

UNIVERSITY OF EDUCATION, WINNEBA
FACULTY OF SCIENCE
DEPARTMENT OF HOME ECONOMICS EDUCATION

COURSE TITLE : INTRODUCTION TO MANAGEMENT IN LIVING
COURSE CODE : HEC 113
CREDIT : 2
LECTURER : MS. THERESA AMU

COURSE OUTLINE

OBJECTIVES : By the end of course you should be able to:

1. Explain the concept of Management
2. Discuss the role of needs, values, goals, standards, events in management.
3. describe the steps involved in the management process and in decision-making
4. Apply the principles of management to the use of time and energy in the home.

WEEK	CONTENT/TOPIC	ASSIGNMENT/PROJECT	REMARKS
1-3	The concept of Management ✓ Definition, scope and purpose of Management ✓ When and how we manage ✓ Qualities of good manager	Read and compile notes	
4-6	Motivation for Management ✓ Needs, values ✓ Goals, Standard ✓ Events ✓ Inter-relationship between values, goals and standards.	Assignment on the relationship between values, goals and standard.	
7	Decision-making ✓ Steps in decision-making ✓ Relationship of Management	Assignment on using the decision-making process to solve problems	Reports to be presented in class in the 8 th week.
8-9	Processes of Management ✓ Planning ✓ Implementing ✓ Evaluating	Assignment on practical application of processes in Family Living	To be presented in class in the 10 th week
10	Resources: ✓ Identification and classification ✓ Characteristics and their importance in management	Class test on principles of management	

11	Time as a Resource ✓ Concept of Time ✓ Types of Time ✓ Restrictions on the use of time ✓ Managing time	Analysis of individual time use	
12	Energy as a Resource ✓ Explanation of energy ✓ Causes of fatigue in the home ✓ Ways of avoiding and lessening fatigue in the home		
13-14	Work simplification ✓ Explanation of energy ✓ Causes of fatigue in the home ✓ Ways of avoiding and lessening fatigue in the home	Class test on Resource Management in the 14 th week	
15-16	End of Semester Examination		

Bratton, E. C. (1982) Home Management is. Boston: Ginn and company

Nickel, I. P. Rice A. S., Tucker, S. M. (1976) Management in Family Living.
 London: John Wiley and Sons.

Swanson, B. B. (1981) Introduction to Home Management, London: Collier
 Macmillan Publishing.