

Course Name:	Principles of Management	
Course Code:	ODLCOM1123	
Credit Value:	3	
Status	Year 1/Semester 1/Compulsory	
Notional hours	Independent/Self-directed learning	On site (in class)/Virtual Lectures, Lab sessions, assessments, consultation and guidance
	130	20
Course Aim:		
The aim of course is to provide the knowledge regarding basic concepts and theories of management and to discuss how these theories and concepts could be applied in different types of organizations in order to achieve their goals efficiently and effectively		
Intended Learning Outcomes:		
<ul style="list-style-type: none"> – define the term of management – describe the evolution of management thoughts – discuss the purposes of planning in the organization – list the activities of the decision making – explain the organizing concepts – describe different organizational structures – explain the theories of leadership – list the leadership skills – illustrate the types of power – analyze the types of motivation – describe the theories of motivation – suggest the association among motivation – discuss the communication process – illustrate the characteristics of effective controlling – examine the strategies for controlling 		
Course Content:		
<p>Management - Overview: define management, history of management, role of managers, changing role of managers and management, functional approach of management; Evolution of management thoughts: scientific management, administrative management, bureaucratic approach, human relations approach and modern approaches; Planning: definitions of planning, levels and types of planning, process of planning, benefits and limitations of planning; Decision making: definition of decision making, process of decision making, types of decision making, models of decision making; Organizing: definition of organizing, principles of organizing, functions of organizing, types of organizational structures, organizational design; Leading: definition of leading, comparison between leadership and management, theories of leadership, leadership skills, types of power; Motivation: definition of motivation, types of motivation, association among motivation, performance and engagement, motivational theories - needs hierarchy theory, two factors theory, theory X and theory Y; Communication: definition of communication, communication process, types of communication, importance of communication for managers, barriers</p>		

of communication, overcoming barriers; Controlling: definition of controlling, process of controlling, types of controlling, methods of controlling, characteristics of effective controlling, and strategies for controlling	
Teaching and Learning Methods/Activities	Self-instructional printed/ non printed course materials, audio-visual aids for self-learning, Self-learning assignments, On site (in class) lectures, consultation and guidance, audio and video conferencing for virtual lectures, online learning management systems for teaching learning and assessments, Google Drive and similar collaborative tools, mobile devices, as well as a growing list of social media tools for student engagement and self-learning activities
Assessment Strategy	<p>Formative assessment (In-course): 30%</p> <ul style="list-style-type: none"> – At least two assessments for 30 Marks – The assessments could take any forms such as classroom assignment, take-home (group or individual) assignment, quiz, presentations, case study, and forum. <p>Summative Assessment: 70%</p> <ul style="list-style-type: none"> – End of course written examination is of three-hour duration – Question paper contains eight questions. Students are expected to answer five questions out of eight questions that may include several parts. Total marks are 100.
<p>Recommended Reading:</p> <ul style="list-style-type: none"> • Daft, R.L. (2018). <i>Management</i> (13th ed.). New York: Cengage Learning. • Eichhorn, P., & Towers, I. (2018). <i>Principles of management: efficiency and effectiveness in the private and public sector</i>. Basel: Springer. • Griffin, R. W. (2021). <i>Management</i> (13th ed.). New York: Thomson South-Western • Robbins, S. P. & Coulter, M. A. (2021). <i>Management</i> (15th ed.). New York: Pearson. • Schermerhorn, J.R., Davidson, P., Woods, P., Factor, A., Simon, A., McBarron, E., & Junaid, F. (2020). <i>Management</i> (7th ed.). Sydney: John Wiley and Sons. 	