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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  | | | | | **Course synopsis** | | This course is designed to expose students to the management functions in an organization. It introduces students to the concepts relating to management, particularly, planning, organizing, leading and control. Included are topics such as managerial competencies, trends that affect management of organizations, human resource management, motivation and innovation. This course highlights the importance of communication to managers, and the elements required of an effective presentation. | | | | | **Course coordinator (if applicable)** | |  | | | | | **Course lecturer(s)** | | **Name** | **Office** | **Contact no.** | **E-mail** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) mmethods and Assessment methods:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No.** | **CLO** | **PLO**  **(ICGPA CODE)** | **\*Taxonomies and**  **\*\*generic skills\*** | **T&L methods** | **\*\*\*Assessment methods** | | 1. | Explain the managerial roles, management functions and the environmental factors affecting organization, | PLO 1 | C2 | Lecture , Active Learning | HW, T, F | | 2. | Analysed the managerial functions relationship between each functions in organisational integrated environment | PLO 2 | C4 | Lecture Active Learning, Case Studies, Research | HW, T, F | |
|  |
| **No.** | **CLO** | **PLO**  **(ICGPA CODE)** | **\*Taxonomies and**  **\*\*generic skills\*** | **T&L methods** | **\*\*\*Assessment methods** |
| 3 | Apply problem solving of the managerial and organizational related issues. | PLO2 | C4 | Lecture Active Learning, Case Studies, Research | HW, T, F, PR |
| 4. | Initiate exploration of new information and ideas of managerial and continuity of organization and professionalism | PLO 6 | A3, SC2 | Lecture Active Learning, Case Studies, Research | HW, PR, Pr |
| 5. | Demonstrate a good leadership ability and sense of motivation. | PLO 7 | A3 , TW4 | Active Learning, Case Studies, Research | HW, PR, Pr |
| Refer \*Taxonomies of Learning and \*\*UTM’s Graduate Attributes, where applicable for measurement of outcomes achievement  \*\*\*T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc. | | | | | |

**Details on Innovative T&L practices:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Type** | **Implementation** |
| 1. | Active Learning |  |
| 2. | Self Direct Learning |  |
| 3. | Online Learning |  |

**Weekly Schedule:**

|  |  |
| --- | --- |
| Week 1 | **1.0 Introduction to Management**   * 1. Management and organization definition and functions   2. The level of management   3. The phase of management   4. The roles of managers   5. Management Skills |
| Week 2 | **2.0 Evolution of Management Thinking**    2.1 Management perspectives over time  2.2 Classical perspectives   * 1. Humanistic perspectives   2.4 Qualitative and quantitative perspectives  2.5 Contingencies view of management |
| Week 3 | **3.0 The Environment and Corporate Culture**  3.1 The organizational environment and dynamic change  3.2 External and internal environment  3.3 Environment Adaptation  3.4 Organizational Corporate Culture |
| Week 4 | **4.0 Management Ethics and Social Responsibility**  3.1 Managerial Ethics  3.2 Types of ethical behaviour  3.3 Criteria of Ethical Decision Making  3.4 Managing Organizational Ethics and Social Responsibilities |
| Week 5 | |  | | --- | | **5.0 Planning** | | 5.1 Planning process  5.2 Types of plans  5.3 MBO | |
| Week 6 | **6.0 Decision making**  6.1 Decision-making process  6.2 Types of problems & decisions  6.3 Decision-making styles  6.4 Barriers to making good decisions |

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| Week 7  (TEST 1) | **7.0 Organizing**  7.1 Types of organization structure  7.2 Power, control & hierarchy  7.3 Importance of organization design & structure |
| Week 8 | **MID TERM BREAK** |
| Week 9 - 10 | **8.0 Leading**  8.1 Managers & Leaders  8.2 Managers & Followers  8.3 Sources of power  8.4 Overview: Leadership theories: trait, behavioural, contingency, path-goal  theory, contemporary theories  8.5 Leadership: issues & challenges;  8.6 Leadership from the Islamic perspective |
| Week 11 | **9.0 Motivation**  9.1 Concept of motivation  9.2 Motivation Model  9.3 Motivation Theory |
| Week 12 | **10.0 Controlling**  10.1 Control process  10.2 Approaches to control  10.3 Organizational culture & control  10.4 Effective control systems |
| Week 13 | **11.0 Managing Team**  11.1 Team values  11.2 Types of team  11.3 Effective team and contribution  11.4 Managing team conflicts |
| Week 14 | **10. Managing Change and Innovation**  10.1 Change and innovation strategies  10.2 Organizational development  10.3 Organizational culture & change  10.4 Implementing change |
| Week15  (TEST 2 & Presentation | **TEST 2 AND PRESENTATION** |

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**Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):**

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| --- |
| **Managerial Skills**  **Leadership and Team Working Skills** |

**Student learning time (SLT) details:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Distribution  of student  Learning  Time (SLT) Course  content  outline |  | | | | Teaching and Learning Activities | | TOTAL  SLT |
| Guided Learning  (Face to Face) | | | | Guided Learning  Non-Face to Face | Independent Learning  Non-Face to face |  |
| **CLO** | **L** | **T** | **P** | **O** |  |  |  |
| CLO 1 | 10h |  |  | 2h | 4h | 16h | **32h** |
| CLO 2 | 10h |  |  | 4h | 4h | 16h | **32h** |
| CLO 3 | 5h |  |  | 4h | 3h | 12h | **24h** |
| CLO4 | 1.5h |  |  | 2h | 2h | 2h | **7.5h** |
| CLO5 | 1.5h |  |  | 2h | 3h | 8h | **14.5h** |
| **Total SLT** | **28h** |  |  | **14h** | **16h** | **54h** | **112h** |

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| --- | --- | --- | --- | --- |
| Continuous Assessment | | PLO | Percentage | Total SLT |
| 1 | Assignments 1  Assignment 2 | PLO1  PLO2 | 5  10 | **As in CLO1,2,3,4** |
| 2 | Test | PLO1  PLO2 | 20 | **5h** |
| 3 | Project Assignment | PLO3,4,5 | 15 | **As in CLO1,2,3,4** |
| Final Assessment | |  | Percentage | Total SLT |
| 1 | Final | PLO1  PLO2  PLO3 | 50 | **3h** |
| **Grand Total SLT** | | | | **120h** |

##### h:hours ; m:minutes

##### Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

|  |
| --- |
| NIL |

**Learning resources:**

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| --- |
| **Text book (if applicable)**  **Main Text :**Richard L.Daft, (2015)., *Management*. 12th Edition, Cengage Learning.  **Additional references:** Robbins, Stephen P. and Decenzo, David A. (2014). *Fundamentals of*  *Management: Essential Concepts and Application.* 9th ed. New: Jersey: Prentice Hal  **Online refrences :** <http://elearning.utm.my> |

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| **Academic honesty and plagiarism:** *(Below is just a sample)*   |  | | --- | | Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)  Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else’s work, to lend your work to them or to make your work available to them to copy. |   **Other additional information (Course policy, any specific instruction etc.):**   |  | | --- | | **-** |   **Disclaimer:**   |  | | --- | | All teaching and learning materials associated with this course are for personal use only. The materials are intended for educational purposes only. Reproduction of the materials in any form for any purposes other than what it is intended for is prohibited.  While every effort has been made to ensure the accuracy of the information supplied herein, Universiti Teknologi Malaysia cannot be held responsible for any errors or omissions. | |