

**Hum 311: Management**  
**2 Credit Hours.**  
**2 hrs. per week.**

Management: its meaning, scope and objectives. Functions and nature of management.  
Planning: objectives and types of plans, Limits of planning, logistics and strategy.  
Organising: grouping of activities, delegation of authority and decentralisation.  
Organisation structure: line, staff and functional organisation, committee, span of supervision. Direction: motivation and co-ordination. Controlling: steps in control, requirements. Analytical tools and techniques in production management.