

COURSE OUTLINE

Department & Faculty: Department of Mechanical Engineering & Management, Centre for Diploma Studies, SPACE, UTM	Page :
Course Code: Principles of Management (DDWG 1133) Total Lecture Hours: 42 hours	Semester: Academic Session:

Lecturer : Pn. Madihah Md Fadil
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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. In addition, it will also introduce students to the basic concepts that form the basis of management in Islam.

LEARNING OUTCOMES

By the end of the course, students should be able to:

No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomy and Soft Skill Levels	Assessment Methods
1.	Illustrate the managerial roles, management functions and the environmental factors affecting organization,	PLO1	C3	Test, Assignment, Final Exam
2.	Describe the managerial functions of planning, organizing, decision making and control,	PLO1	C2	
3.	Describe the human capital management function and organizational communication,	PLO1	C2	
4.	Express a good leadership ability and sense of motivation at the workplace. Conceptualized and classify current issues relating to the management in organizations and give solutions.	PLO9 PLO7	A3,LS2 P3,KK2	

Prepared by: Name: Dr. Sofian Ibrahim Signature: Date:	Certified by: (Course Panel Head) Name: Hairuzzafwan bin Bukhari Signature: Date:
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STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
A. Face-to-face Learning	
1. Lecture	42
2. Practical / Tutorial	-
3. Student Centered Learning	10
B. Self Directed Learning	
1. Non face-to-face eg assignments	40
2. Revision	20
3. Assessment Preparation	10
C. Formal Assessment	
1. Continuous Assessment	5.5
2. Final Exam	2.5
Total	120

TEACHING METHODOLOGY

Lecture and Discussion, Co-operative Learning, Independent Study, Individual Assignment, Group Assignment.

WEEKLY SCHEDULE

Week 1 - 2	:	1.0 Introduction to Management
		1.1 Introduction to organizational management
		1.2 Environmental factors affecting organizations
		1.3 Overview: Evolution of management
		1.4 Overview: Ethics in management
		1.5 Ethics from the western and Islamic perspective

Week 3	2.0 Planning
	2.1 Planning process
	2.2 Types of plans
	2.3 MBO

Week 4	3.0 Decision making
	3.1 Decision-making process
	3.2 Types of problems & decisions
	3.3 Decision-making styles
	3.4 Barriers to making good decisions

Week 5 : 4.0 Organizing

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	4.1 Types of organization structure 4.2 Power, control & hierarchy 4.3 Importance of organization design & structure
Week 6-7	: 5.0 Human Capital Management 5.1 Strategic Human Capital Management (HCM) 5.2 HCM process 5.3 Orientation, training & development 5.4 Performance management 5.5 Compensation management 5.6 Health & safety 5.7 Industrial relations
Week 8	SEMESTER BREAK
Week 9-10	6.0 Leading 6.1 Managers & Leaders 6.2 Managers & Followers 6.3 Sources of power 6.4 Overview: Leadership theories: trait, behavioural, contingency, path-goal theory, contemporary theories 6.5 Leadership: issues & challenges; 6.6 Leadership from the Islamic perspective
Week 11 <i>Test 2</i>	: 7.0 Communication 7.1 Communication process 7.2 Interpersonal communication 7.3 Organizational communication 7.4 Group communication 7.5 Challenges to effective communication
Week 12	: 8.0 Motivation 8.1 Motivation process 8.2 Overview: Motivation theories 8.3 Employee motivation strategies
Week 13	9.0 Control 9.1 Control process 9.2 Approaches to control 9.3 Organizational culture & control 9.4 Effective control systems
Week 14 - 15	10.0 International Management 10.1 The Global Environment 10.2 Global Organizations: Strategies and modes of entry 10.3 Challenges faced by global organizations

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REFERENCES : **Main Text:**
 Richard L.Daft, (2012)., *Management*. 10th Edition, Cengage Learning.

Other References:

1. Ab. Aziz Yusof, *et al.* (2009). *Pengantar Pengurusan*. Edisi 2. Malaysia: Pearson- Prentice Hall.
2. Robbins, Stephen P. and Decenzo, David A. (2005). *Fundamentals of Management: Essential Concepts and Application*. 5th ed. New: Jersey: Prentice Hall.
3. Williams, Chuck. (2008). *Effective Management*. USA: Thomson South-Western.

GRADING

No.	Assessment	Number	% each	% total
1	Assignment (Group Discussion)	2	5	10
2	Peer evaluation	1	5	5
3	Test	2	10	20
4	Assignment (Project Presentation)	1	15	15
5	Final Exam	1	50	50
	Overall Total			100