

1. Title of subject	Business Management	
2. Subject code	FSBN 105	
3. Status of subject	Core	
4. Stage	Foundation	
5. Credit Hour	3 (3 hours per week X 14 weeks)	
6. Pre-Requisite	None	
7. Assessment	Coursework : 60% Final Examination : 40% Total : 100%	
8. Semester	Semester 1	
9. Objective of subject	To expose studentss to basic managerial functions and on how organisations arrange and co-ordinate planning, organising, leading and control. It makes studentss aware of today's global environment changes and examines how effective managers are capable of adapting to them.	
10. Synopsis of subject	This course focuses on the basic managerial functions and on how organisations co-ordinate planning, organising, leading and controlling. It will also cover theories of management, authority and responsibility, centralisation vs decentralisation and current issues in management theory.	
11. Details of subject	Contents	Hours
Week 1 & 2	TOPIC: THE DYNAMIC NEW WORKPLACE	6
	Learning Outcomes: After attending the lesson, the students should be able to : <ul style="list-style-type: none"> ▪ explain the organisational and managerial implications of important trends in the new economy. ▪ explain what is organisation in the new workplace. ▪ describe the different levels of and types of managers and the activities and responsibilities of a manager. ▪ identify management functions, roles and skills of a manager 	

	<p>Activity: Practice Exercises</p>	
	<p>Further reading for this lesson: Chapter 1 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 3	TOPIC: ENVIRONMENT AND DIVERSITY	3
	<p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to :</p> <ul style="list-style-type: none"> ▪ define competitive advantage. ▪ describe the external environment (PESTEL) 	
	<p>Activity: Case Study</p>	
	<p>Further reading for this lesson: Chapter 2 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 4 & 5	TOPIC: HISTORICAL FOUNDATION OF MANAGEMENT	6
	<p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to :</p> <ul style="list-style-type: none"> ▪ discuss the evolution of management thought. ▪ understand the Classical Approach of Management. ▪ understand the Behavioural Management ▪ understand the System Management. 	
	<p>Activity: Quiz</p>	
	<p>Further reading for this lesson: Chapter 4 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 6	TOPIC: PLANNING	3
	<p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to:</p> <ul style="list-style-type: none"> ▪ identify the importance of planning to practice management. ▪ describe the steps in the formal planning process. 	

	<p>Activity: Tutorial Questions</p>	
	<p>Further reading for this lesson: Chapter 7 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 7	REVISION CLASS AND TEST (WEEK 1 – WEEK 6)	3
Week 8	<p>TOPIC: CONTROLLING</p> <p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to:</p> <ul style="list-style-type: none"> ▪ define controlling and its importance to effective management, ▪ recognise the steps in the control process, ▪ identify the different types of control. <p>Activity: Tutorial Questions</p> <p>Further reading for this lesson: Chapter 7 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	3
WEEK 9	TOPIC: ORGANISING	3
	<p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to :</p> <ul style="list-style-type: none"> ▪ define organisational design and explain its importance as a management function. ▪ explain the properties and potential advantages and disadvantages of the traditional and the development structures. ▪ explain how classical management principles are being refined by organisational trends. <p>Activity: Case Study</p> <p>Further reading for this lesson: Chapter 10 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
WEEK 10	TOPIC: LEADING	3

	<p>Learning Outcomes:</p> <p>After attending the lesson, the students should be able to:</p> <ul style="list-style-type: none"> ▪ define leadership and explain its relationship to other management functions, ▪ identify vision and the five principles of leadership, ▪ explain the focus theoretical foundations and managerial implications of Fiedler's contingency model of leadership and Blanchard's situational leadership model. 	
	<p>Activity: Quiz</p>	
	<p>Further reading for this lesson: Chapter 13 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 11&12	<p>TOPIC: MOTIVATION AND REWARDS</p>	6
	<p>Learning Outcomes:</p> <p>After attending the lesson , the students should be able to :</p> <ul style="list-style-type: none"> ▪ define motivation and discuss its importance to management. ▪ explain the different types of work related rewards and motivation theories namely the content theories, process theories and the reinforcement theories. 	
	<p>Activity: Tutorial Questions</p>	
	<p>Further reading for this lesson: Chapter 14 Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	
Week 13 & 14	<p>REVISION CLASS AND TEST (WEEK 8 – WEEK 12)</p>	6
	<p>Total</p>	42
12. Text	<p>Compulsory Schermerhorn, (2002). <i>Management</i> (7th ed.). John Wiley & Sons.</p>	

Reference	Daft, R. L. (2002). <i>Management</i> (7 th ed.). Prentice Hall. Mullins, J. L. (2002). <i>Management and Organisational Behaviour</i> (6 th ed.). Prentice Hall. Plunket, W. R., Attner, R. F., & Allen, G. S. (2002). <i>Management Meeting and Exceeding Customer Expectation</i> (7 th ed.). Thompson South Western.
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