



UNIVERSITI TEKNOLOGI MARA

ADS460: MANAGEMENT PRINCIPLES AND PRACTICES

Course Name (English)	MANAGEMENT PRINCIPLES AND PRACTICES APPROVED
Course Code	ADS460
MQF Credit	3
Course Description	The subject focuses on the managerial roles as well as various functions of management such as planning, organizing, leading and controlling from a manager's perspective. This course also emphasizes on the entire organisation from a long - term and short-term perspective for strategic vision, objectives setting and its implementation. It also discusses organizational structures, strategies and challenges in a dynamic external environment. Upon completion, students are expected to be able to contribute as a member of a team, utilizing these functions of management in today's competitive world.
Transferable Skills	1: Demonstrate ability to identify and articulate self-skills, knowledge and understanding confidently and in a variety of contexts. 2 :Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks. 3.Demonstrate ability to manage personal performance to meet expectations and demonstrate drive,determination, and accountability.
Teaching Methodologies	Lectures, Tutorial
CLO	CLO1 Explain the impact of key management functions on the attainment of goals in the organisations. CLO2 Demonstrate ethical values in explaining key management functions that facilitate the attainment of goals in the organisations. CLO3 Practise key management functions that facilitate the attainment of goals in the organisations.
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Management 1.1) Definition 1.2) The importance of management 1.3) Management processes 1.4) The basic management skills 1.5) Managerial roles 1.6) Levels of management	
2. Management Approaches 2.1) The Classical Approaches 2.2) The Behavioral Approaches 2.3) System Approach 2.4) Contingency Approaches	
3. Foundations of Planning 3.1) Definition 3.2) Importance and drawbacks of planning 3.3) The types of planning and goals 3.4) Strategic planning 3.5) Operational planning 3.6) Obstacles to effective planning	

4. Decision Making

- 4.1) The principles of decision making
- 4.2) Common errors in decision making
- 4.3) Approaches in decision making
- 4.4) Types of decisions and decision making conditions
- 4.5) Group decision making
- 4.6) The challenges to effective decision making

5. Organising and Organisational Structures

- 5.1) Definition
- 5.2) Elements in organisational design (Departmentalisation, Authority, Line and Staff Authority, Chain Of Command, Span Of Control, Centralisation - Decentralisation, Formalisation)
- 5.3) Delegation
- 5.4) Organisational designs (traditional and contemporary)
- 5.5) Mechanistic and Organic structure
- 5.6) Factors affecting structures

6. Motivation

- 6.1) Definition
- 6.2) Early theories of motivation
- 6.3) Issues and challenges in motivating employees

7. Leadership

- 7.1) Definition
- 7.2) Leadership approaches
- 7.3) Emerging Approaches of Leadership
- 7.4) Sources of Power

8. Communication

- 8.1) Concept of communication
- 8.2) Communication process
- 8.3) Formal organisational communication
- 8.4) Informal organisational communication/ grapevine
- 8.5) Barriers of effective communication and ways to overcome them
- 8.6) Interpersonal communication

9. Controlling

- 9.1) Definition
- 9.2) The importance of control
- 9.3) The steps in the controlling process
- 9.4) Types of control (feedback, feedforward, concurrent)
- 9.5) Elements /Criteria of effective control

10. Management Trends & Issues

- 10.1) Environmental challenges to management
- 10.2) Corporate Social Responsibility
- 10.3) Ethics and management
- 10.4) Diversity

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Work Process Report	10%	CLO3
	Presentation	Group presentation	15%	CLO2
	Test	Mid Term Test	15%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> Robbins, DeCenzo and Coulter 2017, <i>Fundamentals of Management</i>, 10th Ed., Pearson
	Reference Book Resources	<ul style="list-style-type: none"> Norlida Kamaluddin, Za'fran Hassan, Rabiah Abdul Wahab, Rohaya Mohd Hussein 2014, <i>Principles of Management</i>, 2nd Ed., Oxford Fajar John R. Schermerhorn, Jr., Daniel G. Bachrach 2015, <i>Introduction to Management</i>, 13th Ed., Wiley Zainal Abidin Mohamed, Ho Jo Ann, Wong Foong Yee 2013, <i>Strategic Management</i>, 2nd Ed., Oxford University Press Fred R. David 2015, <i>Strategic management: Concepts and cases</i>, 3rd Ed., 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