

<b>Course Unit Title:</b>	Principles of Management
<b>Course Unit Code:</b>	MGT101
<b>Type of Course Unit: (Compulsory/Optional)</b>	Compulsory
<b>Level of Course Unit: (first, second or third cycle)</b>	Bachelor (1 <sup>st</sup> Cycle)
<b>Year of Study:</b>	1
<b>Semester when the unit is delivered:</b>	2
<b>Number of ECTS credits allocated:</b>	5
<b>Name of lecturer(s):</b>	TBA

**Learning Outcomes of the course unit:**

Upon successful completion of this course students should be able to:

- Describe the important role managers play in organizations and analyze the internal and external environment organizations operate.
- Explain the importance of ethical management and corporate social responsibility as a long-term strategy
- Demonstrate the need for effective strategic planning.
- Demonstrate basic/useful skills in planning and organizing.
- Describe communication, motivation, leadership styles and control methods at the workplace.
- Demonstrate critical thinking with managerial problems.
- Recognize and appreciate trends in management such as TQM, organizational learning, creativity and innovation, etc.

<b>Mode of Delivery:</b>	Distance Learning
<b>Prerequisites and co-requisites:</b>	None
<b>Recommended optional program components:</b>	None

**Course Contents:**

**Objective:**

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.

**Description:**

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.

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;

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.

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.

Controlling: Importance; the Role of Controls; the Controlling Process; Major Control Systems; Financial, Budgetary, Quality and Inventory Control; Operations Management.

International Management: the Nature; Organizing International Business; Adapting to Cultural Differences.

Recent developments and contemporary issues pertaining to the subject-matter of the course.

**Recommended or Required Reading:**

Gareth R. Jones and Jennifer M. George :  
CONTEMPORARY MANAGEMENT, McGraw Hill

Stephen P. Robbins and Mary Coutler: MANAGEMENT,  
Pearson Education

Thoma Bateman and Scott Snell :MANAGEMENT  
McGraw Hill

Ricky Griffin :MANAGEMENT, Houghton Mifflin Company

Sloan Management Review : Harvard Business Review,  
Business Week

<b>Planned learning activities and teaching methods:</b>	Virtual Lectures, Workshops, Group work, Assignments and Exams				
<b>Assessment methods and criteria:</b>	<table border="1"> <tr> <td>Examinations</td> <td>50%</td> </tr> <tr> <td>Ongoing evaluation</td> <td>50%</td> </tr> </table>	Examinations	50%	Ongoing evaluation	50%
Examinations	50%				
Ongoing evaluation	50%				
<b>Language of Instruction:</b>	English				
<b>Work Placement(s):</b>	No				
<b>Place of Teaching:</b>	Blackboard Virtual Learning Platform				