



UNIVERSITI TEKNOLOGI MARA

ADM151: INTRODUCTION TO MANAGEMENT PRINCIPLES AND PRACTICES

Course Name (English)	INTRODUCTION TO MANAGEMENT PRINCIPLES AND PRACTICES APPROVED
Course Code	ADM151
MQF Credit	3
Course Description	This course focuses on the basic concepts of management principles and practices. Students will be exposed to the concepts of planning, organizing, leading and controlling of organisational resources, as well as motivation and communication in achieving organisational goals effectively and efficiently.
Transferable Skills	Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving.
Teaching Methodologies	Lectures, Tutorial, Discussion
CLO	CLO1 Identify the management approaches theories. CLO2 Explain basic principles and functions of management. CLO3 Identify the interrelations of organisational factors in management.
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Management. 1.1) Definition of Management and Organisation. 1.2) The functions, roles, and skills of managers. 1.3) The management levels. 1.4) The management process. 1.5) The characteristics of an organisation.	
2. Management Process. 2.1) Classical approach 2.2) Quantitative approach. 2.3) Behavioral approach 2.4) Contemporary approach	
3. Planning Function. 3.1) Definition of Planning. 3.2) Types of planning. 3.3) Process of planning. 3.4) Hierarchy of planning.	
4. Organising Function. 4.1) Definition of Organising. 4.2) Organizational Structure. 4.3) Mechanistic and Organic Structures. 4.4) Organizational Designs.	
5. Leading Function. 5.1) Definition of Leading. 5.2) Theories of Leadership. 5.3) Early Leadership Theories. 5.4) Contingency Theories of Leadership. 5.5) Contemporary Views of Leadership. 5.6) Types of power in leadership.	

6. Controlling Function.

- 6.1) Definition of Controlling.
- 6.2) Controlling process.
- 6.3) The Planning–Controlling Link.
- 6.4) Tools for Measuring Organizational Performance.

7. Decision Making Process.

- 7.1) Definition of decision making.
- 7.2) Decision making process.
- 7.3) Types of decisions.
- 7.4) Types of decision making.
- 7.5) Situation in decision making.

8. Motivation

- 8.1) Definition of motivation.
- 8.2) Motivation theories.

9. Communication Function.

- 9.1) Definition of communication.
- 9.2) Functions of Communication.
- 9.3) Communication process.
- 9.4) Communication barriers.
- 9.5) Communication flows.

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Each group will be give ONE question based on syllabus contents and students have to analyse the question by providing an examples to support the answers.	10%	CLO3
	Presentation	This is an oral presentation where students are required to present their findings by using power points.	5%	CLO3
	Quiz	Quiz structure: It consists of 5 short essay questions with 5 marks each and students are expected to answer three questions only.	5%	CLO1
	Test	Test structure: It consists of 3 long essay questions with 25 marks each and students are expected to answer one question only.	10%	CLO2
	Test	Test structure: It consists of 3 long essay questions with 25 marks each and students are expected to answer one question only.	10%	CLO2

Reading List	Recommended Text	<ul style="list-style-type: none"> Robbins, S. & Coutler, M. 2014, <i>Management</i>, 12th Ed., Prentice Hall New Jersey [ISBN: 9780273787020]
	Reference Book Resources	<ul style="list-style-type: none"> Richard, L. 2009, <i>Management</i>, 9th Ed., South Western College Ricky, W. G. 2007, <i>Fundamentals of Management</i>, 6th Ed., South Western Dessler, G. 2006, <i>Management</i>, Prentice Hall New Jersey
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	