibility of projects ✓ Conduct ecological analysis ✓ Identify the types of Financial evaluation criteria ✓ Identify the cost taken into consideration in financial analysis

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students the concept of project preparation. ✓ Facilitate group discussion on financial and economic analysis. ✓ Give brief lecture. ✓ Facilitate group work on financial evaluation. ✓ Summarize the discussion and the lesson. 	<ul style="list-style-type: none"> ✓ Discuss on financial and economic analysis. ✓ Follow lecture. ✓ Do group work on financial evaluation. ✓ Reflection to the class. 	<ul style="list-style-type: none"> ✓ List down Financial and Economic Analysis ✓ Identify the Location, Site and Environment Impact Assessment (EIA) 	Read reference materials and prepare note on different sources of project ideas.

Delivery Methods	lecture, group discussion, presentation and reflection	
Assessment	<ul style="list-style-type: none"> Group Assignment on project development Presentation 	10% 10%
	UNIT 5 - PROJECT IMPLEMENTATION, MONITORING AND EVLAUATION <ul style="list-style-type: none"> 5.1. Organization <ul style="list-style-type: none"> 5.1.1. Line and Staff Organization 5.1.2. Divisional Organization 5.1.3. Matrix Organization 5.2. Project Planning 5.3. Project Control 5.4. Human Aspects of Project Management 5.5. Pre – requisites for Successful Project Implementations 	At the end of this unit students will be able to: <ul style="list-style-type: none"> ✓ Understand PROJECT IMPLEMENTATION, MONITORING AND EVLAUATION ✓ explain the features of project planning and control ✓ Narrate Human Aspects of Project Management ✓ Tell Pre – requisites for Successful Project Implementations

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students with the concept of PROJECT IMPLEMENTATION, MONITORING AND EVALUATION ✓ facilitate group discussion ✓ Give brief lecture ✓ Summarize discussion and the lesson. 	<ul style="list-style-type: none"> ✓ Participate in group discussion on Human Aspects of Project Management ✓ Attend the lesson. ✓ Reflect their idea to the class. 	<ul style="list-style-type: none"> ✓ List down the features of project planning and control ✓ Read the Pre – requisites for Successful Project Implementations 	<ul style="list-style-type: none"> ✓ Read the reference materials and prepare additional notes on the above topics

Delivery Methods **lecture, group discussion, reflection**

Assessment	<ul style="list-style-type: none"> • Cases 	10%
	UNIT 6 - SOCIAL COST BENEFIT ANALYSIS (SCBA) 6.1. Rationale for SCBA 6.2. UNIDO Approach 6.3. Net Benefit in Terms of Economic Prices 6.4. Savings Impact	At the end of this lesson students will be able to: <ul style="list-style-type: none"> ✓ Understand social cost and benefit analysis. ✓ Explain UNIDO approach and Net Benefit in Terms of Economic Prices ✓ Tell about saving impact of project.

ACTIVITIES








TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students the concept of social cost and benefit analysis ✓ Facilitate group discussion on Rationale for SCBA. ✓ Giving lecture. ✓ Summarize the discussion and lesson 	<ul style="list-style-type: none"> ✓ Discuss on Rationale for SCBA. ✓ Attend the lesson. ✓ Reflect their idea to the class. 	<ul style="list-style-type: none"> • List down saving impact of project. • Identify cost and benefit analysis of project 	<ul style="list-style-type: none"> Read reference materials and prepare additional notes on the above topics.

Delivery Methods **lecture, group discussion and reflection**

	UNIT 7 - PROJECT FINANCING 7.1. Source of Project Finance 7.1.1. Equity 7.1.2. Loan financing 7.1.3. Leasing 7.2. Cost of Capital 7.3. Public Policy and Regulations on Financing 7.4. Financing Institutions	At the end of this lesson students will be able to: <ul style="list-style-type: none"> • Enumerate Source of Project Finance • Explain Cost of Capital. • Tell Public Policy and Regulations on Financing. • Understand the concept of financing institutions
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students the concept of project financing. ✓ Facilitate group discussion on source of financing ✓ Giving lecture ✓ summarize the discussion and lesson 	<ul style="list-style-type: none"> ✓ Discuss on source of project financing. ✓ Attend the lesson. ✓ Reflect their idea to the class. 	<ul style="list-style-type: none"> • Identify source of financing, cost of capital and Public Policy and Regulations on Financing. • Identify financial institutions. 	<ul style="list-style-type: none"> • Read reference materials.

Delivery Methods	lecture, group discussion and reflection		
Assessment	○	Test chapter (6&7)	
Course expectation :		Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.	
		Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work	
		Medium: Use only English, which is the medium of instruction, especially in the class room	
Policy		Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course	
		Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted	
		Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well	
		Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.	
Reference:		<div>➤ Prasanna Chandra, Projects – Planning Analysis, Financing, Implementation, and Review</div> <div>➤ UNIDO, A Manual for the Preparations of Industrial Feasibility Studies</div> <div>➤ UNIDO, A Guide to Practical Project Appraisal</div> <div>➤ Harold Kerzner, Project Management</div> <div>➤ Rory Burke, Project Management</div> <div>➤ Trevor Tong, Planning Projects</div>	
Assessment Arrangement		<div><div>Activities Points</div><div><div>Quizzes</div><div>Individual assignments</div><div>Group assignments</div><div>Tests</div><div>Presentations</div><div>Cases</div><div>Final Exam</div><div>Total Points</div></div><div><div>10</div><div>5</div><div>10</div><div>5</div><div>10</div><div>10</div><div><u>50</u></div><div>100%</div></div></div> <div>Final Exam: Final exam will cover ALL material.</div>	
Approval		<div><div>Name of Course Instructor</div><div>Name of Module Chair/HOD</div></div>	<div><div>Signature</div><div>Signature</div></div> <div><div>Date</div><div>Date</div></div>

Department of Management						
Degree Program	B.A. in Management					
Module Title	Innovation and Project Management					
Module Coordinator	TBA					
Course Number	MGMT 3193					
Course Title	Risk Management and Insurance					
Credit Hours	3					
ECTS credit points	5					
Course Information	Academic Year: III		Semester: II			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives	After accomplishment of this course, students will be able to:- <ul style="list-style-type: none">➤ Know basic concepts of risk➤ Explain the basic classification of risk➤ Understand the principles of insurance➤ Understand insurance Industry in Ethiopia➤ Explain the nature and application of reinsurance➤ Identify and measure business loss exposures.➤ Discusses how to select among the major tools of risk management➤ Measure, if not eliminate, exposures to loss or risk and analyze various class of insurance contracts					
Competences to be Acquired	Capable of managing risk by applying insurance and other risk management tools					
Course Description/Course Contents	Risk affects every aspect of an organization. The effects of risk are not confined within any predictable boundaries; a single event can easily influence several areas of an organization at once, producing consequences far beyond the immediate impact. The pervasiveness and complexity of risk presents strong challenges to managers, one of the most important being the coordination of risk management across areas within the organization. It deals with: the nature and management of pure risks, insurance and reinsurance; risk concepts, classification of risks, management of pure risks through various risk handling tools, industrial safety, general principles of insurance and major classes of insurance, reinsurance and development & regulation of the insurance Ethiopia					
Pre-requisites	No Prerequisite					
Status of the Course	Core					
Schedule						
Week	Topics and Sub Topics			Course Objectives and Competences to be Acquired		
Week 1	CHAPTER ONE - RISK AND RELATED TOPICS <ul style="list-style-type: none">➤ 1.1. Risk defined➤ 1.2. Risk Vs uncertainty			After completing this unit, students will be able to: <ul style="list-style-type: none">➤ Define and understand the concept of risk➤ Understand the difference between risk, uncertainty and probability		

	<ul style="list-style-type: none"> ➤ 1.3. Risk and probability ➤ 1.4. Risk, peril and hazard ➤ 1.5. Classification of risk 	<ul style="list-style-type: none"> ➤ Understand the word hazard and peril and its relationship with risk ➤ Identify the different types of risk
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students ➤ Asking brain storming questions ➤ How do you understand the word risk and its causes? • Giving class room and home based works • Giving brief introduction to the sub topics • Giving class room, library and home based works • Checking, evaluating, and giving feedback to students' work • Summarizing the chapter 	<ul style="list-style-type: none"> ✚ Answering brain storming questions Be in group and discuss questions given by the instructor 	Read lecture note and other reference books	Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.

Assessment	Quiz	5%
	<p>Chapter Two: THE RISK MANAGEMENT</p> <p>2.1 Risk management defined</p> <p>2.2. Objectives of risk management</p> <p>2.3. Steps in risk management process</p> <p>2.3.1. Risk identification</p> <p>2.3.2. Risk measurement</p> <p>2.3.3. Selecting the appropriate tools of risk management</p> <p>2.3.4. Risk administration</p>	<p>After completing this unit, students will be able to:</p> <ul style="list-style-type: none"> ➤ Explain the meaning and definition of risk management ➤ Elaborate steps in risk management process

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students • Asking brain storming questions <ul style="list-style-type: none"> ➤ What is risk management? ➤ What are the steps include in risk management process? • Giving brief introduction to the sub topics • Giving class room and home based works • Checking, evaluating, and giving feedback to students' work • Summarizing the chapter 	<ul style="list-style-type: none"> ✚ Answering brain storming questions 	✚ Read lecture note and other reference books	✚ Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.

Assessment	Test ch-1 and ch-2,	10%
Week 3, 4 & 5	<p>CHAPTER THREE - INSURANCE</p> <p>3.1 Insurance Defined</p> <p>3.2 Basic characteristics of insurance</p>	<p>At the end of this unit, students will be able to:</p> <ul style="list-style-type: none"> ✚ Define insurance and its basic characteristics ✚ Understand the difference between insurance

	3.3 Fundamentals of insurable risk 3.4 Insurance and gambling compared 3.5 Insurance and Speculation compared. 3.6 Benefits and costs of insurance 3.6.1 Benefits of insurance to the society 3.6.2 Cost of insurance to society	and gambling and insurance with speculation ✚ Understand the benefits and costs of insurance
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Introducing objectives to the students Asking brain storming questions <ul style="list-style-type: none"> ➤ What is insurance? Is it insurance is gambling? ➤ Do you think all risks are insurable? If yes how? If no, what are the basic elements of insurable risk? Giving brief introduction to the sub topics Giving class room and home based works checking, evaluating, and giving feedback to students' work Summarizing the chapter 	✚ Answering brain storming questions	➤ Read lecture note and other reference books	✚ Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods	Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.
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Assessment	Individual assignment	5%
Week 6, 7 & 8	CHAPTER FOUR - LEGAL PRINCIPLE OF INSURANCE CONTRACT Principle of indemnity 4.2. Principle of insurable interest 4.3. Principle of subrogation 4.4. Principle of utmost good faith 4.5. Principle of contribution 4.6. Doctrine of proximate cause	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Understand the principle of insurance and their concept


ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Introducing objectives to the students Asking brain storming questions <ul style="list-style-type: none"> ➤ Do you think insurance has a principle? What are these principles? Giving brief introduction to the sub topics Giving class room and home based works Checking, evaluating, and giving feedback to students' work Summarizing the chapter 	<ul style="list-style-type: none"> Answering brain storming questions 	➤ Read lecture note and other reference books	Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.



Delivery Methods	Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.		
Assessment	Case study Presentation.	10% 5%	
	CHAPTER FIVE – LIFE AND HEALTH INSURANCE 5.1 Underwriting life insurance 5.2. Types of life insurance polices 5.3. Premium determination 5.4. Worker’s compensation insurance 5.5. Personal accident insurance	At the end of this unit students will be able to: ➤ Understand the concept of underwriting ➤ Describe types of life insurance ➤ Determine premium ➤ Understand about Worker’s compensation insurance and Personal accident insurance	





ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Introducing objectives to the students Asking brain storming questions ➤ What is life insurance? What are the types of life insurance policies? Giving brief introduction to the sub topics Giving class room and home based works Checking, evaluating, and giving feedback to students’ work Summarizing the chapter 	 Answering brain storming questions	➤ Read lecture note and other reference books	Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods	lecture, group discussion, reflection		
Assessment	Discussion		
	CHAPTER SIX - NON-LIFE INSURANCE 6.1. Motor insurance 6.2. Burglary and housekeeping insurance 6.3. Fire and lighting insurance 6.4. Marine insurance 6.5. Aviation insurance 6.6. Liability insurance 6.7. Pecuniary insurance 6.8. Fidelity guarantee insurance 6.9. Engineering insurance	At the end of this lesson students will be able to:  Explain different types of non-life insurance and their concepts	

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Introducing objectives to the students Asking brain storming questions ➤ Can you lists and explain about non-life insurance policies? Giving brief introduction to the sub topics Giving class room and home based works 	 Answering brain storming questions	➤ Read lecture note and other reference books	 Go to the library and search reference books; and take comprehensive notes in line with

<ul style="list-style-type: none">• Checking, evaluating, and giving feedback to students’ work• Summarizing the chapter				the contents of the unit.
Delivery Methods		Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.		
Assessment	Firm Visit on issues related to ch-5 and ch-6 Presentation		10% 5%	
	CHAPTER seven - RE-INSURANCE 7.1. Meaning of Re-insurance 7.2. Reason for Re-insurance 7.3. Types of Re-insurance	At the end of this lesson students will be able to: ➤ Understand the meaning and reason of re-insurance ➤ Explain about different types of life insurance		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">• Introducing objectives to the students• Asking brain storming questions➤ What is the concept and reason of re-insurance?• Giving brief introduction to the sub topics• Giving class room and home based works• Checking, evaluating, and giving feedback to students’ work• Summarizing the chapter		 Answering brain storming questions	➤ Read lecture note and other reference books	 Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.
Delivery Methods		Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.		
Assessment	Quiz		5%	
	CHAPTER EIGHT : THE INSURANCE BUSINESS IN ETHIOPIA 8.1. Development of insurance in Ethiopia 8.2. Regulation of insurance companies 8.2.1. Proclamation No.68/1975 8.2.2. Proclamation No.86/1994	At the end of this lesson students will be able to: ➤ Understand the Development of insurance in Ethiopia ➤ Explain regulation of insurance companies		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">• Introducing objectives to the students• Asking brain storming questions➤ Do you have information about development insurance in Ethiopia? If yes, explain?• Giving brief introduction to the sub topics• Giving class room and home based works• Checking, evaluating, and giving feedback to students’ work• Summarizing the chapter		 Answering brain storming questions	➤ Read lecture note and other reference books	 Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.
Delivery Methods		Classroom contact/ Lecture, Assignment, Case Study, Industry visit and presenting reports.		

Assessment	Test	5%																				
Course expectation :	<p>Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</p> <p>Participation: Make active participation during discussions (you must participate in class social loafing is has no excuse). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group only. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</p> <p>Medium: Use only English, which is the medium of instruction, especially in the class room</p>																					
Policy	<p>Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</p> <p>Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted after 30 minutes of allowed time.</p> <p>Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given there after. You are expected to observe the rules and the regulations of the University as well.</p> <p>Cheating:You must do your own work and not copy and get answers from someone else. Switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly</p>																					
Reference:	<p>Text:</p> <ul style="list-style-type: none">• Teklegiorgis Assefa (2004), Risk Management and Insurance, Mega Printing PLC, Mekelle university.<ul style="list-style-type: none">➤ Hailuzeleke, Risk and insurance note, lecturer, AAU. <p>References:</p> <ul style="list-style-type: none">➤ George E. Rejda, principles of Risk Management and Insurance, 6thed.1998,Addison-wesley.➤ C.ArthurWilliamsjr. and Richard M. Heins. Risk Management and Insurance , 4thed, 1981 McGraw-Hill➤ Joel Bessis, Risk management in Banking, 2nd, 1998, wiley.➤ HailuZelege, Insurance in Ethiopia, AAU.																					
Assessment Arrangement	<table><tr><td colspan="2">Activities Points</td></tr><tr><td>Quizzes</td><td>10</td></tr><tr><td>Individual assignments</td><td>5</td></tr><tr><td>Case</td><td>10</td></tr><tr><td>Firm Visit</td><td>10</td></tr><tr><td>Tests</td><td>5</td></tr><tr><td>Presentations</td><td>10</td></tr><tr><td>Final Exam</td><td>50</td></tr><tr><td>Total Points</td><td>100%</td></tr><tr><td colspan="2"><i>Final Exam:</i> Final exam will cover ALL material.</td></tr></table>		Activities Points		Quizzes	10	Individual assignments	5	Case	10	Firm Visit	10	Tests	5	Presentations	10	Final Exam	50	Total Points	100%	<i>Final Exam:</i> Final exam will cover ALL material.	
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Module Name	Materials and Operations Management
Module Category	Core
Module Code	MGMT-M3151
Module Number	15
Module Weight in ECTS	11
Module Description	This module is composed of two courses namely Materials Management and Operations Management. It is designed to expose management students to the basic concepts and practices of organizational operations. Topics include: purchasing management, forecasting, storage management, materials handling management, inventory control, logistics management. Besides, the module covers overview of operations management, operations strategy and competitiveness, product design and development, process selection, capacity planning and facility layout, locations decision, work design and scheduling, aggregate production planning and quality control.
Module Objectives	<p>After the successful accomplishing of this module student will be able to:</p> <ul style="list-style-type: none"> ➤ Integrate materials management functions in any organization. ➤ Conduct inventory analysis ➤ Calculate economic order quantity ➤ Forecast demand patterns ➤ Develop material Requirement Planning ➤ Design different inventory and ware house management systems. ➤ Evaluate the existing procedures and practice of public purchasing/ procurement ➤ Formulate operations strategy and competitiveness ➤ Make optimal decision on facility location and layout ➤ Prepare capacity planning ➤ Develop aggregate production planning and work scheduling ➤ Make decisions on designing and controlling the operations system. ➤ Apply various quantitative tools, techniques and models in the analysis of decisions for the designing, planning and controlling of operation systems.
Module Competency	<ul style="list-style-type: none"> • Make scientific decisions on the effective and efficient utilization of materials. • Maintain competitive advantages through efficient Management of operations/process. • Design efficient operational strategies in line with organizational strategy to satisfy customer needs.
Module Mode of Delivery	<ul style="list-style-type: none"> • Parallel
Module Learning and Teaching Methods	For effective delivery of the module, a mix of the following active learning-teaching styles will be used. Namely; Lecture, group discussion, presentation, problem solving, organizational visit, guest speakers and individual/group project works.
Module Assessment Techniques	The assessment tools include quizzes/tests, individual and group assignments, project works and final examination. The continuous assessment is marked out of 50% and the final exam will be out of 50%. The final exam will cover from A to Z of the course material.

Degree Program	B.A. in Management					
Module Name	Materials and Operations Management					
Module Code	MGMT-M3151					
Module Coordinator	TBA					
Course Number	MGMT3151					
Course Title	Materials Management					
ECTS credit points	5					
Course Information	Academic Year: III		Semester: I			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	Lecture	Discussion	Assignment	Home Study	Assessment	Total
Course Objectives and Competences to be Acquired	After the end of this course students are expected to; ➤ Know the integrated materials management functions in manufacturing organizations. ➤ Appreciate the interdependency of departments having relation with materials department ➤ Conduct inventory analysis ➤ Calculate economic order quantity ➤ Forecast demand ➤ Develop material Requirement Planning ➤ Be familiar with different inventory and ware house management practices. ➤ Evaluate the existing procedures and practice of public purchasing/ procurement					
Course Description	The course deals with introduction to materials theory; objectives of materials management; Purchasing principles including such elements as description of quality; determination and control of quantity; make or buy decisions; selection of suppliers; organization of purchasing activities; transportation of purchases; materials handling, inventory control models (EOQ & EPQ); materials demand forecasting, Materials Requirement Planning (MRP); Just In Time system (JIT): stores management and warehousing.					
Pre-requisites	No					
Status of the Course	Core					
Mode of Delivery	Parallel					
Teaching and Learning Methods	Lecture, Case studies, Project work, Industry/ Organizational visit					
Schedule						
Hours Required	Topics and Sub Topics			Course Objectives and Competences to be Acquired		
3 Hours	Unit 1.INTRODUCTION 1.1. Definition and scope of materials management 1.2. Origin and transition 1.3.Importance of materials management in corporate policy			After completing this unit, students will be able to: - Know definition and scope of materials management - Explain origin and transition of materials management - Discuss Importance of materials management in corporate policy		
6 Hours	UNIT 2 – FORECASTING 2.1. Why Forecasting?			After completing this unit, students will be able to: ➤ Know Why Forecasting?		

	2.2. Features of Good Forecasting 2.3. Steps in Forecasting Process 2.4. Types of Forecasting 2.4.1. Qualitative Methods 2.4.2. Quantitative Methods	➤ Identify Features of Good Forecasting ➤ Discuss Steps in Forecasting Process discuss Types of Forecasting
10 Hours	UNIT 3 - PURCHASING 3.1. Meaning and Role 3.2. Objective of good purchasing 3.3. Purchasing policies 3.4. Purchasing procedures 3.5. Computer based purchasing system 3.6. Selection and motivation of supplies 3.7. Make or buy decisions 3.8. Value analysis 3.9. Global sourcing 3.10. Procurement Practices and procedures in Ethiopia	At the end of this unit, students will be able to: ✓ Identify Concepts of purchasing and Objective of good purchasing ✓ Discuss Purchasing policies, Purchasing procedures, and Computer based purchasing system ✓ Explain Selection and motivation of supplies ✓ understand Make or buy decisions, Value analysis, and Global sourcing
11 Hours	UNIT 4 - INVENTORY MANAGEMENT 4.1. Introduction 4.2. Functions and types of inventory 4.3. Independent vs. dependent demand 4.4. Inventory Costs 4.5. Economic Order Quantity (EOQ) 4.6. Economic Production Quantity (EPQ) 4.7. Materials Requirements Planning (MRP) 4.8. Inventory systems 4.9. Just in time (JIT)	At the end of this chapter students will be able to: ➤ Explain inventory management ➤ Identify Functions and types of inventory ➤ know Independent vs. dependent demand ➤ Compute Inventory Costs, Economic Order Quantity (EOQ), Economic Production Quantity (EPQ) ➤ Discuss Materials Requirements Planning (MRP), Inventory systems, and Just in time (JIT)
6 Hours	UNIT 5. STORAGE 5.1. Storage functions and responsibilities 5.2. Location and layout 5.3. Stores system and procedures 5.4. Cost aspects and productivity 5.5. Stock receipt, issue and dispatch 5.6. Stores accounting and stock verification 5.7. Stores security	At the end of this unit students will be able to: ➤ Explain the concept of Storage functions and responsibilities ➤ Discuss Location and layout ➤ Explain the Stores system and procedures ➤ Discuss the Cost aspects of store system
6 Hours	UNIT 6. MATERIALS HANDLING 6.1. Definition and scope 6.2. Benefits of proper materials handling 6.3. Influencing factors and control 6.4. Materials handling codes and specifications 6.5. Materials handling equipment and guidelines 6.6. Evaluation of materials handling 6.7. Materials disposal procedures and practice in Ethiopia	At the end of this unit students will be able to: ➤ Define materials handling ➤ Know Benefits of proper materials handling ➤ Identify Influencing factors of materials handling ➤ Discuss Materials handling codes and specifications ➤ Identify Materials handling equipment and guidelines
6 Hours	UNIT 7. LOGISTICS 7.1. Transportation and traffic management 7.2. In-bound logistics	At the end of this unit students will be able to: ➤ Discuss the concepts of Transportation and traffic management

	7.3. Out-bound logistics	<ul style="list-style-type: none">➤ Identify In-bound logistics➤ Discuss Out-bound logistics																
Course expectation	<ul style="list-style-type: none">✚ Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.✚ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work✚ Medium: Use only English, which is the medium of instruction, especially in the class room																	
Policy:	<ul style="list-style-type: none">✚ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course✚ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted✚ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well✚ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.																	
Reference:	<ul style="list-style-type: none">➤ Dobler, D.W. and Burt D,N ‘ Purchasing and Supply Management Text and Cases’ 6th Edition, Mc. Graw- Hill➤ Jessop, David and Morrison, Alex, ‘Storage and Supply of materials’ 6th Edition Pitman.➤ Wlld, Ray (1995),’ Production and Operation Management’ 5th Edition, Cassell.➤ Chase. Richard B. Aquilano. Nicolas J and Jacobs. Robert F (1998) ‘ Production And Operation Management- Manufacturing and Services’ 8th Edition, Irwin McGraw- Hill➤ Bailey, P and Farmer, D, ‘Purchasing Principle and Management, West publishing➤ Any relevant text on Purchasing Materials Supplies, Inventory Control and Production Management.																	
Assessment Arrangement	<table><tr><td colspan="2"><u>Activities Points</u></td></tr><tr><td>Quiz</td><td>10</td></tr><tr><td>Test</td><td>10</td></tr><tr><td>Individual Assignment</td><td>10</td></tr><tr><td>Group Assignments -I</td><td>10</td></tr><tr><td>Group Assignments -II</td><td>10</td></tr><tr><td>Final Exam</td><td>50</td></tr><tr><td>Total Points</td><td>100</td></tr></table> <p><i>Quizzes:</i> There will be one quizzes and one Test Before the end of the Semester.</p> <p><i>Assignments:</i> There will be <i>group and individual assignments</i>. Teams will write a paper (2 –10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case. <i>Final Exam:</i> Final exam will cover All material.</p>		<u>Activities Points</u>		Quiz	10	Test	10	Individual Assignment	10	Group Assignments -I	10	Group Assignments -II	10	Final Exam	50	Total Points	100
<u>Activities Points</u>																		
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Approval	<table><tr><td><i>Name of Course Instructor</i>_____</td><td><i>Signature</i>_____</td><td><i>Date</i>_____</td></tr><tr><td><i>Name of Module Chair/HOD</i>_____</td><td><i>Signature</i>_____</td><td><i>Date</i>_____</td></tr></table>		<i>Name of Course Instructor</i> _____	<i>Signature</i> _____	<i>Date</i> _____	<i>Name of Module Chair/HOD</i> _____	<i>Signature</i> _____	<i>Date</i> _____										
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<i>Name of Module Chair/HOD</i> _____	<i>Signature</i> _____	<i>Date</i> _____																

Degree Program	B.A. in Management						
Module Name	Materials and Operations Management						
Module Code	MGMT-M3151						
Module Coordinator	TBA						
Course Number	MGMT 3152						
Course Title	Operations Management						
ECTS credit points	6						
Course Information	Academic Year: III			Semester: II			
	Meeting day:			Meeting time:			
	Meeting location:						
Instructor’s Contact Information	Office:			Phone:			
	Email:			Office Hours:			
Student workload	Lecture	Discussion	Assignment	Home Study	Assessment	Total	
Course Objectives and Competences to be Acquired	The course enables students to have an understanding on: ➤ Define operations management ➤ Understand operations strategy and competitiveness ➤ Understand facility location and layout ➤ Know capacity planning ➤ Differentiate aggregate planning and scheduling ➤ Describe operations management, its scope and activities ➤ Describe the decision involved in designing and controlling the operations system. ➤ Apply selected quantitative tools, techniques and models in the analysis of decisions for the designing, planning and controlling of operation systems.						
Course Description	Operations Management the heart of all management disciplines which bring competitive advantage and market focus for all business organization. Thus, the course covers Meaning of operations and production management, operations management as competitive weapon, product and service design, quality and quality control, capacity planning, location decision, layout decision, aggregate planning, scheduling, work design, and time-based operations..						
Pre-requisites	Materials Management & Operations Research						
Status of the Course	Core						
Schedule							
Teaching and Learning Methods	Lecture method, Case studies, Project work, Industry visit						
Assessment Arrangement	Activities			Points			
	Quiz			10			
	Test			10			
	Individual assignment			10			
	Group Project I			10			
	Group Project II			10			
	Final Exam			50			
	Total Points			100			
Quizzes: There will be one quiz and one test before the end of the semester. Each of them will take approximately 30 – 40 minutes. Quizzes will account 20% of your total point.							

	<p><i>Assignments:</i> There will be <i>individual assignment</i> which will be counted for 10%. A group project work will be given to each group. Each group is expected to produce a paper of the project ranges from 15 to 25 pages. Besides, the project work will be presented by all members of the group within 20 minutes including the question and answer session. <i>Final Exam:</i> Final exam will cover ALL material (A to Z).</p>
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>
Course Expectation	<ul style="list-style-type: none"> ✚ The students must come to class prepared by bringing with you the appropriate materials like text books and completed assignments. Complete the reading assignments and other activities on time. ✚ Make active participation during discussion (you must participate in class). If you are working in group or with partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/ group members and listen to their comments on your work. ✚ Use only English during group and peer work, class room and out of class room discussions.
Policy	<ul style="list-style-type: none"> ✚ It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course. ✚ You must do your assignment on time. No late assignment will be accepted. ✚ You will have short quizzes and tests. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. ✚ You must do your own work and do not copy and get answer from someone else. Please be sure to turn off your cell phones before class and exam session.

<i>Hours Required</i>	<i>Topics and Sub Topics</i>	<i>Course Objectives and Competences to be Acquired</i>
6 Hours	Unit1. NATURE OF OPERATIONS MANAGEMENT 1.1 Introduction 1.2 Historical Development of Operation Management 1.3 Manufacturing Operations and Service Operations 1.3.1 Manufacturing Operations 1.3.2 Service Operations 1.4 Operations Decision Making 1.5 Productivity Measurement	After completing this unit, students will be able to: <ul style="list-style-type: none"> ➤ Define Operations management ➤ Discuss history of operations management ➤ Discuss manufacturing and service operations ➤ Explain operations decision making ➤ Discuss productivity measurement
5 Hours	UNIT 2 - OPERATIONS STRATEGY & COMPETITIVENESS 2.1 Introduction to operations strategy 2.2 Operations strategy in Manufacturing 2.3 Operations strategy in Services	After completing this unit, students will be able to: <ul style="list-style-type: none"> ✓ Define operations strategy ➤ Explain operations strategy and competitiveness ➤ Identify Operations strategy in Manufacturing ➤ Discuss Operations strategy in Services
30 Hours	UNIT 3 - DESIGN OF THE OPERATION SYSTEM 3.1 Product and service design 3.2 Process selection 3.3 Strategic Capacity Planning 3.4 Facility Location & layout 3.5 Job Design and Work Measurement	At the end of this unit, students will be able to: <ul style="list-style-type: none"> ➤ Explain design of the operation system ➤ Discuss Product and service design ➤ Discuss Process selection ➤ Discuss Strategic Capacity Planning ➤ Discuss Facility Location & layout ➤ Discuss Job Design and Work Measurement
12 Hours	UNIT 4 - OPERATIONS PLANNING & CONTROL 4.1 Aggregate production planning 4.2 Operations Scheduling	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ➤ Explain operations planning & control ➤ Discuss Aggregate production planning ➤ Discuss Operations Scheduling
11 Hours	UNIT 5. QUALITY MANAGEMENT AND CONTROL 5.1 Meaning and nature of quality 5.2. Overview of TQM 5.2 Quality Specification 5.3 Continuous Improvement 5.4 Statistical Quality Control 5.5 Process Control Charts	At the end of this unit students will be able to: <ul style="list-style-type: none"> ➤ Explain quality management and control ➤ Compare Meaning and nature of quality, Overview of TQM ➤ Discuss Quality Specification, Continuous Improvement, Statistical Quality Control, Process Control Charts

Department of Management						
Degree Program	B.A. in Management					
Module Title	Research in Management					
Module Coordinator						
Course Number	MGMT 3181					
Course Title	Business Research Methods					
ECTS credit points	5					
Course Information	Academic Year:		Semester:			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives and Competences to be Acquired	After accomplishment of this course, students will be able to:- <div><div></div> Understand the role of business research</div> <div><div></div> Differentiate the different types of research</div> <div><div></div> Identify and define research problem</div> <div><div></div> Design appropriate research design</div> <div><div></div> Know sampling design</div> <div><div></div> Differentiate types of data and instrument of data gathering methods</div> <div><div></div> Analyze and interpret data</div> <div><div></div> Prepare standard research project</div>					
Course Description/Course Contents	This course is a survey course intended to develop the students' ability in scientific analysis and to provide opportunity for application of concepts and tools in the study of economic and social problems. It also gives students a preliminary knowledge with the art of using different research methods, techniques in solving research problems. Specifically, it covers scientific inquiry; experimentation; survey; fact finding, design of questionnaire and interpretation of data; and formulation of management research project by students.					
Pre-requisites	Statistics for Management II					
Status of the Course	Core					
Schedule						
<i>Week</i>	<i>Topics and Sub Topics</i>			<i>Course Objectives and Competences to be Acquired</i>		
Week 1	CHAPTER ONE - Research Methods: An Introduction(15 hrs) <div><div></div> Meaning of Research</div> <div><div></div> Types of research</div> <div><div></div> Objective of research</div> <div><div></div> Methods of scientific research</div>			After completing this unit, students will be able to: <div><div></div> Define Meaning of Research</div> <div><div></div> Identify Types of research</div> <div><div></div> Understand Objective of research</div> <div><div></div> Identify Methods of scientific research</div> <div><div></div> Explain motivation of doing research</div> <div><div></div> Identify criteria of good research</div>		
ACTIVITIES						
TEACHERS ACTIVITY			STUDENTS ACTIVITY		HOME BASED ACTIVITY	LIBRARY ACTIVITY
• Introduce students with the concepts of			discuss about meanings of		Read lecture note	• Read reference

research and types and stapes that necessarily to be followed in conducting research.	research and motivation of doing research	and other reference books	books on types of research process and criteria of good research.
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Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debat
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Assessment		
	Chapter Two: Defining Research Problem and Hypothesis Formulation(15hrs) <ul style="list-style-type: none"> What is a research problem? Components of research problem Problem formulation and research question What is hypothesis? Importance of hypothesis Criteria for hypothesis formulation 	After completing this unit, students will be able to: <ul style="list-style-type: none"> Define research problem Identify Components of research problem Formulate research Problem, hypothesis and research question Identify Criteria for hypothesis formulation

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> introduce students with the concepts of research problem, approaches to problem definition and hypothesis Summarizing the chapter 	<ul style="list-style-type: none"> Discus on the approaches to problem definition and formulation of research problem. Develop their own research problem and formulate research questions and hypothesis 	<ul style="list-style-type: none"> Read lecture note and other reference books 	<ul style="list-style-type: none"> Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate
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Assessment	Quiz-1, ch-1 and ch-2,	10%
Week 3, 4 & 5	CHAPTER THREE -Research Proposal(25 hrs) <ul style="list-style-type: none"> What is research proposal? Elements of research proposal 	At the end of this unit, students will be able to: <ul style="list-style-type: none"> The definition of research proposal Function of research proposal General format of research proposal.


















ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Detect the highlights on research proposal and its functions and show general format of research proposal. Summarizing the chapter 	<ul style="list-style-type: none"> discuss on the importance of research proposal 	<ul style="list-style-type: none"> prepare research proposal using research problem developed and research questions and hypothesis that you formulated 	<ul style="list-style-type: none"> Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.

Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate
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Assessment		
Week 6, 7 & 8	CHAPTER FOUR -Research Design (planning of research project)(20hrs) <ul style="list-style-type: none"> Meaning of research design 	At the end of this chapter students will be able to: <ul style="list-style-type: none"> Understand the Meaning of research design Identify the features and forms of research

	<div><div></div>Need for research design</div> <div><div></div>Characteristics of a good research design</div>	design	<div><div></div>Characteristics of a good research design</div>
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<div><div>•</div> Introduce students with the meaning of research design. Indicate the difference between research designs for experimental and non experimental research</div> <div><div>•</div> Summarizing the chapter</div>	<div><div>•</div> discuss on types of research designs</div>	<div><div>➤</div> Read lecture note and other reference books</div>	<div>Go to the library and search reference books; and take comprehensive notes in line with the contents of the unit.</div>
Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate		
Assessment	<div><div>•</div> Prepare your research design for the research topic selected above</div> <div><div>•</div> Present to the class</div> <div><div>•</div> Discuss with class</div>		
	CHAPTER FIVE: Sources and methods of data collections(20 hrs)	<div>At the end of this unit students will be able to:</div> <div><div>➤</div> Identify all the potential sources of data</div> <div>Primary Sources</div> <div><div></div> Direct observation</div> <div><div></div> Questionnaires</div> <div><div></div> Interview</div> <div>Secondary Sources</div> <div><div></div> Public and Official Documents</div> <div><div></div> Books and other sources</div> <div><div>➤</div> Use the appropriate data collection methods</div>	
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<div><div>•</div> Briefly explain source and methods of data collection.</div> <div><div>•</div> Give feedback on student’s reflection</div> <div><div>•</div> Summarizing the chapter</div>	<div><div>•</div> discuss in a group about the difference between primary and secondary data</div>	<div><div>•</div> Read lecture notes and select data collection for the above research problem.</div>	<div><div>•</div> read reference books to know more about different data collection methods</div>
Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate		
Assessment	<div>Assignment: Team work</div> <div>Write the procedures of data collection for the topics selected in team</div> <div>Write the methods</div> <div>Present to the class</div> <div>Discuss with the class.</div>		20%
	CHAPTER SIX - Research Design (planning of research project)(25 hours)	<div>At the end of this lesson students will be able to:</div> <div><div></div> Understand the meaning of research design and related concepts</div>	

		✚ Identify features and forms of research design		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
✚ Introduce students with the meaning of research design and its related concepts ✚ Show the difference between research design for experimental and non-experimental ✚ Checking, evaluating, and giving feedback to students’ work		✚ Reply on brainstorming questions ✚ Discuss on the meaning of research design	✚ Read lecture notes on forms of research design and related concept	Use library and search reference books; and take comprehensive notes in line with the contents of the unit.
Delivery Methods		Lecture, Interactive instruction, Group Discussion and Debate		
Assessment	Quiz-2, ch-5 and ch-6,		15%	
	CHAPTER 7: Data analysis & Interpretation(15)		At the end of this unit, students will be able to: Data Analysis ✚ Sorting and tabulation of data ✚ Graphic and Diagrammatic presentation of data ✚ Statistical techniques Data Interpretation ✚ Meaning and technique of interpretation ✚ Basic Consideration	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
✚ Introduce students with the concepts and different methods of data processing and analysis. Give feedback on student’s reflection. ✚ Summarizing the chapter		✚ discuss in a group about the difference between data processing and data analysis	✚ answering text questions	Use library and Dig out different methods of data processing and analysis
Delivery Methods		Lecture, Interactive instruction, Group Discussion and Debate		
Assessment	Assignment: Team work		15%	
	CHAPTER EIGHT : Interpretation and Research report writing(15 hours) ✚ Elements of research report		At the end of this lesson students will be able to: ✚ Understand the meaning of Data Interpretation ✚ Identify the techniques of data interpretation ✚ Organize and write research reports	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
• Introducing objectives to the students • Asking brain storming questions • Introduce students with the way how to		✚ discuss on the difference between data summarizing and interpretation	✚ Discuss with team about research report	Use library and search reference books; and take

interpret and report research result. • Give feedback on student’s reflection • Summarizing the chapter	 Questions: answering text questions: Individual work	writing	comprehensive notes in line with the contents of the unit.
Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate		
Assessment	Quiz-3, ch-7and ch-8, (15%)	15%	
Course expectation:	 INTERNET SEARCH SKILLS.  COMMUNICATION SKILLS: A. WRITTEN: REPORT ORGANIZATION & REFERENCING. To demonstrate writing skills in preparation of research proposal B. ORAL: To demonstrate oral communication skills through formal presentations on research proposal and class discussions. C. Participation: Active participation during discussions, and presentation of assignments, is essential D. Medium: Use only English, which is the medium of instruction, especially in the class room		
Policy	 Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course  Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted after 30 minutes of allowed time.  Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given there after. You are expected to observe the rules and the regulations of the University as well.  Cheating: You must do your own work and not copy and get answers from someone else. Switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly		
Reference:	 Babbie (1973). Survey Research Method. Wadsworth Publishing Company, Inc, USA.  Green E. Paul, D. S. Tull& Gerald Albaum (1998). Research for Marketing Decisions. Prentice - Hall of India, Private Limited, New Delhi.  Joseph Gibaldi (1995). MLA Handbook for Writers of Research Papers, forth edition. The Modern Language Association of America, USA.  Hussey J & Hussey R (1997). Business Research, a practical guide for undergraduate and postgraduate students Macmillan Press LTD, Great Britain.  Kenneth R. Hoover (1988). The Elements of Social Science Thinking (Fourth Edition). St. Martin’s Press, New-York, USA  C.R. Kothari. (1990). Research Methodology, Methods & Techniques.  WishwaPrakashan, Wiley Eastern Limited, New Delhi.  Lawrence F. Locke, WaneenWyrickSpirduso& Stephen J. Silverman (1993). Proposal That Work, A guide for Planning Dissertation and Grant, Sage Publications, Inc. Newbury Park, California  DR. Vatsyayan (1989). Methods & techniques of Social Survey and Research (in questions & answers). KedarNath Ram Nath, New Delhi.  Robert K. Yin (1994). Case study Research, Designs and methods (second edition), Sage Production Editor, USA. ➤ William G. Zikmund (1998). Business Research Methods, fifth edition, Oklahoma State University, The Dryden Press, USA .		
	<u>ActivitiesPoints</u> Group Project (Research Proposal) 30% Quiz I 5%		

Assessment Arrangement	Quiz II	5%
	Quiz III	5%
	Assignment	15%
	Final Exam	40%
	Total Points	100
	<p><i>Quizzes:</i> There will be three quizzes given at the end of every two chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 15% of your total point.</p> <p><i>Assignments:</i> There will be</p> <p><i>Group Project (Business Plan):</i> A situation analysis or project will be assigned to each team in class. Teams will write a paper (10 –15 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case. Students should send documents via email in advance to the presentation date.</p> <p><i>Final Exam:</i> Final exam will cover ALL material</p>	
Approval	<i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____	
	<i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ <i>Date</i> _____	

Department of Management					
Degree Program	B.A. in Management				
Module Title	Fundamentals of Management				
Module Coordinator	TBA				
Course Number	MGMT 1061				
Course Title	Introduction to Management				
ECTS credit points	5				
Course Information	Academic Year: I		Semester: I		
	Meeting day:		Meeting time:		
	Meeting location:				
Instructor's Contact Information	Office:		Phone:		
	Email:		Office Hours:		
Student workload	<i>Lecture</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives	The course enables students to: <ul style="list-style-type: none">• Define the term management, basic concepts and principles of management.• Explain the general overview of management in relation to its importance, roles, skills and universality• Acquire sound understanding of the nature and practice of management• Develop a comprehensive understanding of basic concepts of management functions.				
Course Description/ Course Contents	This course focuses on the basic concepts and principles of management, the functions of planning, organizing, staffing, directing and controlling, and their relationships to key issues in management practices, such as leadership and motivation. Decision making and effective communication are also discussed.				
Pre-requisites	No Prerequisite				
Status of the Course	Core				
Schedule					
<i>Week</i>	<i>Topics and Sub Topics</i>			<i>Text Book: Introduction to Management by Yigremew Bante &</i>	
Week 1&2	UNIT 1: Fundamentals of management 1.1 Definition of Management 1.2. Significance of Management 1.3. Managerial Functions an Overview 1.4. Levels of Management and Types of Managers 1.5. Managerial Roles and Skills			At the end of this chapter you will be able to <ul style="list-style-type: none">• Define and understand the notion of Management and its functions• Identify the importance of Management• Explain the types of Managers and their role• Understand the universality of management	

	1.6. Universality of Management 1.7. Is Management an art, Science, or profession?	
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Test I	10%
Week 3, 4 & 5	UNIT 2 - managerial planning 2.1. Concepts and Need for planning 2.2. Types of plans 2.3. Planning process 2.4. Objectives 2.5. Planning Techniques .	At the end of this chapter you will be able to <ul style="list-style-type: none"> • Understand what planning is and explains its relationship with goals. • Explain the concept of organizational mission, objective, goal and purpose.
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Individual Assignment I	10%
Week 6, 7 & 8	UNIT 3 - Decision making 3.1. Meaning of decision making 3.2. Rational decision making process 3.3. Types (programmed and non-programmed decisions).	At the end of this chapter you will be able to <ul style="list-style-type: none"> ✚ Define what decision making is ✚ Identify decision making process ✚ Compare programmed and non programmed decision
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Quiz	5%
Week 9 & 10	UNIT 4 - THE ORGANIZATION FUNCTION 4.1. Concept of organizing and organization 4.2. Formal and Informal Organization 4.3. Organization chart 4.4. Departmentalization: Meaning and Bases 4.5. Span of Management 4.6. Authority and power: source of power 4.6. Line and staff authority 4.7. Delegation, centralization and decentralization 4.8. Groups and Committees	At the end of this chapter you will be able to <ul style="list-style-type: none"> ➤ Understand the concept of organization and organizing ➤ Discuss about authority and responsibility ➤ Understand the importance of span of management
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Group Assignment	15%
Week 11	UNIT 5 - Staffing and organization	At the end of this chapter you will be able to

& 12	5.1. The procurement function 5.2. Training and development function 5.3. Maintenance and utilization 5.4. Separation	<ul style="list-style-type: none"> ➤ Explain how HRP is a major management function ➤ Outline selection process ➤ Distinguish between training and development
Week 13 & 14	UNIT 6 - Directing function 6.1. Meaning and the need for leadership 6.2. Concept and meanings of Leadership theories 6.3. Concept and meaning of Leadership Styles 6.4. Motivation 6.4.1. The concept of motivation 6.4.2. Theories of motivation	At the end of this chapter you will be able to <ul style="list-style-type: none"> ➤ Define the term leadership ➤ Identify the various theories of leadership ➤ Explain the concept and meaning of communication
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Test II	10%
Week 15 & 16	UNIT 7: The controlling function 7.1. Meaning and need for control 7.2. Control process 7.3. Types of control 7.4. Techniques of control 7.5. Effective control system6.	At the end of this chapter you will be able to At the end of this chapter you will be able to <ul style="list-style-type: none"> ➤ Define the term controlling function ➤ Describe controlling process ➤ Describe the major managerial control type

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Give simply an overview or highlights of the above concepts. ✓ Assign group term paper assignment areas. ✓ Give some clues of practical demonstrations and guide lines of term paper presentation about each topic and group. 	<ul style="list-style-type: none"> ✓ Discussion in group the concept of long term financing. ✓ Follow the instructor's guidelines and clues of practical; or dramatic examples. ✓ Asking questions on how to do and present the term paper 	<ul style="list-style-type: none"> • writing, organizing the term paper and decide on the drama or practical demonstration of the topic

Assessment Arrangement	<u>Activities</u>	<u>Points</u>
	Test I	10
	Test II	10
	Quiz	5
	Assignments(Individual & group)	25
	<u>Final Exam</u>	<u>50</u>

	<p align="center">Total Points 100</p> <p>Final Exam: Final exam will cover ALL material.</p>
Course Expectation	<ul style="list-style-type: none"> ✚ The students must come to class prepared by bringing with you the appropriate materials like text books and completed assignments. Compete the reading assignments and other activities on time. ✚ Make active participation during discussion (you must participate in class). If you are working in group or with partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/ group members and listen to their comments on your work. ✚ Use only English during group and pair work, class room and out of class room discussions.
Policy	<ul style="list-style-type: none"> ✚ It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course. ✚ You must do your assignment on time. No late assignment will be accepted. ✚ You will have short quizzes and tests. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. ✚ You must do your own work and do not copy and get answer from someone else. Please be sure to turn off your cell phones before class and exam session.
References	<ul style="list-style-type: none"> ➤ C.B Gupta, "Business Organization and Management", Sultan Chand & sons, New Delhi. ➤ David R. Hampton, "contemporary management", McGraw Hill Inc., New York, 1981. ➤ Ernest Dale. "Management. Theory and Practices." McGraw Hill Inc. New York, 1981. ➤ Fred Luthans, "Introduction to Management, A Contingency Approach", McGraw Hill Book Company New York, 1973. ➤ George R. Terry and Stephen G. Franklin, "Principles of management", All India Traveller book Sellen New Delhi, 1991. ➤ Harold Koonz, Cyril O'Donnell and Heinz Weihrich, "Management", McGraw Hill International New York, 1980. ➤ Henry sisik, "Management and Organization", South Western publishing Co., Chicago, 1982. ➤ Peter F. Druker, "Management: Task and Responsibility", Harper & Row, New York, 1973. ➤ Peter F. Druker, "The practice of management" Harper & Brothers, New York, 1986. ➤ Samul C. Certo, "Principles of Modern Management", Allyn and Bacon Inc., Boston, 1986. ➤ Y.K Bushan, "Fundamentals of business Organization and Management", Sultan chand & sons, New Delhi. ➤ Robert N. Lussier, Management: concepts, Applications, and skil development, "South western college publishing, 1997. ➤ Richard m. Hodgets & Donald F. Kuralko, "Management," Harcount Brace Jovanovich publishers, 1991, third ed. ➤ Plunkett and Attner, Introduction to management, Wadsworth publishing company, 1994. 5th ed. And 6th ed. ➤ R.D Agrawal "Organization & Management" New Delhi ➤ Bantie et.al., Introduction to Management.
Approval	<p> Name of Course Instructor _____ Signature _____ Date _____ Name of Module Chair/HOD _____ Signature _____ Date _____ </p>

Department of Management

Degree Program	B.A. in Management
Module Title	Fundamentals of Management
Module Coordinator	TBA
Course Number	MGMT 1062
Course Title	Management Thoughts
ECTS credit points	3

Course Information	Academic Year: I		Semester: I		
	Meeting day:		Meeting time:		
	Meeting location:				
Instructor's Contact Information	Office:		Phone:		
	Email:		Office Hours:		
Student workload	<i>Lecture</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives	The course enables students to have an understanding on: <ul style="list-style-type: none">✚ The development of management as a function in modern enterprises differing views of the managerial function✚ Manufacturing in mass production environments; the nature and problems of project management; and the special requirements of managing service industries✚ Past and contemporary issues in the management of employees✚ The changing context of employment and the future of work				
Course Description/Course Contents	This course gives students a sense of the structure of the academic ideas arising from the classical and modern management as well as a practical awareness of the possible paths. It also includes: Taylorism and Modern Management; Management Specialization and Realist Theories; Leadership and New Forms of Management; Yield management in Service Industries; Managing in a Different Culture; The Relevance of Government and the Need for Public Services; Comparing Private and Public Management; and the Nature of Entrepreneurial Business.				
Pre-requisites	No Prerequisite				
Status of the Course	Core				
Schedule					
<i>Week</i>	<i>Topics and Sub Topics</i>			<i>Text Book</i>	
Week 1&2	Unit One: Evolution of Management <ul style="list-style-type: none">✚ Rationale of Studying Management Thought✚ Early Milestones in Management✚ Practices in Management✚ Evolvment of Theories in Management✚ Significance of Studying Management Thought			At the end of this chapter you will be able to <ul style="list-style-type: none">•discuss the contribution of early antiquity to management thought•Asses the significance of studying management thought•Define management thought, theories and principles	
Delivery Method	Lecture, Group Discussion & Reflection				
Assessment	Group Discussion			10%	
Week 3, 4 & 5	Unit Two: Forerunners to Scientific Management <ul style="list-style-type: none">✚ Early Contributors to Scientific Management✚ Early Works & Contributions of Charles Babbage✚ Times of Robert Owen & the Management era✚ Other influential early thinkers & practitioners in Management			At the end of this chapter will be able to: <ul style="list-style-type: none">• Understand the work of early contributors to scientific management• Discuss early influential thinkers & practitioner in management	
Delivery Method	Lecture, Group Discussion & Reflection				
Assessment	Test I			10%	
Week 6, 7 & 8	Unit Three: The Era of Classical Management <ul style="list-style-type: none">✚ Scientific Management Theory			At the end of this chapter you will be able to: <ul style="list-style-type: none">• Understand the work of early	

	<ul style="list-style-type: none"> Classical Organizational Theories Bureaucratic Management theory Total Appraisal of the Classical theories 	<p>contributors to scientific management</p> <ul style="list-style-type: none"> Discuss early influential thinkers & practitioner in management
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Group Assignment	15%
Week 9 & 10	Unit Four: The Human Relations Movement <ul style="list-style-type: none"> Behavioral school Elton Mayo and the Behavioral Schools Pros and Cons of the Behavioral Schools The Hawthorn Study 	At the end of this chapter you will be able to: <ul style="list-style-type: none"> Discuss behavioral school Explain Elton Mayo's contribution to behavioral management Distinguish the four phases of the "Hawthorne study"
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Quiz	5%
Week 11 & 12	Unit Five: The Modern Era <ul style="list-style-type: none"> Characteristics of Modern Approaches to Management Systems Approach The quantitative approach The Contingency Approach The Modern Approaches and Basic Milestones in Management 	At the end of this chapter you will be able to: <ul style="list-style-type: none"> Explain the major components of system and quantitative approach Characterize the contingency approach to management
Delivery Method	Lecture, Group Discussion & Reflection	
Week 13 & 14	Unit Six: Theories of Motivation <ul style="list-style-type: none"> Motivation Maslow's Need hierarchy Hertzberg's theory Expectancy and Equity theories Goal setting theory 	At the end of this chapter you will be able to <ul style="list-style-type: none"> Define motivation Understand different theories of motivation
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Group Presentation	10%
Week 15 & 16	Unit Seven: The Emerging Trends in Management <ul style="list-style-type: none"> TQM Six- Sigma Theory Z BPR Contemporary Issues in Management 	At the end of this chapter you will be able to <ul style="list-style-type: none"> Explain contemporary issues in the management of employees

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Give simply an overview or highlights of the above concepts. ✓ Assign group term paper assignment areas. ✓ Give some clues of practical 	<ul style="list-style-type: none"> ✓ Discussion in group the concept of long term financing. ✓ Follow the instructor's guidelines and clues of practical; or dramatic examples. ✓ Asking questions on how to do and present the term paper 	<ul style="list-style-type: none"> • writing, organizing the term paper and decide on the drama or practical demonstration of the topic

demonstrations and guide lines of term paper presentation about each topic and group.		
Assessment Arrangement	<p><u>Activities</u></p> <p>Group Discussion 10</p> <p>Test 10</p> <p>Group Assignment 15</p> <p>Quiz 5</p> <p>Group Presentation 10</p> <p><u>Final Exam</u> 50</p> <p>Total Points 100</p> <p>Final Exam: Final exam will cover ALL material.</p>	
Course Expectation	<ul style="list-style-type: none"> The students must come to class prepared by bringing with you the appropriate materials like text books and completed assignments. Complete the reading assignments and other activities on time. Make active participation during discussion (you must participate in class). If you are working in group or with partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/ group members and listen to their comments on your work. Use only English during group and pair work, class room and out of class room discussions. 	
Policy	<ul style="list-style-type: none"> It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course. You must do your assignment on time. No late assignment will be accepted. You will have short quizzes and tests. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You must do your own work and do not copy and get answer from someone else. Please be sure to turn off your cell phones before class and exam session. 	
References	<ul style="list-style-type: none"> C.B Gubta, “Business Organization and Management “ , Sultan chand & sons, new Delhi. David R.Hampton, “contemporary management”, McGraw Hill Inc., New York, 1981. Ernest Dale. “Management. Theory and Practices.” McGraw Hill Inc. New York, 1981. Fred Luthans, “Introduction to Management, A Contingency Approach”, McGraw Hill Book Company New york, 1973. george R.Terry and Stephen G. Franklin, “Principles of management”, AL India Traveller book Sellen New Dethi, 1991. Harold Kooz, Cyril o’Donnel and Heinz Weihrich, “Management”, McGraw Hill International New york, 1980 Henry sisik, “Management and Organization”, South Western publishing 	

	<p>Co., Chicago, 1982.</p> <p>✚ Peter F. Druker, “Management: Task and Responsibility”, Harper & Row, New York, 1973.</p> <p>✚ Peter F. Druker, “The practice of management” Harper & Brothers, New York, 1986.</p> <p>✚ Samuel C. Certo, “Principles of Modern Management”, Allyn and Bacon Inc., Boston, 1986.</p> <p>✚ Y.K. Bushan, “Fundamentals of business Organization and Management”, Sultan Chand & Sons, New Delhi.</p>
Approval	<p><i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____</p> <p><i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ <i>Date</i> _____</p>

<i>Department of Management</i>					
<i>Degree Program</i>	B.A. in Management				
<i>Module Title</i>	Management Foundation				
<i>Module Coordinator</i>	TBA				
<i>Course Number</i>	Mgmt 1063				
<i>Course Title</i>	Administrative & Business Communication				
<i>ECTS credit points</i>	5				
<i>Course Information</i>	Academic Year: I		Semester: II		
	Meeting day:		Meeting time:		
	Meeting location:				
<i>Instructor's Contact Information</i>	Office:		Phone:		
	Email:		Office Hours:		
<i>Student workload</i>	<i>Lecture</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
	26	40	182	22	270

Course Objectives	The course enables students to: <ul style="list-style-type: none">• Understand the importance of effective communication in the real world of Business.• Identify problems of effective communication and its impact on the overall organizational goal achievements.• Introduce students to the basic skills and ways of improving communication.• Help students improve interpersonal communication.• Enable students understand the significance of effective communication in undertaking managerial functions.• Learn techniques and skills of correct business research report writing; learn report writing style using an approved style; and, apply the basics of oral communication in a presentation of a project, including, proper speech, organization, use of graphical aids, and effective non-verbal communications.	
Course Description/Course Contents	The course is designed to handle issues related to communication in the context of carrying out the managerial duties of a manager. It treats the importance, conceptual framework, functions, conditions, process, models and elements of communication. Moreover, it presents the nature and types of communications in organization by placing emphasis on formal and informal communication among members. Furthermore this course examines the causes of communication breakdown and attempts to provide framework to rectify this crucial problem. The course is also designed to provide theoretical as well as practical frameworks of the media of communication.	
Pre-requisites	No Prerequisite	
Status of the Course	Core	
Schedule		
<i>Week</i>	<i>Topics and Sub Topics</i>	<i>Text Book</i>
Week 1&2	CHAPTER ONE - COMMUNICATION: AN OVERVIEW (3 hours) 1.1. Meaning of Communication 1.2. Significance of Communication 1.3. Communication in Management	After completing this unit, students will be able to: <ul style="list-style-type: none">➤ understand the meaning of communication➤ explain the significance communication➤ understand the role of communication in management and Business
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Quiz	5%
Week 3, 4 & 5	Chapter Two: The communication Processes 2.1. Elements of Communication 2.2. The process of communication 2.3. Barriers to Communication 2.4. Interpersonal Communications and Teamwork	After completing this unit, students will be able to: <ul style="list-style-type: none">❖ Understand the concept of elements of communication.❖ Understand the processes and steps of communication.❖ list and understand the barriers and road blocks of effective communication❖ Understand interpersonal communication and team work
Delivery Method	Lecture, Group Discussion & Reflection	

Assessment	Test	10%
Week 6, 7 & 8	CHAPTER THREE - COMMUNICATION PRINCIPLES The 7 C's	At the end of this unit, students will be able to: <ul style="list-style-type: none"> • Explain the meaning of principles of business communication and communication in general. • Understand the different principles of communication.
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Quiz	5%
Week 9 & 10	CHAPTER FOUR - TYPES OF COMMUNICATION IN ORGANIZATION 4.1 Internal & external Communication 4.2 Formal flow of communication <ol style="list-style-type: none"> Down Ward Communication Upward Communication Horizontal Communication Diagonal Communication Informal Communication Non- verbal communication 	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ❖ The different types of formal and informal communications. ❖ Explain the meaning and concept of nonverbal communication. ❖ Differentiate vertical, horizontal and diagonal communications
Delivery Method	Lecture, Group Discussion & Reflection	
Week 11 & 12	CHAPTER FIVE – PUBLIC RELATION 5.1. The publics 5.2. Media relations	At the end of this unit students will be able to: <ul style="list-style-type: none"> ☞ understand the meaning and concepts of public relations ☞ explain the publics ☞ understand media of relations
Delivery Method	Lecture, Group Discussion & Reflection	
Assessment	Group Discussion	5%
Week 13 - 16	CHAPTER SIX - MEDIA OF COMMUNICATION 6.1 Introduction 6.2 Overview of media of communication 6.3 Oral Communication 6.4 Speech 6.5 Telephoning vs. face to face conversation 6.6 Active listening 6.7 Interviews 6.8 Meetings 6.9 Written Communication <ol style="list-style-type: none"> Business letter writing Memo and Report Writing 	At the end of this lesson students will be able to: <ul style="list-style-type: none"> • Understand the concept of media of communication. • Understand the different types Oral and Written communications. • Differentiate the differences between Oral and Written communications.
ACTIVITIES		
TEACHERS ACTIVITY	STUDENTS ACTIVITY	LIBRARY ACTIVITY

✓ Give simply an overview or highlights of the above concepts. ✓ Assign group term paper assignment areas. ✓ Give some clues of practical demonstrations and guide lines of term paper presentation about each topic and group.	✓ Discussion in group the concept of long term financing. ✓ Follow the instructor’s guidelines and clues of practical; or dramatic examples. ✓ Asking questions on how to do and present the term paper	• writing, organizing the term paper and decide on the drama or practical demonstration of the topic
Assessment Arrangement	<u>Activities</u>	<u>Points</u>
	Quiz I	5
	Quiz II	5
	Test	10
	Group Discussion	5
	Group Assignments & Presentation	25
	<u>Final Exam</u>	<u>50</u>
	Total Points	100
Final Exam: Final exam will cover ALL material.		
Course Expectation	✚ The students must come to class prepared by bringing with you the appropriate materials like text books and completed assignments. Complete the reading assignments and other activities on time.	
	✚ Make active participation during discussion (you must participate in class). If you are working in group or with partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/ group members and listen to their comments on your work.	
	✚ Use only English during group and pair work, class room and out of class room discussions.	
Policy	✚ It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course.	
	✚ You must do your assignment on time. No late assignment will be accepted.	
	✚ You will have short quizzes and tests. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given.	
	✚ You must do your own work and do not copy and get answer from someone else. Please be sure to turn off your cell phones before class and exam session.	
References	✚ C.B Gubta, “Business Organization and Management “ , Sultan chand & sons, new Delhi.	
	✚ David R.Hampton, “contemporary management”, McGraw Hill Inc., New York, 1981.	
	✚ Ernest Dale. “Management. Theory and Practices.” McGraw Hill Inc. New York, 1981.	
	✚ Fred Luthans, “Introduction to Management, A Contingency Approach”, McGraw Hill Book Company New york, 1973.	

	<ul style="list-style-type: none"> ✚ george R.Terry and Stephen G. Franklin, “Principles of management”, All India Traveller book Sellen New Dethi, 1991. ✚ Harold Kooz, Cyril o’Donnel and Heinz Weihrich, “Management”, McGraw Hill International New york, 1980 ✚ Henry sisik, “Management and Organization”, South Western publishing Co., Chicago, 1982. ✚ Peter F. Druker, “Management: Task and Responsibility”, Ilaper & Row, New york, 1973. ✚ Peter F. Druker,” The practice of management” Haper & Brothers, New York, 1986. ✚ Samul C.Certo, “Principles of Modern Management”, Allyn and Bacon Inc., boston, 1986. ✚ Y.K bushan, “Fundametals of business Organization and Management”, Sultan chand & sons, New Delhi.
Approval	<i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____ <i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ <i>Date</i> _____

Module Name	Human Resource and organizational behavior
Module category	Core
Module code	MGMT-M1081
Module Number	08
Total ECTS of the Module	16
Module Description	<ul style="list-style-type: none"> ✚ To identify and satisfy individual and group needs by providing adequate and equitable wages, incentives, employee benefits and social security and measures for challenging work, prestige, recognition, security, status where the ultimate purpose is the realization of organizational goals. ✚ This module aims at equipping students with essential knowledge for managing employees at work places, understanding the various behaviors exhibited by individuals and groups within an organization and initiating and managing change in organizational setups with proper leadership roles.

Module Objective	This module aims at equipping students with essential knowledge for managing employees at work places, understanding the various behaviors exhibited by individuals and groups within an organization and initiating and managing change in organizational setups with proper leadership roles. Enabling students to understand the law, ethics, and social responsibility issues in business undertakings.		
Module Competences	<ul style="list-style-type: none">• Capable of making rational decisions to solve organizational problems and manage conflicts.• skilled in analyzing the organization as a total system and align with its environment• Capable to competently manage human resources of an organization by understanding individual differences, group behavior and organization level behavior.• Responsive and effective in working with and through others by developing an understanding of common goal• Communicate effectively within and outside the organization		
Module mode of delivery	<ul style="list-style-type: none">• Mixed		
Module Learning Teaching Method	<ul style="list-style-type: none">• Lectures• Term Paper (s)• Presentation	<ul style="list-style-type: none">• Debates and Discussions• Case studies• Problem based learning	<ul style="list-style-type: none">• Simulations• Role playing• Book Review
Module Assessment techniques	<ul style="list-style-type: none">- Student work is assessed continuously throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions.- Continuous assessment 50% and - 50% final exam		
Courses in the Module			
Course Name	Course Code	Credit Hours	
Human Resource Management	Mgmt	4	
Organizational Behaviour	Mgmt	3	
Leadership & Change Management	Mgmt	3	
	Total	16	

Department of Management						
Degree Program	B.A. in Management					
Module name	Human resource and organization behavior					
Module Coordinator	Management					
Course Number	MGMT 2081					
Course Title	Human Resource Management					
ECTS credit points	6					
Course Information	Academic Year:		Semester:			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Information	Contact	Office:		Phone:		
		Email:		Office Hours:		
Student workload	Lecture	Discussion	Assignment	Private Study	Assessment	Total
Course Objectives and Competences to be Acquired	At the end of this course student will be able to:  Gain an insight about the operative functions of personnel management  Understand the importance and significance of human resource as an asset  Acquire a broader perspective on managing human resource effectively.  equip students with a realistic over view of major principles and techniques of human resource management system  understand the dynamic nature and applications of human resource management in business and other organizations  make students be aware of the environmental influence experiencing human resource and how to deal with these factors  have a clear understanding of human resource handling mechanism					
Course Description/Course Contents	Human Resource management belongs to all organizations. Its focal point is people; people are the life blood of organizations. It emphasizes on: human resources planning and development, recruitment, selection of personnel, induction, placement, training and development; techniques of performance appraisal; wage and salary administration and /or the human factor in work design & compensation plans & incentive schemes; morale and motivation; discipline; maintenance and safety; industrial relations; collective bargaining; grievances and grievance handling. It also focuses on newly emerging issues of Human resource like diversity and its management, empowerment, HIV AIDS and the workplace.					
Pre-requisites	No Prerequisite					
Status of the Course	Core					

Week	Topics and Sub Topics	Course Objectives and Competences to be Acquired		
Week 1	Unit1. AN OVER VIEW 1.1. Definition and back ground 1.2. Importance of Human resource management 1.3. Evolution and Development of Human resource Management 1.4. Human Resource management objectives	After completing this unit, students will be able to: ➤ Define and understand the notion of Human Resource Management ➤ Identify the importance of HRM ➤ Point out the objectives of HRM ➤ References John. M. Ivancevich, Human Resource Management, 7th ed., 1998		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is Human Resource? ➤ What is HRM? ➤ Giving brief introduction to the sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students’ work ➤ Summarizing the chapter		➤ Answering brain storming questions ➤ Be in group and discuss the following points: Definition and back ground, Evolution and Development of Human resource Management, and Human Resource management objectives ➤ Discuss the importance of HRM	➤ Read lecture note and other reference books	✓ Read reference materials and take additional notes on the above topics.
Delivery Methods		lecture, group discussion and reflection		
Assessment	QUIZ:			
Week 2&3	UNIT 2 - HUMAN RESOURCE MANAGEMENT ENVIRONMENTS 2.1. The external environment 2.1. The external environment 2.2. The internal environment 2.3. Human resource management model	After completing this unit, students will be able to: ➤ Explain the Human Resource environment ➤ Understand the HRM model and its elements References ❖ John. M. Ivancevich, Human Resource Management, 7th ed., 1998		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is HRM environment? ➤ Giving brief introduction to the sub topics ➤ Giving class room and home based works ➤ Checking, evaluating, and giving feedback to students’ work ➤ Summarizing the chapter		➤ Answering brain storming questions	➤ Read lecture note and other reference books	• Read the reference materials on HRM environment
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	• Quiz		10%	
Week 4 &5	UNIT 3 - JOB ANALYSIS & HR PLANNING 3.1. Meaning and definition of job analysis 3.2. Steps in job analysis 3.3. Methods of collecting job analysis information 3.4. Importance of job analysis information	At the end of this unit, students will be able to: ➤ Define job analysis and human resource planning ➤ Identify methods of acquiring job analysis information		

Degree Program	B.A. in Management					
Module Code	MGMT-M2082					
Module Title	Human Resource and Organizational Behavior					
Module Coordinator	Mgmt					
Course Number	MGMT2082					
Course Title	Organizational Behavior					
ECTS credit points	5					
Course Information	Academic Year:		Semester:			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	Lecture	Discussion	Assignment	Home Study	Assessment	Total
Course Objectives and Competences to be Acquired	The objective of this course is to acquaint students with basic skill that help them to better explain, predict, influence and manage human behavior in the organization					
Course Description/Course Contents	The course organizational behavior is a field of study that investigates the impact those individuals, groups and organization structure has on behavior within organizations; and the application of this knowledge to improve productivity and job satisfaction in an organization. Organizational behavior uses systematic study to improve behavior so as to increase productivity and employee satisfaction. This course deals with theories of organizations, environment and organizational goal setting, organizational Behavior, individual attitude and perceptions, individual and group attributes in organizational behaviors, group dynamics, group and team formation, power and politics, conflict, and conflict management.					

Pre-requisites				
Status of the Course		Core		
Mode of Delivery		Block		
Schedule				
Week	Topics and Sub Topics	Course Objectives and Competences to be Acquired		
Week 1	CHAPTER ONE: AN OVER VIEW OF ORGANIZATIONAL BEHAVIOR 1.1. What is organizational behavior? 1.2. The three basic units of analysis in OB 1.3. Replacing intuition with systematic study 1.4. A review of a manager’s job and its relation to the study of OB 1.5. The characteristics of OB 1.6. Development of OB 1.7. Contributing disciplines to OB 1.8. Management and OB in the 21 st Century 1.9. Organization as a system 1.10. Ethics and Organizational Behavior	After completing this unit, students will be able to: ➤ Define what organizational behavior is ➤ Describe the three basic units of analysis in OB ➤ Explain Managers job in relation to OB ➤ Describe the characteristics and development of		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Asking brain storming questions ➤ Giving brief introduction to the sub topics ➤ Giving class room ,library and home based works ➤ Checking, evaluating, and giving feedback to students’ work ➤ Summarizing the chapter		➤ Answering brain storming questions ➤ Be in group and discuss questions raised by the instructor	➤ Read lecture note and other reference books	Read reference materials and take additional notes on the above topics.
Delivery Methods		lecture, group discussion and reflection		
Assessment	• Quiz (Ch. 1)		5%	
Week 2 & 3	UNIT 2 - FOUNDATION OF INDIVIDUAL BEHAVIOR AND LEARNING IN AN ORGANIZATION 2.1. Perception 2.1.1. What Is Perception Mean? 2.1.2. Perceptual Process 2.1.3. Factors Influence Perception 2.2. Attitude 2.2.1. Definition of Attitude 2.2.2. Characteristics of Attitudes 2.2.3. Component of attitude 2.2.4. How attitudes are formed 2.2.5. Source of attitude 2.2.6. Types of attitude 2.2.7. Attitudes and consistency 2.3. Personality	After completing this unit, students will be able to: ➤ Identify the major individual variables that influents work behavior ➤ Describe how attributions influence our behavior ➤ Identify the BIG-FIVE personality dimensions ➤ Discuss different types of learning		

	2.3.1. Definition of Personality 2.3.2. Personality determinants 2.3.3. Major personality attributes influencing OB 2.3.4. Matching personality and job 2.4. Learning 2.4.1. Types of learning 2.4.2. Strategies of reinforcement, punishment and extinction 2.4.3. Theories of Learning			
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ Giving brief introduction to the sub topics➤ Giving class room, library and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		Answering brain storming questions	<ul style="list-style-type: none">➤ Read lecture note and other reference books	Read the reference materials on HRM environment
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	<ul style="list-style-type: none">• Case and Presentation of library based activity	5%		
Week 3 & 4	CHAPTER THREE - FOUNDATION OF GROUP BEHAVIOR 3.1. Defining teams and/or groups 3.2. Classifying teams and/or groups 3.3. Why do people form and/or join teams/groups? 3.4. Stages in team/group development 3.5. Obstacle to team /group productivity 3.6. Increasing team/group productivity 3.7. Group behavior 3.8. Implication for performance and satisfaction		At the end of this unit, students will be able to: <ul style="list-style-type: none">➤ Define the term group and describe the different types of group to which people belongs➤ List the stages of group development➤ Describe the characteristics of effective group	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ Giving brief introduction to the sub topics➤ Giving class room and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Answering brain storming questions	<ul style="list-style-type: none">➤ Read lecture note and other reference books	<ul style="list-style-type: none">• Read reference materials and prepare additional notes on the above topics.
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	<ul style="list-style-type: none">• Quiz ch.3	5%		
Week 5	CHAPTER FOUR - MOTIVATION		At the end of this chapter students will be able to:	

	CONCEPTS AND THEIR APPLICATIONS 4.1. What is motivation? 4.2. Features of Motivations 4.3. Importance of Motivation 4.4. Early Theories of Motivation 4.5. Contemporary theories of motivation 4.6. Implication of motivation for performance and satisfaction 4.7. Managerial Approaches for Improving Motivation		<ul style="list-style-type: none">➤ Define the term motivation➤ Discuss early theories of motivation➤ Explain contemporary theories of motivation	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ Giving brief introduction to the sub topics➤ Giving class room, library and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Answering brain storming questions	<ul style="list-style-type: none">➤ Read lecture note and other reference books	<ul style="list-style-type: none">➤ Read the reference materials and prepare additional notes on the chapter
Delivery Methods		lecture, group discussion and reflection		
Assessment	<ul style="list-style-type: none">• Test on chapter 3&4		10%	
Week 6	CHAPTER FIVE - MANAGEMENT OF ORGANIZATIONAL CONFLICT 5.1. Definition of conflict 5.2. Functional Vs dysfunctional conflict 5.3 Nature of conflict in an organization 5.4. Cause of conflict in organizations 5.5. Conflict management strategies		At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Define conflict➤ Distinguish functional and dysfunctional conflict➤ Discuss nature and causes of conflict➤ Explain conflict management strategies	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ Giving brief introduction to the sub topics➤ Giving class room, library and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Discuss in groups concepts of conflict, functional and dysfunctional conflict➤ Discuss nature and causes of conflict	<ul style="list-style-type: none">➤ Jot down notes related with conflict, functional and dysfunctional conflict➤ Understand nature and causes of conflict	<ul style="list-style-type: none">✓ Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion, case study and reflection		
Assessment	<ul style="list-style-type: none">• Case and presentation on Cha.5		5%	

Week 7	CHAPTER SIX - STRESS MANAGEMENT 6.1. What is stress 6.2. Understanding sources of stress and its consequences 6.3. Effects of Stress 6.4. Stress management strategies 6.5. Implications for performance and satisfaction	At the end of this unit students will be able to: ➤ Define the concept of stress ➤ Understand source of stress and consequences ➤ Describe stress management strategies ➤ Discuss the implication of stress for performance and satisfaction
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ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is stress? ➤ Giving brief introduction to the sub topics ➤ Giving class room, library and home based works ➤ Checking, evaluating, and giving feedback to students' work ➤ Summarizing the chapter	➤ Discuss Concepts of stress ➤ Discuss in group stress management strategies , and implication of stress for performance and satisfaction	➤ Jot down notes related with the topic	✓ Read the reference materials and prepare additional notes on the above topics

Delivery Methods lecture, group discussion case study and reflection

Assessment Individual assignment

Week 7	CHAPTER SEVEN - CULTURE AND DIVERSITY 7.1.Culture and cultural diversity 7.2. Globalization and people at work	At the end of this unit students will be able to: ➤ Define culture ➤ Describe cultural diversity ➤ Discuss about globalization and people at work
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ACTIVITIES















TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
➤ Introducing objectives to the students ➤ Asking brain storming questions ➤ What is culture? ➤ Giving brief introduction to the sub topics ➤ Giving class room, library and home based works ➤ Checking, evaluating, and giving feedback to students' work ➤ Summarizing the chapter	➤ Discuss Concepts of culture ➤ Discuss in cultural diversity and globalization and people at work	➤ Jot down notes related culture ➤ Understand cultural diversity and globalization and people at work	Read the reference materials and prepare additional notes on the above topics

Delivery Methods lecture, group discussion case study and reflection

Assessment • Test on Ch 5 & 6 5%

Week 8	CHAPTER 8- POWER AND POLITICS IN AN ORGANIZATION 8.1.A definition of power 8.2.Contrasting leadership and power 8.3. Base and sources of power	At the end of this unit students will be able to: ➤ Define power ➤ Contrast leadership and power ➤ Identify bases and sources of power
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8.4. Power in group coalitions				
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is power?➤ Giving brief introduction to the sub topics➤ Giving class room, library and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Discuss Concepts of power➤ Contrast leadership and power	Read lecture note and other reference books	Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion case study and reflection		
Assessment		Group assignment	10%	
Week 9	CHAPTER NINE - ORGANIZATIONAL DESIGN AND STRUCTURE 9.1. The essence of OD and structure 9.2. Key organization design process 9.3. Types of organization structure 9.4 Technology and job design		At the end of this unit students will be able to: <ul style="list-style-type: none">➤ Understand the essence of organizational design and structure	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">➤ Introducing objectives to the students➤ Asking brain storming questions➤ What is organizational design and structure?➤ Giving brief introduction to the sub topics➤ Giving class room library, and home based works➤ Checking, evaluating, and giving feedback to students’ work➤ Summarizing the chapter		<ul style="list-style-type: none">➤ Discuss Concepts of essence of organizational design and structure	<ul style="list-style-type: none">➤ Read lecture note and other reference books	Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion case study and reflection		
Assessment		Case & Presentation	10%	
Course expectation	 Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.			
	 Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work			
	 Medium: Use only English, which is the medium of instruction, especially in the class room			

Policy:	<div><div></div><div>Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</div></div> <div><div></div><div>Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</div></div> <div><div></div><div>Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</div></div> <div><div></div><div>Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</div></div>
Reference:	<div><div></div><div>Schermerhorn R, John. Jr. " management and organizational behaviors"</div></div> <div><div></div><div>Corbert J Marin Critical Cases in Organization and Management</div></div> <div><div></div><div>Agrawall R.D, Organization and management</div></div> <div><div></div><div>Nelson and Campbell Quck : organizational behavior</div></div> <div><div></div><div>Davis and Newstrom: Human behavior at work: organization behavior</div></div> <div><div></div><div>Mcshane and van Glinow : Organization Behavior</div></div> <div><div></div><div>JOHN M.IVANCEVICH, ROBERT KONOPASKE AND MICHAEL T. MATTESON, (2005), “<i>Organizational Behavior and Management</i>”, <i>7th Edition</i>, McGraw-HILL Companies, INC, New York, America.</div></div> <div><div></div><div>JOHN R.SCHERMERHORN, JAMS G.HUNT & RICHARD N.OSBORN,(2002), “<i>Organizational Behavior</i>”,<i>7thEdition</i>, University of Phoenix, John Wiley & Sons Inc. USA.</div></div> <div><div></div><div>STEPHEN P.ROBINS, (1992), “<i>Essentials of Organizational Behavior</i>”, 3rd Edition, USA, Prentice Hall Inc.</div></div> <div><div></div><div>Any other Books in organizational behavior can be help full.</div></div>
Assessment Arrangement	<div><div>Activities Points</div><div><div>Quiz I</div><div>10</div></div><div><div>Quiz II</div><div>5</div></div><div><div>Quiz III</div><div>5</div></div><div><div>Test 1 & 2</div><div>10</div></div><div><div>Case & Presentation</div><div>10</div></div><div><div>Individual & Group Assignments</div><div>10</div></div><div><div>Final Exam 50</div><div></div></div><div><div>Total Points</div><div>100</div></div><div><div>Quizzes:</div><div>There will be three quizzes given at the end of every two chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 25% of your total point.</div></div><div><div>Assignments:</div><div>There will be a case will be given to each team in class. Teams will write a paper (2 – 10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case.</div></div><div><div>Final Exam:</div><div>Final exam will cover ALL material.</div></div></div>
Approval	<div><div><div>Name of Course Instructor</div><div>Signature</div><div>Date</div></div><div><div>Name of Module Chair/HOD</div><div>Signature</div><div>Date</div></div></div>

Department of Management						
Degree Program	B.A. in Management					
Module Title	Human resource and organizational behavior					
Module Coordinator	TBA					
Course Number	MGMT 2083					
Course Title	LEADERSHIP AND CHANGE MANAGEMENT					
ECTS credit points	5					
Course Information	Academic Year:		Semester:			
	Meeting day:		Meeting time:			
	Meeting location:					
Instructor's Contact Information	Office:		Phone:			
	Email:		Office Hours:			
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives and Competences to be Acquired	At the end of the course students be able to: <ul style="list-style-type: none">• Define what leadership is and how it is applied at all levels of management• Understand the basics of leadership• Develop skills in communicating, influencing and negotiating with peers, subordinates and senior managers.• Become adept at assessing leadership traits and qualities in ourselves and others• Learn how to develop leadership• Assist organizations to in changing their organization to accommodate the changing world.• Manage changes• Manage conflicts that may arise during changes and internalize the changes made					

	<ul style="list-style-type: none"> • Create an environment for life time learning. • apply orthodox and critical analyses to the management of people and change
Course Description/Course Contents	This course introduces leadership and change management which is a responsibility of an effective leader. It also introduces the concept of conflict and conflict management, and Leadership, theories of leadership and leader development, change (evolutionary and revolutionary changes), Obstacles to Change, Managing a change and Adapting to Change, conflict and conflict management, ways of introducing change and harmonizing the organization, processes analysis and measurement, business process reengineering, benchmarking.
Pre-requisites	No Prerequisite
Status of the Course	Core

Schedule

<i>Week</i>	<i>Topics and Sub Topics</i>	<i>Course Objectives and Competences to be Acquired</i>
Week 1	Chapter 1 INTRODUCTION: 1.1. Leadership definition 1.2. Leadership Vs Management 1.3. What makes effective leader 1.4. Importance of leadership for good governance and development	- Upon the completion of this unit, students are required to: <ul style="list-style-type: none"> • Define the term of leadership • Difference between leadership and management • Explain what makes effective leader • Briefly explain the importance of leadership for good governance and development

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students • Asking brain storming questions <ul style="list-style-type: none"> ➤ Is leadership all about power? How is power related to leadership? • Giving brief lecture on: <ul style="list-style-type: none"> ➤ The meaning of leadership ➤ Leadership Vs management ➤ What makes effective leader ➤ Importance of leadership for good governance and development • Preparing and organizing class room, library and home based activities 	<ul style="list-style-type: none"> • Answering brain storming questions ✓ Is leadership all about power? How is power related to leadership? ✓ Indentify the factors what makes effective leader • Reflecting class room activities • Reflecting home based activities 	<ul style="list-style-type: none"> • Reading lecture notes and other reference material • Be a group of five, and do the following assignment • Discuss the importance of leadership for good governance and. 	

<ul style="list-style-type: none">Evaluating and providing feedback for class room and home based activitiesSummarizing the main topics of the unit				
Delivery Methods		lecture, group discussion and reflection		
Assessment	<ul style="list-style-type: none">Reflecting class room activitiesReflecting home based activities	10		
	UNIT 2 - leadership theories and styles 2.1. Leadership style 1. Leadership theories 1.1. Great man theory 1.2. Trait Theory 1.3. Behavioral Leadership Theory 1.4. Contingency Leadership Theory 2. Transformational, transactional and servant leaders. 3. Leadership skills and competencies 4. Good Vs Bad leaders. .	After completing this unit, students will be able to: <ul style="list-style-type: none">Explain the different style of leadership preferred by leadersBe familiar with the different theories of leadershipBe more informed on leadership skills and competenciesIdentify the difference between good and bad leadersKnow the difference between transformational, transactional and servant leaders		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">Introducing objectives to the studentsAsking brain storming questions➤ How employees influenced by leaders?Giving brief lectures on the content of unit.Giving class room activities for discussionGiving home based and library workProviding feedback to home based and class room activitiesSummarizing the lesson		<ul style="list-style-type: none">Answering brain storming questions➤ How employees influenced by leadersDiscussing on the following question➤ Do you know why the different style of leadership preferred by leaders?Reflecting class room activitiesReflecting home based activities.	<ul style="list-style-type: none">Reading lecture notes and other reference materialBe a group of five, and do the following assignment➤ By what criteria we differentiate transformational, transactional and servant leaders	<ul style="list-style-type: none">Please go to library and search organizational behavior reference books and take comprehensive notes on leadership theories and styles.
Delivery Methods		lecture, group discussion, presentation and reflection		
Assessment	<ul style="list-style-type: none">Reflection class room activities	5		

	<ul style="list-style-type: none"> • Reflection home based activities 	
Week 3, 4 & 5	UNIT 3 - Overview of Change Management 3.1 Meaning and implications 3.2 Forces for Organizational Change 3.3 Process of organizational change 3.4 Resistance to Change 3.5 Managing Resistance to Change 3.6 Planned Change 3.7 Strategies for Planned Organizational Change	At the end of this unit, students will be able to: <ul style="list-style-type: none"> • Have an understanding of the meaning and implications change Management • Identify factors of organizational change • Understand the relevant process of organizational change • Explaining the reason why employees resist to change and ways of managing employee's resistance. • Understand what is meant by planned change and strategies for planned change
ACTIVITIES		
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students • Asking brain storming questions ➤ Explain the implications of change management on organizational achievement • Giving brief lecture on: <ul style="list-style-type: none"> ➤ Meaning and implications of change management ➤ Forces for organizational change ➤ Process of organizational change ➤ Resistance to change and managing resistance to change ➤ Planned change and strategies for planned change • Preparing and organizing class room, library and home based activities • Evaluating and providing feedback for class room and home based activities • Summarizing the main topics of the unit 	<ul style="list-style-type: none"> • Answering brain storming questions • Reflecting class room activities • Reflecting library activities ➤ Presenting note on the reason why employees resist to change and ways of managing employee's resistance. • Reflecting home based activities 	<ul style="list-style-type: none"> • Reading lecture notes and other reference material • Read the reference material and prepare note on the reason why employees resist to change and ways of managing employee's resistance.
Delivery Methods	lecture, group discussion, presentation and reflection	
Assessment	<ul style="list-style-type: none"> • Reflection class room activities • Quiz 	10
Week 6, 7 & 8	UNIT 4 - Types of change 4.1. Planned Vs Unplanned Change 1. Revolutionary Vs Evolutionary Change 2. BPR 3. BPR process 4. BPR techniques and tools 5. Implementation of BPR 6. Other kinds of Change	At the end of this chapter students will be able to: <ul style="list-style-type: none"> • discuss planned and unplanned change • explain revolutionary and evolutionary change • figure out the main BPR process, BPR technique and tools, and implementation

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students • Asking brain storming questions ➤ Explain contemporary issues in the change management? • Giving brief lectures on the content of the unit • Providing class room activities for discussion • Giving home based activities and library work • Summarizing the lesson 	<ul style="list-style-type: none"> • Answering brain storming questions • Taking lecture notes • Reflecting class room activities • Reflecting home based activities 	<ul style="list-style-type: none"> • Read lecture notes and other reference material • Be a group of four, do the following assignment • Term Paper on BPR Process Of Madawalabu University 	Please go to library and search books and take a comprehensive note on the t main BBR process, BBR technique and tools, and its implementations.



Delivery Methods | lecture, group discussion presentation and reflection

Assessment	<ul style="list-style-type: none"> • Presentation of assignment 	10
	Test chapter (3&4) UNIT 5 - Conflicts and Conflict Management 5.1. Meaning and Nature of Conflict 1. Sources of Conflict 2. Conflict Outcomes 3. Conflict Management 4. Analysis of the Conflict Situation 5. Conflict Stimulation 6. Conflict Resolution 7. Interpersonal Relations Management	At the end of this unit students will be able to: <ul style="list-style-type: none"> • Explain the meaning and nature of conflict • Identify the consequences of conflict • Figure out main sources of conflict

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> • Introducing objectives to the students • Asking brain storming question • Giving brief lectures on the content of unit. • Giving class room activities for discussion • Giving home based and library work • Providing feedback to student reflection • Summarizing the lesson 	<ul style="list-style-type: none"> • Answering brain storming questions • Be in group and discuss questions raised by the instructor • Reflecting class room activities • Reflecting home based activities 	<ul style="list-style-type: none"> • Reading lecture notes and other reference material 	<ul style="list-style-type: none"> • Please go to library and search Leadership and Change Management reference books and take comprehensive notes on recruitment.

Delivery Methods	lecture, group discussion and reflection			
Assessment	<ul style="list-style-type: none">Case study	5		
	UNIT 6 - LONG- TERM FINANCING 6.1. Leverages 6.2. Raising funds in capital Market 6.3. Long- term Financing Instruments	At the end of this lesson students will be able to: <ul style="list-style-type: none">✓ Understand the concept of operating and financial leverage.✓ Understand the concept of long term financing.✓ Explain about raising funds in capital market.✓ List out long term financing instruments.		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none">✓ Introduce students with the concept of the above topics.✓ Facilitate group discussion.✓ Giving brief lecture.✓ Summarize student’s reflection and the lesson.		<ul style="list-style-type: none">✓ Discussion in group the concept of long term financing.✓ Follow the lecture.✓ List out long term financing instruments.	<ul style="list-style-type: none">✓ Do exercise on Leverages.	<ul style="list-style-type: none">• Read reference materials and prepare additional notes on the above topics
Delivery Methods	lecture, group discussion and reflection			
Assessment	<ul style="list-style-type: none">Quiz:	5%		
Course expectation	<ul style="list-style-type: none">✚ Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.✚ Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work✚ Medium: Use only English, which is the medium of instruction, especially in the class room			
Policy:	<ul style="list-style-type: none">✚ Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course✚ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted✚ Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well✚ Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell			

	phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.														
Reference:	<ul style="list-style-type: none">➤ Stephen R. Robins, Organizational Behavior, Concepts, Controversies and applications, 7th Edition, 1996.➤ Plunkett and Attner, Management 6th Edition.➤ KoonertyWethrich, Management, 9th edition.➤ Georgerr Terry, Principles of Management, 5th Edition.➤ Other relevant books to Organizational behavior, management, Psychology, etc.														
Assessment Arrangement	<div>Activities Points</div> <table><tr><td>quiz I</td><td>10</td></tr><tr><td>quiz II</td><td>5</td></tr><tr><td>test</td><td>10</td></tr><tr><td>case study</td><td>5</td></tr><tr><td>Assignments and presentation</td><td>20</td></tr><tr><td>Final Exam</td><td>50</td></tr><tr><td>Total Points</td><td>100</td></tr></table> <p>Quizzes: There will be three quizzes given at the end of every two chapter. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 25% of your total point.</p> <p>Assignments: There will be</p> <p>A case will be given to each team in class. Teams will write a paper (2 –10 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case.</p> <p>Final Exam: Final exam will cover ALL material.</p>	quiz I	10	quiz II	5	test	10	case study	5	Assignments and presentation	20	Final Exam	50	Total Points	100
quiz I	10														
quiz II	5														
test	10														
case study	5														
Assignments and presentation	20														
Final Exam	50														
Total Points	100														
Approval	<div>Name of Course InstructorSignatureDate</div> <div>Name of Module Chair/HODSignatureDate</div>														

Department of Management			
Degree Program	B.A. in Management		
Module Name	Strategic Management		
Module number	20		
Module code	MGMT-M3201		
Module Category	Core		
Course code	MGMT3201		
Course Title	Strategic Management		
ECTS credit points	5		
Course Information	Academic Year: III		Semester: II
	Meeting day:		Meeting time:
	Meeting location:		
Instructor's Contact Information	Office:		Phone:
	Email:		Office Hours:
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>
	48	15	15
Course/module Objectives	 Know how to incorporate the claims of stakeholders in strategy formation, implementation evaluation and control  Understand meaning of strategy, levels at which strategy operates & strategic management process		

	<ul style="list-style-type: none"> ✚ Explain environment factors that affect strategy formation, implementation evaluation & control ✚ Know their responsibilities and ethical requirements in corporate management etc. ✚ Obtain skills in the management of corporate and enterprise strategy ✚ Design policy and strategy in light of the poverty alleviation in Ethiopia
Course/module Description	This course is devoted to identifying and describing the various strategies a company can pursue to achieve superior performance. Many of these strategies are generic – that is, they apply to all organizations, large or small, manufacturing or service, and profit seeking or not for profit. The central aim of this course is to gain a thorough understanding of the analytical techniques and skills necessary to identify and exploit strategic opportunities successfully. Specifically, the course covers; the meaning & role of strategic management, nature of strategic management, strategy formulation & implementation, environmental scanning, understanding of corporate, competitive functional and operating level strategies, strategy implementation, evaluation and control and also social and ethical responsibilities of corporate management
Module Competencies	Design appropriate and robust strategies to shape or cope up with changing organizational environment
Mode of delivery	<ul style="list-style-type: none"> • Parallel
Pre-requisites	No Prerequisite
Status of the Course	Core
Module Learning Teaching Method	<ul style="list-style-type: none"> • Lectures • Term Paper (s) • Presentation • Debates and Discussions • Case studies • Problem based learning • Simulations • Role playing • Book Review
Module Assessment techniques	<ul style="list-style-type: none"> • Student work is assessed continuously throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. • Continuous assessment 50% and • 50% final exam
Schedule	
Week	Topics and Sub Topics
Week 1	CHAPTER ONE – Introduction <ol style="list-style-type: none"> 1.1 Defining strategic management 1.2 Stages of strategic management 1.3 Key terms in strategic management 1.4 Over view of types of strategy 1.5 The strategic management approach <ul style="list-style-type: none"> • Recourse based • Industrial organization 1.6 Benefits of strategic management 1.7 Business ethics and corporate social responsibility

ACTIVITIES	
TEACHERS ACTIVITY	
<ul style="list-style-type: none"> + Introducing objectives to the students + Asking brain storming Questions + What is Strategic Management? + What we the significance of Strategic management? + Giving brief introduction to the sub unit + Giving classroom, home based X library works + Summarizing the sub unit 	
<i>Delivery Methods</i>	
Assessment	Class Reflection
Week 3, 4 & 5	CHAPTER TWO Strategy Formulation: The business mission, vision and values 3.1 vision statement

3.3 mission statement
 3.3. business values
 3.4. strategic issues
 3.5. Setting Goals and Objectives

ACTIVITIES

TEACHERS ACTIVITY

- + Introducing objectives to the students
- + Asking brain storming question
- + How do you think from Michael porter's five strategies forces how the bargaining power of buyer affects the market?
- + Giving Lecture gap
- + Giving class room, home based and library works to students
- + Checking & evaluating assignments and providing feedback
- + Summarizing the chapter

Delivery Methods		Lecture , Case Analysis, Assignment Projects
Assessment	<ul style="list-style-type: none">• Individual and group assignment• Present to the class• Discuss with class	
Week 6, 7 & 8	CHAPTER THREE – External Environmental Analysis 4.1 The nature of external audit 4.2 The Process of Performing an External Audit 4.3. Analysis of key external factors <ul style="list-style-type: none">• General external factors• Industry analysis• Competitors analysis 4.4. Sources of external information 4.5. Forecasting tools and techniques	
ACTIVITIES		
TEACHERS ACTIVITY		
<div><div><div><div></div><div></div><div></div></div><div>Introducing the objectives of the chapter to students.</div></div><div><div><div></div><div></div><div></div></div><div>Asking brain storming questions.</div></div><div><div><div></div><div></div><div></div></div><div>Giving lectures.</div></div><div><div><div></div><div></div><div></div></div><div>Giving classroom, home based, and library activities to students.</div></div><div><div><div></div><div></div><div></div></div><div>Checking and evaluating students’ activities and providing feed back.</div></div><div><div><div></div><div></div><div></div></div><div></div></div></div> <div>Providing assignments to students</div>		

<i>Delivery Methods</i>		Lecture , C Analysis, Assignment Projects
Assessment	<ul style="list-style-type: none">• Case Analysis	
	CHAPTER FOUR: Internal Environment Assessment 5.1. The nature of an internal audit 5.2. The Process of Performing an Internal Audit 5.3. Relationship among the functional areas of business 5.4. The Value Chain analysis 5.5. Internal Factor Evaluation (IFE) Matrix	
ACTIVITIES		
TEACHERS ACTIVITY		
<div><div></div>Introducing the objectives of the chapter to students.</div> <div><div></div>Asking brain storming questions.</div> <div><div></div>Giving lectures.</div> <div><div></div>Giving classroom, home based, and library activities to students.</div>		

<div><div><div></div><div></div><div></div></div><div>Checking and evaluating students’ activities and providing feedback.</div></div> <div><div><div></div><div></div><div></div></div><div>Providing assignments to students.</div></div> <div><div><div></div><div></div><div></div></div><div></div></div>		Summarizing the chapter
Delivery Methods		Lecture , C Analysis, Assignment Projects
Assessment	Assignment: Team work Write the procedures of data collection for the topics selected in team Write the methods Present to the class Discuss with the class.	
	CHAPTER FIVE - Strategy Formulation: Strategy Analysis and Choice 6.1 The nature of strategy analysis and choice 6.2 Types of strategy 6.2.1. Corporate level strategy <ul style="list-style-type: none">Major corporate strategies (growth, stability & defensive) 6.2.2. Business level strategy <ul style="list-style-type: none">The five generic competitive strategy 6.2.3. Functional Level Strategy (<i>Reading Assignment</i>) 6.3 Long term objectives 6.4 A comprehensive strategy formulation framework 6.5 The decision stage 6.6 BSC model 6.7 The 7’S model	
ACTIVITIES		
TEACHERS ACTIVITY		

- + Introducing the objectives of the chapter to students.
- + Asking brain storming questions.
- + Giving lectures.
- + Giving classroom, home based, and library activities to students.
- + Checking and evaluating students' activities and providing feedback.
- + Providing assignments to students.
- + Summarizing the chapter

Delivery Methods

Lecture , C
Analysis,
Assignment
Projects

Assessment

Test , ch-5 and ch-6,

CHAPTER SIX: Strategy Implementation (Implementing Strategies Management Issues)

7.1 The nature of strategy implementation

7.2 Key concepts in strategy implementation

ACTIVITIES	
TEACHERS ACTIVITY	
<ul style="list-style-type: none"> + Introducing the objectives of the chapter to students. + Asking brain storming questions. + Giving lectures. + Giving classroom, home based, and library activities to students. + Checking and evaluating students' activities and providing feedback. + Providing assignments to students. + -Summarizing the chapter <p>Field Work Go to any office near to the university and observe and critically evaluate how strategies are implemented</p>	
<i>Delivery Methods</i>	Lecture , C Analysis, Assignment Projects
Assessment	Assignment: group work
	<p>CHAPTER SEVEN : Strategy Evaluation and Control</p> <p>8.1 The nature of strategy evaluation</p> <p>8.2 A strategy evaluation framework</p> <p>8.3 Published sources of strategy evaluation information</p> <p>8.4 Characteristics of An effective evaluation system</p> <p>8.5 The contingency model</p> <p>8.6. Strategic Control: Control Process</p>

	ACTIVITIES
TEACHERS ACTIVITY	
<ul style="list-style-type: none"> + Introducing the objectives of the chapter to students. + Asking brain storming questions. + Giving lectures. + Giving classroom, home based, and library activities to students. + Checking and evaluating students' activities and providing feedback. + Providing assignments to students. + Summarizing the chapter 	
Delivery Methods	Lecture , Case Analysis, Assignment Projects
Assessment	Quiz
Course expectation:	E. During formal lecturing, the course has to be delivered in an interactive way and it has to lead students to independent and group learning. Hence students are expected to take an active part in the discussion. During case studies students are expected to take a leadership role in discussing their cases and defend their case analysis result. The instructor takes more of a facilitation role in case discussions and may act as one of the participant
Policy	<p>Attendance:It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course.</p> <p>Assignments:you must do your assignment on time. No late assignment will be accepted.</p> <p>Test/Quizzes:you will have four short quizzes or tests. If you miss the class or, are late to class, you will not</p>

	<p>the quiz or test. No makeup test or quizzes will be given.</p> <p><i>Cheating:</i> You must do your own work and do not copy and get answer from someone else.</p> <p>✚ Please be sure to turn off your cell phones before class and exam session.</p>																
Reference:	<ul style="list-style-type: none"> ✚ Fred R. David, strategic management, sixth edition, Prentice Hall, New York, 1997 ✚ McCarthy, Minichello & Curran Business policy and strategy, concepts and readings; Richard L. Irwin Inc. ✚ Thompson, Jr & Strickland III; Strategic management, concepts and cases, Irwin McGraw-Hill. ✚ Pearce II & Robinson Jr. Strategic management, strategy formulation and implementation; AITBS Publishers and distributors, Delhi. ✚ Azhar Kazmi; Business policy and Strategic Management Tata McGraw-Hill publishing Co. Ltd. ✚ George Luffman, Edward Lea, Stuart Sanson & Barin Kenny; Strategic management, an analytical introduction; Blackwell Publishers Ltd. ✚ Francis Cheruillam; Business policy and strategic management; Himalaya publishing Houses. ✚ David Asch & Cliff Bowman; Readings in Strategic management; The Macmillan press Ltd. ✚ Fred R. David Strategy Management Prentice Hall, New Jersey six edition. ✚ Wendy Robson strategic Management and information system, Pitman Publishing 1997. ✚ Cliff Bowman and David Asch Managing strategy Macmillan Business 1996. ➤ Peers/Robinson, strategic management and any other business policy and Strategy book can be used as a reference 																
Assessment Arrangement	<table border="0"> <tr> <td colspan="2"><u>Activities Points</u></td> </tr> <tr> <td>Quiz I</td> <td>5%</td> </tr> <tr> <td>Quiz II</td> <td>5%</td> </tr> <tr> <td>Test</td> <td>10%</td> </tr> <tr> <td>Case Analysis</td> <td>10%</td> </tr> <tr> <td>Assignment</td> <td>20%</td> </tr> <tr> <td colspan="2"><u>Final Exam 50%</u></td> </tr> <tr> <td>Total Points</td> <td>100</td> </tr> </table> <p><i>Quizzes:</i> There will be three quizzes given at the end of every two chapters. Each quiz will take approximately 20 – 30 minutes. Quizzes will account 15% of your total point.</p> <p><i>Assignments:</i> There will be</p> <p><i>Group Project (Business Plan):</i> A situation analysis or project will be assigned to each team in class. Teams will write a paper (10 –15 pages) outlining all situation analysis. Presentation time (15-20 min) and 10 min for Question & Answer. Every team will have 15-20 minutes to present his / her case. Students should send documents via email in advance to the presentation date.</p> <p><i>Final Exam:</i> Final exam will cover ALL material</p>	<u>Activities Points</u>		Quiz I	5%	Quiz II	5%	Test	10%	Case Analysis	10%	Assignment	20%	<u>Final Exam 50%</u>		Total Points	100
<u>Activities Points</u>																	
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Test	10%																
Case Analysis	10%																
Assignment	20%																
<u>Final Exam 50%</u>																	
Total Points	100																
Approval	<p><i>Name of Course</i></p> <p><i>Instructor</i> _____ <i>Signature</i> _____</p> <p><i>Date</i> _____</p> <p><i>Name of Module Chair/HOD</i></p> <p>_____ <i>Signature</i> _____</p> <p><i>Date</i> _____</p>																

<i>Module name</i>	
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Module name	Financial Management			
Module Category	Core			
Module code	MGMT-M3181			
Module number	18			
Total ETCS of the module	5			
Objective of the module	After completing the module, students will be able to understand: <ul style="list-style-type: none">➤ What financial management mean➤ Make financial planning and forecast➤ The concept of time value of money➤ Different investment decisions➤ The concept of asset evaluation and the cost of capital➤ The concept of long-term financing			
Module competence	Manage financial resources of the organization by applying financial principles, theories and techniques			
Mode of Delivery	<ul style="list-style-type: none">• Parallel			
Module Teaching learning Methods	<ul style="list-style-type: none">• Listen to a lecture and take notes on the lesson treated• Take part in reading assignment• Group Discussion• Individual reflection• Debate among groups• Case study discussion and analysis• Assignment presentation			
Module Assessment Technique	Continuous assessment (50%) and Final Exam (50%)			
Courses in the module				
Course number	Course name	Credit hours	ECTS (CP)	
MGMT3181	Financial Management	3	5	

Department of Management			
Degree Program	B.A. in Management		
Module Name	Financial Management		
Module Code	MGMT-M3181		
Module Coordinator	TBA		
Course Title	Financial Management		
Course Code	MGMT 3181		
Credit Hours	3		
ECTS credit points	5		
Course Information	Academic Year:	Semester:	
	Meeting day:	Meeting time:	

	Meeting location:					
Instructor's Contact Information	Office:			Phone:		
	Email:			Office Hours:		
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
	48	15	22	43	13	135
Course Objectives	After completing the course, students will be able to understand: <ul style="list-style-type: none">➤ What financial management mean➤ Make financial planning and forecast➤ The concept of time value of money➤ Different investment decisions➤ The concept of asset evaluation and the cost of capital➤ The concept of long-term financing					
Course Competences to be Acquired	After completing the course, students will be able to manage financial resources of the organization by applying financial principles					
Course Description/Course Contents	This course focuses on the acquisition of financial resources and their effective utilization in running a business enterprise for profit. Topics include: Financial analysis and forecasting, capital structure decisions cost of capital, leasing, and an overview of international financial management. Case studies and assignments are emphasized.					
Pre-requisites	No Prerequisite					
Status of the Course	Core					
Schedule						
<i>Week</i>	<i>Topics and Sub Topics</i>			<i>Course Objectives and Competences to be Acquired</i>		
Week 1 & 2	<i>Chapter 1 – AN OVERVIEW OF FINANCIAL MANAGEMENT</i> 1.1. Introduction 1.1.1. Meaning of finance 1.1.2. Classification of finance 1.1.3. Evolution of finance 1.1.4. Sources of finance. 1.2. The nature and scope of financial management 1.3. The goal of a firm in financial management			After completing this unit, students will be able to: <ul style="list-style-type: none">➤ understand the meaning and importance of finance,➤ explain the evolutions of financial management,➤ Explain the relationship between financial management with other disciplines like accounting, economics etc.➤ list out the functions of financial management,➤ recognize the role of financial manager,➤ distinguish between ownership and loan financial instruments,➤ identify the constituents of financial markets,		
ACTIVITIES						
TEACHERS ACTIVITY			STUDENTS ACTIVITY		HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ introduce students with the concept of the above topics ✓ provide students with topics of discussion and reading assignment			✓ Take lecture notes on the above topics ✓ Follow lecture.		✓ list down the importance of finance ✓ identify the	• Read reference materials and

✓ provide feedback on students reflection	✓ Participate on brain storming ✓ discuss in group the difference between public finance and business finance	role of financial manager ✓ List down short note on overview of financial management	take additional notes on the above topics.	
Delivery Methods	lecture, group discussion and reflection			
Assessment	Quiz	5%		
	UNIT 2 - FINANCIAL ANALYSES AND PLANNING 2.1. Financial Analysis 2.1.1. The need for financial analysis 2.1.2. Source of financial data 2.1.3. Approaches to financial analysis and interpretation 2.2. Financial planning (forecasting) 2.3. The planning process 2.4. The importance of sales forecasting 2.5. Techniques of determining external financial requirements.	After completing this unit, students will be able to: ❖ Understand the concept of financial analysis. ❖ understand the financial statements ❖ list the users of financial statements ❖ explain the terms analysis and interpretation ❖ Identify the techniques of financial analysis		
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ introduce students with the concept of the above topics ✓ Facilitate class work on financial analysis and provoke students to raise important issues on external financial requirements. ✓ Give brief lecture. ✓ summarize students reflection and the lesson		✓ discuss in group the various important issues on external financial requirements ✓ Follow lecture. ✓ Do class works on the concept of financial analysis.	✓ List down the users of financial statements. ✓ Identify the techniques of financial analysis.	• Read the reference materials and do exercises on financial data.
Delivery Methods	lecture, group discussion, presentation and reflection			
Assessment	• Group assignment • Presentation		10% 10%	
Week 3, 4 & 5	UNIT 3 - THE TIME VALUE OF MONEY AND THE CONCEPT OF INTEREST 3.1 The concept of time value of money 3.2 The future value (compounding) 3.3 The present value (Discounting)		At the end of this unit, students will be able to: • explain the meaning of time value of money • understand future value and present	

		value <ul style="list-style-type: none"> calculate the future and present values
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ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students with the concept, and the meaning of time value of money, future value and present value. ✓ Facilitate brainstorming and group discussion. ✓ Provide feedback on student's reflection ✓ Give students home take activity to calculate present and future values. 	<ul style="list-style-type: none"> ✓ Discuss in group the concept of time value of money. ✓ Follow lecture. ✓ Make reflection and asking questions about time value of money. 	<ul style="list-style-type: none"> ✓ Exercise calculation of simple interest, compound interest, ordinary annuity, due annuity and effective interest rate. 	<ul style="list-style-type: none"> • Read reference materials and prepare additional notes on the above topics.

Delivery Methods	lecture, group discussion, presentation and reflection
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Assessment	<ul style="list-style-type: none"> Quiz 	5%
Week 6, 7 & 8	UNIT 4 - BOND AND STOCK VALUATION AND THE COST OF CAPITAL 4.1. Bond and stock valuation 4.1.1. Bond and stock valuation 4.1.2 .Valuation of bonds 4.1.3. Valuation of stocks 4.2. COST OF CAPITAL 4.2.1. The concept of cost of capital 4.2.2. Capital structure 4.2.3. Specific/component cost of capital 4.2.4. The overall cost of capital (WACC) and the marginal cost of capital (MCC).	At the end of this chapter students will be able to: <ul style="list-style-type: none"> ❖ Understand the concept of bond and stock valuation. ❖ Explain the concept of cost of capital and capital structure. ❖ the meaning of cost of capital ❖ the implications of the cost of capital on the value of a firm, ❖ four major sources of capital to a firm and their cost, ❖ that the weighted average cost of capital is used in investment decisions, ❖ that the marginal cost of capital increases with raising of more and more capital during a given period, ❖ the point where the costs of debt, preferred stock, common stock, or retained earnings increases

ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ Introduce students with the	✓ Discuss in	✓ List down the	➤ Read the

concept of the above topics. ✓ Facilitate brainstorming and group discussion. ✓ Lecture time ✓ Provide feedback student’s reflection and the lesson.		group the concept of bond and stock valuation. ✓ Follow the lecture. ✓ Discuss in the group the meaning of cost of capital.	difference among the costs of debt, preferred stock, common stock, or retained earnings	reference materials and prepare additional notes on four major sources of capital to a firm and their cost
Delivery Methods		lecture, group discussion and reflection		
Assessment		• Test	10%	
		UNIT 5 - INVESTMENT DECISION MAKING /CAPITAL BUDGETING 5.1. Introduction to capital budgeting 5.2. Investment analytical tools. 5.2.1. Traditional method 5.2.2. Discounted cash flows methods 5.3. Capital budgeting under uncertainty 5.4. Investment decision under uncertainty 5.5. Investment decision under Inflation	At the end of this unit students will be able to: ☞ understand the meaning of long-term investment ☞ explain the need of capital decision ☞ list out the methods of capital budgeting Identify the major required steps to appraise a project.	
ACTIVITIES				
TEACHERS ACTIVITY		STUDENTS ACTIVITY	HOME BASED ACTIVITY	LIBRARY ACTIVITY
✓ Introduce students with the concept the above topics. ✓ Giving brief lecture. ✓ Giving class work on capital budgeting ✓ Summarize student’s reflection and the lesson.		✓ Discuss in group the concept of capital budgeting and Investment decision. ✓ Follow the lecture. ✓ Reflection to the class	✓ Do exercise on capital budgeting.	✓ Read the reference materials and prepare additional notes on the above topics
Delivery Methods		lecture, group discussion case study and reflection		
Assessment		• Individual assignment	10%	
		UNIT 6 - LONG- TERM FINANCING 6.1. Leverages 6.2. Raising funds in capital Market 6.3. Long- term Financing Instruments	At the end of this lesson students will be able to: ✓ Understand the concept of operating and financial leverage. ✓ Understand the concept of long term financing.	

		<ul style="list-style-type: none"> ✓ Explain about raising funds in capital market. ✓ List out long term financing instruments.
ACTIVITIES		
TEACHERS ACTIVITY	STUDENTS ACTIVITY	HOME BASED ACTIVITY LIBRARY ACTIVITY
<ul style="list-style-type: none"> ✓ Introduce students with the concept of the above topics. ✓ Facilitate group discussion. ✓ Giving brief lecture. ✓ Summarize student's reflection and the lesson. 	<ul style="list-style-type: none"> ✓ Discussion in group the concept of long term financing. ✓ Follow the lecture. ✓ List out long term financing instruments. 	<ul style="list-style-type: none"> ✓ Do exercise on Leverages. • Read reference materials and prepare additional notes on the above topics
Delivery Methods	lecture, group discussion and reflection	
Assessment	Reading assignment	
Course expectation	<p> Preparedness: You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively.</p> <p> Participation: Make active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work</p> <p> Medium: Use only English, which is the medium of instruction, especially in the class room</p>	
Policy:	<p> Attendance: It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course</p> <p> Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted</p> <p> Tests/Quizzes: You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well</p> <p> Cheating: You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly.</p>	

Reference:	<ol style="list-style-type: none"> 1) Eugene F.Brigham, <i>Introduction to financial management</i>, 4th Ed, 1 press. 2) Lewerence J.Gitman, principles of managerial finance, 8thed, Adi 3) George E. piriches, Financial management, Harper collins 4) Joel Siegel, <i>Financial management</i>, 2nd edition, schaum'sout line se 5) Block and Hurt foundation of Financial Management, 5th edit 1989. 6) Brealy, R., and Mayers, S., principles of corporate finance, 2nd editi Hill international Book Company, 1984. 7) Brigham, E, E., and campasey, B.J., Introduction to financial Mana. The Dryden press, 1985 8) Ray, M., and Nevue, p., Fundamentals of management finance 2nd south – western publishing company, 1985. 9) Weston. J.F., and Brigham, E.F., Essential finance, 7th edition, press; 1981. 10) Weston J.F., and Brigham, E., F. Managerial finance, 7th edition, press; 1981. 11) Chambers & lacely, Modern Corporate finance: Theory and practice Collins College press 1994. 12) Bcklery (ed), the Essence of financial Management prentice Hall L. 13) Werner stoner, Modern Financial Managing; continuity and change Harper Collins College 1999 A.Y 																
Assessment Arrangement	<table border="0"> <tr> <td colspan="2"><u>Activities Points</u></td> </tr> <tr> <td>Quizzes</td> <td>10</td> </tr> <tr> <td>Individual assignments</td> <td>10</td> </tr> <tr> <td>Group assignments</td> <td>10</td> </tr> <tr> <td>Presentations</td> <td>10</td> </tr> <tr> <td>Tests</td> <td>10</td> </tr> <tr> <td>Final Exam</td> <td><u>50</u></td> </tr> <tr> <td>Total Points</td> <td>100%</td> </tr> </table> <p><i>Final Exam:</i> Final exam will cover ALL material.</p>	<u>Activities Points</u>		Quizzes	10	Individual assignments	10	Group assignments	10	Presentations	10	Tests	10	Final Exam	<u>50</u>	Total Points	100%
<u>Activities Points</u>																	
Quizzes	10																
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Tests	10																
Final Exam	<u>50</u>																
Total Points	100%																
Approval	<table border="0"> <tr> <td colspan="2"> <i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____ </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> <i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____ </td> </tr> <tr> <td colspan="2"> <i>Date</i> _____ </td> </tr> </table>	<i>Name of Course Instructor</i> _____ <i>Signature</i> _____ <i>Date</i> _____		 		<i>Name of Module Chair/HOD</i> _____ <i>Signature</i> _____		<i>Date</i> _____									
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<i>Date</i> _____																	

	Marketing Management			
Module name	Marketing Management			
Module Category	Core			
Module code	MGMT-M2121			
Module number	12			
Total ETCS of the module	10			
Module Description	This module is aimed to give students an understanding of the role of marketing in the economy and the firm. The course emphasizes on the principles, concepts and applications of marketing management at both organizational and international level.			
Objective of the module	After the completion of this module the students are expected to: <ul style="list-style-type: none">✚ Understand marketing and its core concepts✚ Diagnose the environment in which marketing operates✚ Apply marketing information and marketing research ideas to support the development of an effective marketing strategy.✚ Develop an understanding of buying behavior✚ Know the strategic implications of competition✚ Appreciate how marketing strategy is vital for the success of marketing function✚ Understand the various international market entry modes/strategies.✚ Develop an understanding of market segmentation, targeting and positioning.✚ Develop ability of marketing decision making in different Marketing Mixes.✚ Understand the formality of export/Import, International finance, insurance (risk management) and quality control.			
Module competence	Apply fundamental marketing concepts and marketing management approaches in domestic as well as international setups.			
Mode of Delivery	<ul style="list-style-type: none">• Parallel			
Module Teaching learning Methods	<ul style="list-style-type: none">• Lecture• Reading assignment• Group Discussion• Individual reflection• Debate among groups• Case study discussion and analysis• Assignment presentation			
Module Assessment Technique	Continuous assessment (50%) and Final Exam (50%)			
Courses in the module				
Course number	Course name	Credit hours	ECTS	

			(CP)	
MGMT2121	Principles of Marketing	3	5	
MGMT2122	International Marketing	3	5	

Department of Management

Degree Program	B.A. in Management					
Module Title	Marketing Management					
Module Coordinator	TBA					
Course Number	MGMT 2121					
Course Title	Principles of Marketing					
ECTS credit points	5					
Course Information	Academic Year: II Semester: I Meeting day: Meeting time: Meeting location:					
Instructor's Contact Information	Office: Phone: Email: Office Hours:					
Student workload	<i>Lecture</i>	<i>Discussion</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
Course Objectives and Competences to be Acquired	After Completing this course you will be able to: <ul style="list-style-type: none"> ✚ Understand marketing and its core concepts ✚ Recognize the environment in which marketing operates ✚ Apply marketing research ideas to support the development of an effective marketing strategy. ✚ Appreciate how marketing strategy is vital for the success of marketing function ✚ Develop an understanding of consumer behavior that helps you create consumer satisfaction ✚ Develop an understanding of business buying behavior that helps you create satisfaction 					

	<ul style="list-style-type: none">for business buyersDevelop an understanding of market segmentation, targeting and positioning.Develop ability of marketing decision making in different Marketing Mixes.Integrate the marketing mix to achieve organizational objectives	
Course Description/Course Contents	Marketing plays a major role in the modern day economy. The rise in the standard of living of people in the last four decades is attributed to the success of Marketing. Marketing Management is the business function that identifies current unfilled needs and wants, defines and measures their magnitude, determines which target markets the organization can best serve, and decides on appropriate products, services, and programs to serve these markets. Marketing serves as the link between a society's needs and its pattern of industrial response. Thus, this course provides you with an outline of core concepts and issue in Marketing.	
Pre-requisites		
Status of the Course	Core	
Schedule		
Week	Topics and Sub Topics	Chapter Objectives
Week 1 and 2	Chapter 1: An over view of Marketing and Marketing Management (4 contact hrs) <ul style="list-style-type: none">1.1 Meaning Scope of Marketing1.2 Marketing Management Philosophies1.3 Core Marketing Concepts, Trends, and Tasks<ul style="list-style-type: none">1.3.1 Core Concepts in Marketing1.3.2 New Trends in Marketing1.3.3 Marketing Management Tasks	At the end of this chapter you will be able to: <ul style="list-style-type: none">Define what marketing is and what marketing management isIdentify what might be marketed by marketersDifferentiate between marketers and prospectsDiscuss the different states of demand in marketing productsDiscuss the different philosophies of marketingExplain the fundamental concepts of marketingDescribe the shifts in marketing managementExplain the tasks involved in marketing managementDescribe the different utilities created by marketing
Week 3	Chapter 2: Marketing Environment and Marketing Information (3 contact hrs) <ul style="list-style-type: none">2.1 Need for Environmental Analysis2.2 The External Environment2.3 The Internal Environment2.4 Marketing Information System and Marketing Research	At the end of this chapter you will be able to: <ul style="list-style-type: none">Describe how the internal and the external environment affect marketingExplain how to use information and information system in marketingDescribe how to develop information for marketing decisionsDiscuss how marketing research can be used in marketing management

Week 4 and 5	<p>Chapter 3: Analyzing Consumer and Business Markets (6 contact hrs)</p> <p>3.1 Consumer Behavior</p> <p>3.2 Model of Consumer Behavior</p> <p>3.3 Factors Affecting Consumer Behavior</p> <p>3.4 The Buying Decision Process</p> <p>3.4.1 Consumer Buying Roles</p> <p>3.4.2 Types of Consumer Buying Decision Behavior</p> <p>3.4.3 Stages in the Consumer Buying Decision Process: The Five- Stages Model</p> <p>3.5 Business Buying Behavior</p> <p>3.6 Consumer Vs. Business Buying Behavior</p> <p>3.7 Influence on organizational buying decision</p> <p>3.8 The Business Buying Decision Process</p> <p>3.8.1 Buying Situations in Business Buying</p> <p>3.8.2 Decision Making Process in Business Buying</p> <p>3.8.3 Participants in the Business Buying– the Buying Center</p>	<p>At the end of this chapter you will be able to:</p> <ul style="list-style-type: none"> • Describe the model of consumer behavior • Identify the factors affecting consumer and business buying behavior • Explain consumer buying roles • Discuss the different types of buying decision behavior • Explain the stages in the buying decision process • Differentiate business market and consumer market • Describe the business buying situations • Explain the buying – decision process in business • Identify participants in the business buying decision
Week 6 and 7	<p>Chapter 4: Target Marketing: Market Segmentation, Targeting and Positioning (6 contact hrs)</p> <p>4.1 Market Segmentation</p> <p>4.1.1 Importance of Market Segmentation</p> <p>4.1.2 Market segmentation Procedure</p> <p>4.1.3 Levels of Market segmentation</p> <p>4.1.4 Patterns of Market segmentation</p> <p>4.1.5 Basis for Segmentation</p> <p>4.2 Market Targeting</p> <p>4.2.1 Market Segment Evaluation</p> <p>4.2.2 Selecting Market Segments</p> <p>4.3 Market Positioning</p>	<p>At the end of this chapter you will be able to:</p> <ul style="list-style-type: none"> • Define what marketing segmentation, targeting and positioning are • Describe the importance of market segmentation • State the market segmentation procedures • Identify the levels of market segmentation • Describe the different patterns of market segmentation • List requirements for effective segmentation • Describe the basis of market segmentation • Evaluate market segments • Discuss the different market targeting strategies • Discuss the market positioning procedures
Week 7 and 8	<p>Chapter 5: Product Management (6 contact hrs)</p> <p>5.1 Meaning of Product</p> <p>5.2 Levels of a Product</p>	<p>At the end of this chapter you will be able to:</p> <ul style="list-style-type: none"> • Define what a product is • Identify the levels of a product

	5.3 Classification of Products 5.4 Product Mix and Product Line 5.5 New Product Development 5.6 Product Life Cycle Stages 5.7 Branding 5.8 Packaging 5.9 Labeling	<ul style="list-style-type: none"> Classify products Outline the new product development stages Discuss the life-cycle stages of products Discuss product identification and protection methods
Week 8 and 9	Chapter 6: Pricing Products (6 contact hrs) 6.1 The Meaning of Price 6.2 Factors Affecting Pricing Decisions 6.3 Pricing Objectives 6.4 General Pricing Approaches 6.5 New Product Pricing Strategies 6.6 Price Adjustment Strategies 6.7 Product Mix Pricing Strategies	Chapter Objectives: At the end of this chapter you will be able to: <ul style="list-style-type: none"> Explain the meaning of price and pricing Identify the factors affecting pricing decisions Use the different pricing approaches Discuss pricing strategies and policies
Week 10	Chapter 7: Distribution Channel (3 contact hrs) 7.1 The Meaning of Distribution Channels 7.2 Major Channels of Distribution 7.3 Factors Affecting Choice of Distribution Channels	At the end of this chapter you will be able to: <ul style="list-style-type: none"> Describe the meaning of distribution channel Outline major channels of distribution Discuss the factors affecting the choice of distribution channel
Week 11 and 12	Chapter 8: Promotion (6 contact hrs) 8.1 The Meaning of Promotion 8.2 Factors Affecting the Promotion Mix 8.3 The Promotion Mix Elements 8.3.1 Sales Promotion 8.3.2 Public Relations and Publicity 8.3.3 Advertising 8.3.4 Personal Selling	At the end of this chapter you will be able to: <ul style="list-style-type: none"> Define what promotion is Explain the factors affecting the promotion mix Describe sales promotion and its objectives Identify the possible sales promotion tools Describe publicity and its objectives Identify the possible publicity tools Describe advertising and its objectives Discuss the major decisions in advertising Describe personal selling and its nature Explain the procedures involved in personal selling
Week 13 and 14	Paper Presentation	

ACTIVITIES

TEACHERS ACTIVITY	STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
<ul style="list-style-type: none"> Introducing objectives of the course and the chapter to the students Asking brain storming questions Lecturing Give feedback on student's reflection 	<ul style="list-style-type: none"> Individual Reflection Discussing in group Working on assignments 		the library and search reference books; and take comprehensive notes in line with

<ul style="list-style-type: none"> Giving feedback on students assessment 			the contents of the course.
Delivery Methods	Lecture, Interactive instruction, Group Discussion and Debate		
Policy	<ul style="list-style-type: none"> Attendance: It is compulsory to come to class on time and every time. If you are going to miss 20% of classes during the term, you should not take this course Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted. Tests/Quizzes: You will have 3 tests in this course. If you miss the class or, are late to class, you will miss the test. No makeup test will be given for unacceptable reasons. Also you are expected to observe the rules and the regulations of the University as well. Cheating: You must do your own work and not copy and get answers from someone else. Switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly 		
Reference:	<ol style="list-style-type: none"> Blythe, J (2001) <i>Essentials of Marketing</i> (2nd edn) Ashford Color Press, Hampshire. Carvens, W., Hills, E. Woodruff, B. (2005) <i>Marketing Management</i>, Richard D. Irwin Inc., Delhi. Cravens, W. and Lamb, Jr, W (1993) <i>Strategic Marketing Management Cases</i> (4th edn), R.R. Donnelley & Sons Company Evans, R. & Berman, B (1992) <i>Marketing</i> (5th edn), Macmillan Publishing Company, New York. Kottler, P. & Armstrong, G (2004) <i>Principles of Marketing</i> (10th edn), Pearson Education, Pataparganj, Delhi. Kotler, P & Keller, K (2006) <i>Marketing Management</i> (12th edn), Pearson/Prentice-Hall, Upper Saddle River, NJ. Palmer, A (2000) <i>Principles of Marketing</i>, Oxford University Press, New York. Perrault, Jr. D & McCarthy, E (2005) <i>Basic Marketing: A Global Managerial Approach</i> (15th edn), Tata McGraw-Hill Publishing Company, New Delhi. Stokes, D (2002) <i>Marketing</i> (3rd edn) Continuum, London. Zikumund G. & D'Amico, M (1995) <i>Effective Marketing: Creating and Keeping Customers</i>, West Publishing Company, St. Paul. <p>N.B. Other books and articles written on similar topics could also be refereed.</p>		
Assessment Arrangement	<p>The needed behavioral change on the part of the students will be checked by applying varieties of assessment techniques. In particular, the students will be assessed continuously by applying a combination of tests, case analyses, assignments, attendance class participation, and final examination. The weight of each assessment method is indicated below:</p> <ul style="list-style-type: none"> Test 1 (Week 4)----- 10% Group Assignment 1 ----- 10% Group Assignment 2 -----10% Test 2 (Week 8)-----10% Test 3 (Week 11)----- 10% Final Exam-----50% TOTAL -----100% 		
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>		

Department of Management					
Degree Program	B.A. in Management				
Module Title	Marketing Management				
Module Coordinator	TBA				
Course Number	MGMT 2122				
Course Title	International Marketing				
ECTS credit points	5				
Course Information	Academic Year: II		Semester: II		
	Meeting day:		Meeting time:		
	Meeting location:				
Instructor's Information	Contact	Office:		Phone:	
		Email:		Office Hours:	
Student workload	<i>Lecture</i>	<i>Assignment</i>	<i>Home Study</i>	<i>Assessment</i>	<i>Total</i>
	48	27	45	15	135
Course Objectives and Competences to be Acquired	<p>At the end of the course students will be able to:</p> <ul style="list-style-type: none"> ✚ Know the strategic implications of competition in different countries. ✚ Differentiate an approach and framework for identifying and analyzing the important cultural and environmental factors. ✚ Know how to identify idea in seeking market opportunities outside the home country ✚ Know the importance of viewing international marketing management strategies from a global perspective. ✚ Describe the trends in International Trade; ✚ Analyze International Marketing environment; ✚ Explain the various international market entry modes/strategies. ✚ Know about multinational companies and their international business operation; ✚ Explain the various approaches of marketing mix strategies in the international Market context ; ✚ Discuss the formality of export/Import, International finance, insurance (risk management) and quality control. 				
Course Description	<p>In the era of globalization, international marketing is given much emphasis and plays crucial role in the development of a nation. It includes basic concepts of international marketing and its environment; Relationship between international marketing and international trade; theory of comparative advantage; world trade situation and international marketing, analysis of marketing across national trade blocks' applications of marketing principles to international marketing, analysis of marketing across national boundaries, different levels of international marketing involvement; various ways of international market entry strategies,</p>				

	marketing-mix element decision in international marketing process of practical international marketing; Opportunities and challenges of international marketing for Developing Countries like Ethiopia.	
Pre-requisites	Principles of Marketing	
Status of the Course	Core	
Schedule		
Week	Topics and Sub Topics	Chapter Objectives
Week 1, 2 and 3	CHAPTER 1: CONCEPTS OF INTERNATIONAL MARKETING (9 hours) 1.1. Definitions and distinctions 1.2. Domestic marketing Vs IM 1.3. International trade concepts 1.4. Export marketing and IM 1.5. Strategic Marketing 1.6. Absolute advantage theory 1.7. Comparative advantage theory 1.8. Opportunities and challenges of IM 1.9. International product life cycle 1.10. Concepts of foreign exchange and balance of payment 1.11. Barriers to international trade	At the end of this chapter you will be able to: <ul style="list-style-type: none">○ Define the term IM○ Differentiate domestic marketing and IM○ Understand international trade concepts○ Understand Strategic Marketing○ Understand comparative advantage theory○ Identify international product life cycle
Week 4 and 5	CHAPTER 2: INTERNATIONAL MARKETING ENVIRONMENT (5 hours) 2.1. Cultural environment 2.2. Economic environment 2.3. Political – Legal environment 2.4. Technological environment 2.5. Regional economic integration	At the end of this chapter you will be able to: <ul style="list-style-type: none">● Explain cultural environment● Explain economic environment● Describe political – Legal environment● Describe technological environment● Describe regional economic integration
Week 6 and 7	CHAPTER 3: MARKET ENTRY DECISIONS (6 hours) 3.1. Analyzing international marketing 3.1.1. Index for international marketing 3.2. Assessing company resources for export involvement 3.3. Selecting a market entry mode 3.4. Direct exporting activities, agents, distributors, franchising, and licensing 3.5. Direct investment activities, wholly owned subsidiaries, mergers/acquisitions and joint ventures.	At the end of this chapter you will be able to: <ul style="list-style-type: none">● Analyze international marketing● Assess company resources for export involvement● Select a market entry mode● Direct exporting activities, agents, distributors, franchising, and licensing● Direct investment activities, wholly owned subsidiaries, mergers/acquisitions and joint ventures.

Week 8	CHAPTER 4: PRODUCT POLICY DECISIONS (3 hours) 4.1. Product standardization/Modification 4.2. Branding and its types, brand piracy 4.3. Packaging 4.4. After sales service	At the end of this chapter you will be able to: <ul style="list-style-type: none">• Know product standardization/Modification• Understand branding and its types, brand piracy• Understand packaging• Understand after sales service	
Week 9 and 10	CHAPTER 5: PROMOTION STRATEGY IN INTERNATIONAL CONTEXT (6 hours) 5.1. Personal selling 5.2. Exhibitions trade fairs 5.3. Public relations/publicity 5.4. Sales promotion 5.5. Advertising in the global situations 5.6. Campaign transferability 5.7. Advertising standardization versus local adaptation	At the end of this chapter you will be able to: <ul style="list-style-type: none">• explain personal selling• understand exhibitions trade fairs• Discuss public relations/publicity• Discuss sales promotion• Discuss advertising in the global situations	
Week 11 and 12	CHAPTER 6: PRINCING AND TERMS OF PAYMENT (6 hours) 6.1. International pricing strategies versus domestic pricing strategies 6.2. Price standardization 6.3. Export quotation terms 6.4. Methods of payment 6.5. Export credit terms 6.6. Transfer pricing 6.7. Bartering and counter trading	At the end of this chapter you will be able to: <ul style="list-style-type: none">• Differentiate international pricing strategies versus domestic pricing strategies• Understand price standardization• Explain export quotation terms• Understand methods of payment• Differentiate bartering and counter trading	
Week 13 and 14	CHAPTER 7: DISTRIBUTION STRATEGIES IN INTERNATIONAL CONTEXT (6 hours) 7.1. Meaning of logistic 7.2. Accessing foreign market channels of distribution 7.3. Use of Free ports 7.4. PLC and distribution	Chapter Objectives: At the end of this chapter you will be able to: <ul style="list-style-type: none">• Explain meaning of logistic• Access foreign market channels of distribution• Understand use of Free ports• Explain PLC and distribution	
Week 15	Paper Presentation		
ACTIVITIES			
TEACHERS ACTIVITY	STUDENTS ACTIVITY	BASED ACTIVITY	LIBRARY ACTIVITY
• Introducing objectives of the course	Individual Reflection		ne library and

<p>and the chapter to the students</p> <ul style="list-style-type: none"> • Asking brain storming questions • Lecturing • Give feedback on student's reflection • Giving feedback on students assessment 	<ul style="list-style-type: none"> ✚ Discussing in group ✚ Working on assignments 		<p>search reference books; and take comprehensive notes in line with the contents of the course.</p>
Delivery Methods Lecture, Interactive instruction, Group Discussion and Debate			
Policy	<ul style="list-style-type: none"> ▪ Attendance: It is compulsory to come to class on time and every time. If you are going to miss 20% of classes during the term, you should not take this course ▪ Assignments: You must do your individual and group assignments and submit on time. No late assignment will be accepted. ▪ Tests/Quizzes: You will have 3 tests in this course. If you miss the class or, are late to class, you will miss the test. No makeup test will be given for unacceptable reasons. Also you are expected to observe the rules and the regulations of the University as well. ▪ Cheating: You must do your own work and not copy and get answers from someone else. Switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly 		
Reference:	<ul style="list-style-type: none"> ➤ Coteora, Philip R., International Marketing, 13 editions, Boston Irwin Inc. 2006. ➤ International marketing by Francis Charonican 1999 ➤ International marketing by BS Bathor and other 1997 ➤ Philip Kolter, marketing Management, Analysis, planning implementation and control, 9th edition. ➤ William J. Stanton, Fundamentals of Marketing, 10th edition. ➤ Modern Business Management and Organization ➤ Economics, Samuelson 13th edition ➤ Kolter and Armstrong, principle of Marketing, 8th edition. ➤ International Marketing, John J. Saw, Sak Oukvist, 2nd edition <p>N.B. Other books and articles written on similar topics could also be refereed.</p>		
Assessment Arrangement	<p>The needed behavioral change on the part of the students will be checked by applying varieties of assessment techniques. In particular, the students will be assessed continuously by applying a combination of tests, case analyses, assignments, attendance class participation, and final examination. The weight of each assessment method is indicated below:</p> <ul style="list-style-type: none"> ▪ Test 1 (Week 4)----- 10% ▪ Group Assignment 1 ----- 10% ▪ Group Assignment 2 -----10% ▪ Test 2 (Week 8)-----10% ▪ Test 3 (Week 11)----- 10% ▪ Final Exam-----50% TOTAL -----<u>100%</u> 		
Approval	<p>Name of Course Instructor _____ Signature _____ Date _____</p> <p>Name of Module Chair/HOD _____ Signature _____ Date _____</p>		

Course Code:	Mgt 332
Course Title:	Public Administration
Credit Hours:	4
Year and semester:	3rd year, 2nd semester
Course Category:	Major
Pre-requisite:	Mgt 111, Mgt 321
Text:	Public Administration; Concepts and Theories, Rumki Basu, 2001, , 3 rd

I. Course Description:

A comprehensive examination of the principle and practices of public administration. Important areas of study include the historical development of public administration as a field of study; the work of notable writers in the field; the ecology of public administration; the growth of modern state and its effect on the public service administrator; the role of the public services within government structure; and the structures and processes public administration.

II. Course Objective:

The course is designed to show students the principles and practices of public administration. It has the aim of preparing students for positions in public agencies on to enable them to know how to deal with public authorities. The understanding of the role of public service within government is also considered very important for students who are to have frequent business or personal contacts with it.

III. Course Content

1. Chapter One: Meaning and scope of Public administration

- 1.1 introductions
- 1.2. Meaning and scope of public administration
- 1.3 The art and science expositions of public administration
- 1.4 public administrations vs. private administration
- 1.5 The environment of public administration
 - 1.5.1 Public administration in developed (industrial) countries
 - 1.5.2 Public administration in developing countries
- 1.6. Managerial, political and Legal approaches to public administration

2. Chapter two: Evolution of public administration: administrative thoughts and approaches

- 2.1 The study of public administration
- 2.2. Organization: Structure and Process
- 2.3. Organizational theory
- 2.4 administrative thoughts (organizational theories)
 - 2.4.1 The classical theory
 - 2.4.2 The human relations (behavioral) theory
 - 2.4.3 The systems theory
 - 2.4.4 The bureaucracy theory
 - 2.4.5 The Weberian model of bureaucracy
- 2.5 approaches to the study of public administration

Chapter three: The management process in public administration (functions of public administration)

- 3. Core Functions of Public Administration
 - 3.1 The planning function
 - 3.1.2 The nature of planning
 - 3.1.3 The importance of planning
 - 3.1.4 The planning process
 - 3.1.5 Types of plans
 - 3.1.6 Characteristics of a good plan
 - 3.1.7 Planning tools and techniques
 - 3.2 The organizing function: The organizing process
 - 3.3. Public Personnel and Collective Bargaining
 - 3.4. Budgeting function
 - 3.5. Decision making
 - 3.6. Policy Analysis and Evaluation
- 4 **Chapter four** Major areas of public administration
 - 4.1. Public policy
 - 4.2. Public civil service
 - 4.2.1. The concept of a career civil service
 - 4.2.2. Recruitment of personnel
 - 4.2.3. Training
 - 4.2.4. Performance appraisal
 - 4.2.5. Promotion
 - 4.2.6. Some issues in personnel administration
 - 4.3. Financial administration
 - 4.3.1. Meaning of financial administration
 - 4.3.2. Source of public finance
 - 4.3.3. Budget
 - 4.3.4. Features of a budget

IV. Delivery Methods:

Lecturing, question and answer, assignments, discussions, active participation from students, group assignments, in-class presentation, and project. However, the course instructor may use other supplementary methods for effective delivery of the course as needed.

V. Evaluation

▪ Attendance & participation-----	10%
▪ Short test-----	10%
▪ Assignment -----	15%
▪ Mid term exam-----	25%
▪ Final exam-----	<u>40%</u>
Total -----	100%

VI. SUGGESTED REFERENCE BOOKS

1. Baker, R.J.S,1972, Administrative Theory and Public Administration, Hutchinson University Library, London.
2. Bhattacharya, Mohit, 1998, New Horizons of Public Administration, Jawahar Publishers & Distributors, New Delhi.
3. Arora, Ramesh K., 2004, Public Administration: Fresh Perspectives, Aalekh Publishers, Jaipur.

4. Bailey S.K., Objectives of the Theory of Public Administration” in J.C. Charleswarth(Ed), Theory and Practice of Public Administration.
5. Bhattacharya, Mohit, 1981, Public Administration: Structure, Process and Behaviour, The World Press Pvt.Ltd., Kolkata.
6. Ali, Shun Sun Nisa, 1977, Eminent Administrative Thinkers, Associated Publishing House, New Delhi.
7. Albrow, Martin, 1985, Bureaucracy, Mcmillan, London, 1985.
8. United States General Accounting Office (1996); Executive Guide: Effectively Implementing the Government Performance and Results Act. Washington DC.
9. Williams, J.D., Public Administration (the People’s Business) United States, Little Brown & Company, 1980.
10. IGNOU, School of Social Science, Administrative Theory; 2008 (Reprinted), India.
11. Rumki Basu, 2001, Public Administration; Concepts and Theories, 3rd revised and enlarged edition, India.

Course Code:	Psych. 201
Course Title:	General Psychology
Credit Hour:	3
Year and semester:	2nd year, 1st semester
Course Category:	General education
Pre-requisite:	None
Text:	Cronbach, L. J. Educational Psychology, Harcourt, Brace and world, Inc, USA.

I. Course Description

The course deals with the basic concepts of psychology and taking some applicable theories with regard to human’s behavior and good personality development.

II. Course Objective

The objective of general psychology is to introduce students with what psychology is all about specifically the course is designed to help students acquainted with the concepts of meaning of psychology, view point of psychology, sensation and perception, theories of leaning, memory and forgetting, as a result. Students can benefit how they become motivated psychologically or, their future working setting and their relationship with their societies and coworkers.

II. Course Content

Chapter one introduction:

- 1.1. Meaning of psychology
- 1.2. Viewpoints of psychology
- 1.3. Branches of psychology
- 1.4. Research methods in psychology

Chapter Two: sensation and perception

- 2.1. Meaning of sensation and perception
- 2.2. Characteristics of sensation
- 2.3. Characteristics of perception
- 2.4. Factors affecting perception

2.5. Extrasensory perception

Chapter: Three: theories of learning

3.1 meaning of learning

3.1.1 Type of learning

3.1.1.1 Classical conditioning

3.1.1.2 Operant conditioning

3.1.1.3 Cognitive learning

Chapter four: Memory and forgetting

4.1 Meaning and nature of memory

4.2 Processes of memory

4.3 Types of memory

4.4 Forgetting

4.5 Types of forgetting

Chapter five: motivations, emotion and stress

5.1 Meaning of motivation

5.2 Theories of motivation

5.3 Stress stressors, stress responses

Chapter six: personalities

6.1 Meaning of personality

6.2 Theories of personality

6.2.1 Freud's psychoanalytic theory

❖ Structure of personality

❖ Level of consciousness

❖ Anxiety and defense mechanisms

❖ Psychosexual stages of personality development

IV. Delivery Methods:

Lecturing, question and answer, assignments, discussions, active participation from students, group assignments, in-class presentation, and project. However, the course instructor may use other supplementary methods for effective delivery of the course as needed.

V. Evaluation

▪ Attendance & participation-----	10%
▪ Short test-----	10%
▪ Assignment -----	15%
▪ Midterm exam-----	25%
▪ Final exam-----	40%
Total -----	100%

VI. SUGGESTED REFERENCE BOOKS

1. Altshul, A. T. Psychology for Nurses, ELBS, BaillierTindall Co., London.
2. Cronbach, L. J. Educational Psychology, Harcourt, Brace and world, Inc, USA.
3. Ghill, A. M. Psychology as Applied to Nursing. Churchill Livingstone, Edinuburg, London.