

NO.	TITLE		
1.	Subject	Fundamentals of Management	
2.	Subject Code	DHRM 103	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 1, Year 1	
6.	Objectives	<ul style="list-style-type: none"> - Introduce the functions and role of organisation in the micro and macro environment - To identify the effective use of functions of management - To integrate the human resource activity in an organisation. 	
7.	Learning Outcome	<p>At the end of the lesson, students will be able to:</p> <ul style="list-style-type: none"> - achieve a basic understanding of the concept of management, its meaning and purpose, role and importance; - identify objectives and goals of management, kinds of organisation, principles of organisation and management control; - achieve a basic understanding of importance and role of control, leadership, motivation and decision-making. 	
8.	Synopsis	This unit focuses on the importance of management in an organisation and its objectives as well as the principles and controlling process in an organisation.	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. Introduction to Management and Organisations <ul style="list-style-type: none"> - The concept of management / managers - Management functions and process - Management roles - Management skills - Managing systems - Managing in different and changing situations 	6
		2. Decision-Making: The Essence of the Manager's Job <ul style="list-style-type: none"> - The decision-making process - The pervasiveness of decision making - The manager as decision maker - Types of problems and decisions - Decisions-making conditions / styles 	6
		3. Foundations of Planning <ul style="list-style-type: none"> - The definition of planning - Purposes of planning - Planning and performance - The role of goals and plans in planning - Contemporary issues in planning 	5

		4. Organisational Structure and Design <ul style="list-style-type: none"> - Defining organisational structure - Work specialisation - Departmentalisation - Organisational design decisions - Common organisational designs 	5
		5. Managerial Communication and Information Technology <ul style="list-style-type: none"> - Understanding managerial communication - The process of interpersonal communication - Organisational communication - Understanding information technology 	5
		6. Managing Change and Innovation <ul style="list-style-type: none"> - What Is change? - Forces for change - Two views of the change process - Managing change - Contemporary issues in managing change 	5
		7. Foundations of Control <ul style="list-style-type: none"> - The definition of control - The control process - Types of control - Implications for managers - Contemporary issues in control 	5
		8. Operations and Value Chain Management <ul style="list-style-type: none"> - What is Operations Management? - Value Chain Management - Current issues in Operations Management 	5
		TOTAL	42
10.	Main Reference	Robbins, S. P., & Coulter, M. (2007). <i>Management</i> (9 th ed.). Prentice Hall International Inc.	
11.	Additional Reference	Bateman, T. S., & Snell, S. A. (2001). <i>Management</i> (4 th ed.). McGraw Hill Publisher. Lewis, P. S., Goodman, S. H., & Fandt, P. M. (2006). <i>Management</i> (5 th ed.). Southern-Western College Publishing. Donnelly, J. H., Gibson, J. L., & Ivancevich, J. M. (1998). <i>Fundamentals of Management</i> (10 th ed.). McGraw Hill.	