

**Undergraduate Program**

**School:** e-School of Business & Quality Management

**Program Name:……………………………………**

|  |
| --- |
| **101MGT110** |
| **Introduction to Management**  |

**Course Syllabus**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year and Semester\*:** | Fall | **Course Level:** |       |
| **No of Credit Hours:** |    3 houre   | **Pre-requisite(s):** |       |

|  |  |
| --- | --- |
| **Lecturer’s Name\*:Dr. Rashad** |       |
| **Floor & Office No\*:** | Block       Office       |
| **E-mail Address\*:** |      @hbmeu.ac.ae |
| **Office Hours\*:** |       |
| **Section\*:** |  |

# \*: the information is updated every semester by the schoolSECTION 1: General Information

## Course Description

This course introduces management functions including planning, organizing, staffing/human resources, leading/interpersonal influence and controlling in both domestic and international spheres. The course gives insights on organization’s environment, decision-making process, business ethics and social responsibility.

## Course purpose

The purpose of this course is to introduce students to basic concepts and principles of management and show their application to managerial roles and activities.

## Course Goals

|  |
| --- |
| 1. To develop an understanding of the functions of management in the framework of classical and modern theories.
2. To enhance students’ abilities to analyze management issues using the concepts and principles of management.
3. To show the importance of environment on people as well as on businesses.
 |

## Course Learning Outcomes

 On successful completion of this unit students should be able to:

1. Understand the functions of management and its fundamental concepts,
2. Examine functions of management such as planning, organizing, leading, controlling and decision making.
3. Identify internal as well as the external factors and forces of the organization that managers must confront in their working environment

## Attendance Requirements

|  |
| --- |
| Regular attendance and punctuality is required for all courses. Learners shall attend and participate in all physical and virtual classes, practical sessions, seminars, and exams of the courses in which they are registered.Attendance to a course final examination or the submission of a final course work is compulsory and must occur as per specified dates, failing to attend a final examination or to submit a final course work without a valid reason will lead to “F” being assigned to the particular course. |

## Required Texts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author** | **Title** | **Edition** | **Publisher** | **ISBN** |
| **1. Text Book** Thomas Bateman, and Scott A. Snell | Management: The New Competitive Landscape | 6th  | McGraw-Hill/Irwin | 0-07-253865-1 |
| **2. Related References:**Stephen P. Robbins and Mary Coulter. Management, Ed. 10. Prentice Hall, 2009. ISBN-10: 0132090716, ISBN-13: 9780132090711 |

## Delivery Strategy

The strategy used is the blended learning approach. Blended learning combines the benefits of traditional learning; self paced learning and online collaboration. Self-paced Learning is supported by carefully designed study books, pre-recorded master classes, textbooks and web-based courses. Online collaboration fosters interaction between faculty members and learners through the use of online communication tools in a synchronous mode and represents the majority of the interaction and occurs usually through pre-scheduled virtual classes, and the asynchronous communication relies on the use of tools such as emails and discussion forum. Traditional face to face learning refers to tutorial support through physical sessions. The detailed delivery strategy of this course is available in the study plan; section four of this course syllabus.

# SECTION 2: Assessment Information

## Assessment Tasks

|  |  |  |
| --- | --- | --- |
| **Assessment Task** | **Weighting** | Related Course Le**arning** O**utcomes** |
| Test 1 | **10%** | **CO1, CO2, CO3** |
| **participation** | **15%** |
| **Mid-term Exam**  | **20%** |
| **Mini-cases**  | **15%** |
| **Final Exam**  | **40%** |
|  | **100%** |  |

## Grades Awarded

|  |  |  |
| --- | --- | --- |
| **Percentage Scores** | **Letter Grade\*** | **Points** |
| **90 – 100** | A | 4.0 |
| **85 - 89.99** | B+ | 3.5 |
| **80 - 84.99** | B | 3.0 |
| **75 - 79.99** | C+ | 2.5 |
| **70 - 74.99** | C | 2.0 |
| **65 - 69.99** | D+ | 1.5 |
| **60 - 64.99** | D | 1.0 |
| **Less than 60** | F | 0.0 |

|  |
| --- |
|  |

## Plagiarism

|  |
| --- |
| Plagiarism is a serious offense that can lead to expulsion from the university. Learners must be familiar with the *Plagiarism* policy which outlines the procedure that will be followed in case of plagiarism. Refer to “Learners Assessment and Academic Integrity Policy”. |

## Late Assignment Penalties

|  |
| --- |
| Please refer to the “Learners Assessment and Academic Integrity Policy” in the learners handbook. |

## Special Consideration (excluding exams)

|  |
| --- |
| Special consideration means the submitted work will be re-considered or additional work may be submitted. Special consideration for in-session assessments is granted by the lecturer for **serious** illness or circumstances beyond the learner’s control. "Pressure of work", either from employment or from other subjects is not an acceptable reason for seeking an extension. A written application and evidence *must be submitted to the Program Director no later than 5 days from the assessment due date*.  |

## Special Consideration (final exams)

|  |
| --- |
| Learners seeking special consideration for final exams must apply in writing to the Program Director *no later than 5 days* from the date of the final exam. Evidence must also be supplied to support the application. The School Dean will advise the outcome of the application within 5 days from the application date. For more details please refer to the “Incomplete Course Work Policy” in the learners’ handbook. |

## Quality Assurance

|  |
| --- |
| Learners should note that photocopies of random (marked) assessment tasks will be made for internal and external quality assurance purposes.Relevant Policies and DocumentsOther relevant academic policies are available on the learners’ handbook and the university website. |

# SECTION 3: Assessment Tasks \*

\*: 1- The following tables can be repeated as per the number of assignments and final

 project,

 2- The below information can be updated every semester by the school

|  |  |
| --- | --- |
| **Assessment:** |  |
| **Type:** | **Mini Case**  |
| **Format:** |  |
| **Total Marks:** | **15**  |
| **Weighting:** |  |
| **Due Date:** | **As per CDP** |
| **Presentation Length:** | **10 minutes** |
| **Word Length:** | **Two Pages** |
| **Hand in to:** | **Lecturer / Tutor** |
| **Submission required by:** | **[insert date]** |
|  |
|  |

# Section four: Study Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Related reading materials** | **Date\*** | **Time\*** | **Number of Contact Hours\*** | **Delivery Mode** |
| **Week1** | The bases of management, Managers & management, Dev.& Decision Making | Chapter 1 |  |  |  |  |
| **Week 2&3** | Organizations& Environment.***Mini Case*** | Chapter 2 |  |  |  |  |
| **Week3&4** | Decision Making& Decision Process | Chapter 3 |  |  |  |  |
| **Week4** | Fundamentals of Planning | Chapter 4 |  |  |  |  |
| **Week 4&5** | Planning (contd.) ***Test 1*** |  |  |  |  |  |
| **Week 6&7** | Strategic Management | Chapter 5 |  |  |  |  |
| **Week 8** | Organizing | Chapter8 |  |  |  |  |
| **Week 9** | ***Mid Term*** |  |  |  |  |  |
| **Week 10** | Line & Staff Authority | Chapter 8&9 |  |  |  |  |
| **Week 11** | Leading/Influence | Chapter 12 |  |  |  |  |
| **Week 12** | Motivation***Mini Case*** | Chapter 13 |  |  |  |  |
| **Week 13** | Team work | Chapter 14 |  |  |  |  |
| **Week 14** | Communication | Chapter 15 |  |  |  |  |
| **Week 15** | Controlling | Chapter 16 |  |  |  |  |
| **Week 16** | Review |  |  |  |  |  |

\*: The information is updated every semester by the school.