

Course Title	Principles of Management				
Course Code	MGT100				
Course Type	Compulsory				
Level	Bachelor (1 <sup>st</sup> Cycle)				
Year / Semester	1 <sup>st</sup> Year/1 <sup>st</sup> Semester				
Instructor's Name	TBA				
ECTS	6	Lectures / week	3 Hours /14 Weeks	Laboratories / week	None
Course Purpose and Objectives	To provide a general understanding of the science, theory and principles of management and how they relate to the practice of managing. Above all, to address the needs of individuals learning how to manage effectively in the contemporary competitive environment. The basic managerial functions of planning, organizing, leading, and controlling are examined in depth.				
Learning Outcomes	<p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the important role managers play in organizations and analyze the internal and external environment organizations operate.</li> <li>• Explain the importance of ethical management and corporate social responsibility as a long-term strategy</li> <li>• Demonstrate the need for effective strategic planning.</li> <li>• Demonstrate basic/useful skills in planning and organizing.</li> <li>• Describe communication, motivation, leadership styles and control methods at the workplace.</li> <li>• Demonstrate critical thinking with managerial problems.</li> <li>• Recognize and appreciate trends in management such as TQM, organizational learning, creativity and innovation, etc.</li> </ul>				
Prerequisites	None	Co-requisites	None		
Course Content	Nature of Management, Importance, History, Environment and the Challenge: the Management Functions; Management At Different Levels; Managerial Skills; Basic Schools of Management Thought; the Systems Approach to Management; Contingency Approach; the External and Internal Environment; Importance of Culture; Organizational and Social Responsibility and Business Ethics in Management.				

	<p>Planning: the Process; Mission; Objectives; Types of Plans; Planning Through Management by Objectives; the Concept and Process of Strategic Management; Swot Analysis; Formulating Corporate, Business, and Functional-Level Strategies; the Decision-Making Process; Factors Affecting Decision-Making; Group Methods Involved in Decision-Making;</p> <p>Organizing: Basic Elements of Structure; Departmentation; Job Design; Strategic Organization Design and the Various Alternatives; Responsibility; Authority; Delegation; Accountability; Organizing Principles; Span of Control; Centralization Versus Decentralization; Line and Staff Positions and Authority; Human Resources Management Functions; the Staffing Process; Planning for Hrm; Recruitment and Selection Process; Development and Evaluation; Compensation; Effective Work-Force Relationships.</p> <p>Leading: Motivation Theories; Philosophies of Human Nature; Need Theories; Cognitive Theories; Reinforcement Theory; Motivation in Practice; Leadership Styles; the Way Leaders Influence Others; Leadership Traits, Behaviours; Situational Theories; the Communication Process; Types of Managerial Communication; Factors Affecting Communication; Channels of Communication; Formal and Informal Work Groups.</p> <p>Controlling: Importance; the Role of Controls; the Controlling Process; Major Control Systems; Financial, Budgetary, Quality and Inventory Control; Operations Management.</p> <p>International Management: the Nature; Organizing International Business; Adapting to Cultural Differences.</p> <p>Recent developments and contemporary issues pertaining to the subject-matter of the course.</p>		
Teaching Methodology	Face-to-face		
Bibliography	<p>Gareth R. Jones and Jennifer M. George :  CONTEMPORARY MANAGEMENT, McGraw Hill, latest edition.  Stephen P. Robbins and Mary Coutler: MANAGEMENT,  Pearson Education, latest edition</p>		
Assessment	Final Examination	80%	
	Assignment(s) / Coursework	10%	
	Class Attendance	10%	

		100%	
Language	English		