

**Course Outline:**

1. **Basic Management Concepts and Industrial Organization:** Introduction to management; Functions of management; Organizational structure; Basics of productivity.
2. **Plant Design:** Basics of plant Layout; Study of Plant Layout; Ergonomics and Industrial Safety
3. **Forecasting:** Meaning and use of forecasting; Forecasting techniques
4. **Materials Management:** Purchasing; Inventory control
5. **Project Management and Resource Allocation:** Work breakdown structure; Project organization, Network scheduling; Projects crashing; Resource allocation, Project risks
6. **Investment Evaluation:** Total investment costs; Projects financing; Financial evaluations
7. **Basic Accounting Principles & Budgeting Fundamentals:** Classification of accounts; Accounting concepts; Accounting statements; Budgets and budgetary control