



SYLLABUS

MANAGEMENT 3

PURPOSE

The purpose of this subject is to integrate the knowledge and the expertise gained in order that the role of top management in the effective utilization of all available resources may be understood

OBJECTIVES

1. To demonstrate that all management is integrated, interactive and reinforce each other.
2. To identify especially the decision-making and resource-allocation roles of top management and the chief executive.
3. To identify and apply methods to the effective utilisation of all the organisation's resources

RECOMMENDED TEXTBOOKS:

1. Management, by S Robbins & Coulter (Latest ed.), Prentice Hall
2. Management, by M Stoner, JAF Freeman RE & Gilbert (Latest ed.), Prentice Hall

SYLLABUS:

1. EFFECTIVE UTILISATION OF RESOURCES

To effectively and efficiently use all available resources in order to maximize the organisation's survivability, growth (future expansion), and profitability. Emphasis will be placed on change and improvement.

- 1.1 Financial resource allocation.
- 1.2 Adapting to technological change.
- 1.3 Maximization of human resource's potential through a variety of means and the reward for performance.

2. THE ROLE OF THE CHIEF EXECUTIVE OFFICER

The chief executive is central to the success or otherwise of the organisation. As the leader of the organisation the C.E.O has to provide leadership, direction and ethos for the organisation and its members.

- 2.1 Organisational survival. Growth and strategic direction.
- 2.2 Management development and succession planning.
- 2.3 Development of good relationships with all stakeholders.

3. ORGANISATIONAL DEVELOPMENT

Organisational development (OD) represents the long-term transformation of the organisation to improve its effectiveness and adaptability.

- 3.1 Scope of OD.
- 3.2 Use of change agents.
- 3.3 Intervention systems.
- 3.4 Implementation of improvement strategies.

4. MEASUREMENT OF CORPORATE PERFORMANCE

The measurement of corporate performance is to establish the extent to which the organisation has met its goals and the identification of areas, which have the potential for improvement.

- 4.1 Use of financial ratios.
- 4.2 Budgetary control systems.
- 4.3 Use of productivity measures.
- 4.4 Management audits.

5. INFORMATION TECHNOLOGY

The basis of all management decision-making is the access to and the use of operational and strategic information.

- 5.1 Importance of information.
- 5.2 Management support systems.

6. CONTEMPORARY MANAGEMENT ISSUES

This section pertains to issues of significance, which affect the majority of organisations in Southern Africa in the present and foreseeable future.

- 6.1 Entrepreneurship and small business management.
- 6.2 Issues pertaining to productivity.
- 6.3 Issues pertaining to international management.

EXAMINATION:

The examination comprises one three-hour examination. The content of the examination is to provide as much coverage of the syllabus as possible. Five questions are set. All questions must be answered. Each question carries equal marks. Candidates may normally expect to find the following combination of questions: Case studies Application/Understanding Recall -

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