**BRM 2201 MANAGEMENT PRINCIPLES AND PRACTICES**

**Short** **Description**

The course addresses principles and practices of management and their application in Records and archives Institutions. It also addresses gender mainstreaming in work environment.

Aim

To prepare students for managerial responsibilities.

Learning outcome

Students should be able to:

-demonstrate an understanding of the principles and practices of management

-describe the techniques of gender mainstreaming within an organization

Intellectual, Practical and Transferable skills

Knowledge of management principles

Skills in addressing gender concerns in organization

Teaching and Learning Pattern

By use of lectures, student led group presentations and self – directed research guided by the lecturer, Practical

Indicative Content

Definition of concepts; principles and functions of management and their application in records and archives institutions; Contingency approach to management; Management of change in organizations. Organization theory, organization structures, human resource planning drugs, alcohol, affirmative action, gender mainstreaming etc

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

* Tidd, J. Bessant, J. Pavitt, K. 2001. Managing innovations: integrating technological, market and organizational change
* Schermerhorn, J.R. , Hunt, J.G., Osborn, R.N. 1998. Basic organizational behaviour. New York: John wiley