



UNIVERSITI TEKNOLOGI MARA

PMG512: PARK ADMINISTRATION AND FINANCIAL MANAGEMENT

Course Name (English)	PARK ADMINISTRATION AND FINANCIAL MANAGEMENT APPROVED
Course Code	PMG512
MQF Credit	3
Course Description	This course introduces the student to the theory, principle and technique in management and finance. The contents will equip students with the knowledge and basic decision making of parks management.
Transferable Skills	Demonstrate the ability to identify and articulate self-skills, knowledge and understanding confidently and in a variety of contexts.
Teaching Methodologies	Lectures, Case Study, Tutorial
CLO	<p>CLO1 Construct the theory and philosophy of management in the context of park administration</p> <p>CLO2 Determine the concept of management and finance in park and amenity management</p> <p>CLO3 Interpret the application of financial management concept in park management</p>
Pre-Requisite Courses	No course recommendations
Topics	
<p>1. Introduction To Management 1.1) Managers and Management 1.2) The historical roots of contemporary management practices</p>	
<p>2. Planning 2.1) Foundation of planning 2.2) Planning in uncertain environment 2.3) Types of plans 2.4) Foundation of decision-making</p>	
<p>3. Organizing 3.1) Basic organizing designs 3.2) Managing change and innovation 3.3) Staffing and human resource management 3.4) Current issues in human resources</p>	
<p>4. Leading 4.1) Foundation of individual and group behaviour 4.2) Understanding work teams 4.3) Motivating and rewarding employees 4.4) Communication and interpersonal skills</p>	
<p>5. Controlling 5.1) Foundation of control 5.2) Technology and operation</p>	
<p>6. Financial Management 6.1) The financial environment 6.2) Components of financial environment 6.3) Financial marketplace 6.4) Financial institutions 6.5) Financial Tools 6.6) Financial Ratios 6.7) Direct Partnership</p>	

Assessment Breakdown	%
Continuous Assessment	50.00%
Final Assessment	50.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Management theories	20%	CLO2
	Group Project	Case Study	20%	CLO3
	Test	Short Questions Test 1	10%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> • John L. Crompton 2009, <i>Financing and Acquiring Park and Recreation Resources</i>, Waveland Press Inc [ISBN: 1577666356]
	Reference Book Resources	<ul style="list-style-type: none"> • Tracie L. Nobles, Brenda Mattison, Ella Mae Matsumura 2014, <i>Horngrren's Financial and Managerial Accounting, the Financial Chapters</i>, Prentice Hall [ISBN: 9780133851250] • Eugene Brigham, Joel Houston 2011, <i>Fundamentals of Financial Management, Concise Edition</i>, Cengage Learning [ISBN: 0538477113] • Peter A. Witt and John L. Crompton 1996, <i>Recreation Programs That Work for at Risk Youth: The Challenge of Shaping the Future</i> • Peter A. Witt, John L. Crompton 2002, <i>Best Practices in Youth Development in Public Park and Recreation Settings</i>, National Recreation & Park Assn [ISBN: 0929581563] • Emanuel S. Savas 1999, <i>Privatization and Public-Private Partnerships</i>, 2nd Ed. [ISBN: 978-15664307]

Article/Paper List	This Course does not have any article/paper resources
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Other References	This Course does not have any other resources
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