

1.	Course Title	Principles of Management			اسم المادة
2.	Course Code	BMGT1013			رمز المادة
3.	Status	Major			مادة أساسية
4.	Credit Hour	3 (2+1) 2 for lectures (2 hours per week x 14 weeks) 1 for tutorial (1.5 hours per week x 14 weeks)			عدد الساعات المعتمدة
5.	Semester/Year	2/1			الفصل الدراسي
6.	Prerequisites	Nil			المتطلب السابق إن وجد
7.	Teaching method:	Distance Learning (Electronic)			طريقة التدريس
8.	Evaluation	Assessment and Marking Percentage: Quizzes الامتحانات القصيرة 10 % Assignments الواجبات 10 % Interactions through discussion board المنتديات 10 % Mid-Semester Exam الامتحان النصفى 20 % Final Examination الامتحان النهائى 50 %			
9.	Lecturer				
10.	Objective of the Subject	At the end of BMGT1013, students will possess a strong understanding of the role of a manager within an organization. The students are also required to understand the basic principles, concepts and theories & techniques that are very important to the practice of management. Description on the management functions such as planning, organizing, leading and controlling (evaluation) will be explored throughout the course. Students will also learn to analyze the situation and problems faced by an organization and suggest solutions to the problems at hand.			
11.	Learning Outcomes	At the completion BMGT1013, students should be able to perform the following tasks: - Describe the fundamentals of management as well as the evolution of management - Define a manager's organizational terrain - Give explanatory examples of managerial functional practices in planning, organizing, leading and controlling - Describe managerial tools utilized to obtain organizational effectiveness and efficiency.			
12.	Synopsis	The study of BMGT1013 is to provide a general management grounding for learners. Workers require an understanding of the principles to be able to relate managerial decisions with the impact these decisions have on the employees and the organization. Managerial functions from the perspective of Islam are also included to allow comparisons to be made to the general western methods of managing.			
13.	Topics	Details	Lecture (Hrs)	Tutorial (Hrs)	
	Topic 1	Introduction to Management and Organizations 1.1 Understanding managers and management 1.2 The functions and roles of managers	2	0	

		1.3 Understanding organization 1.4 Principles of Islamic management		
	Topic 2	Management Yesterday and Today 2.1 Historical background of management 2.2 Scientific management 2.3 General administrative theory 2.4 Quantitative approach to management 2.5 Toward understanding organizational behavior 2.6 The systems approach 2.7 The contingency approach	2	0
	Topic 3	Managing in a Global Environment 4.1 Understanding the global environment 4.2 Doing business globally 4.3 Managing in a global environment	2	1.5
	Topic 4	Social Responsibility and Managerial Ethics 5.1 Understanding social responsibility 5.2 Social involvement and economic performance 5.3 Value-based management 5.4 Managerial ethics	2	1.5
	Topic 5	Decision-making: The Essence of the Manager's Job 6.1 The decision-making process 6.2 The manager as a decision-maker 6.3 Management by Shura	2	1.5
	Topic 6	Foundations of Planning 7.1 Understanding planning 7.2 The importance of planning 7.3 How managers plan 7.4 Establishing goals and developing plans 7.5 Planning from an Islamic perspective	2	1.5
	Topic 7	Strategic Management 8.1 The importance of strategic management 8.2 The strategic management process 8.3 Types of organizational strategies	3	3
	Topic 8	Organizational Structure and Design 9.1 Defining organizational structure 9.2 Common organizational designs	3	3
	Topic 9	Communication and Information Technology 10.1 Understanding communication 10.2 Interpersonal communication 10.3 Organizational communication 10.4 Understanding informational technology 10.5 Communication issues in today's organizations	2	1.5
	Topic 10	Motivating Employees 14.1 Understanding motivation 14.2 Early and contemporary theories of motivation 14.3 Current issues in motivation	3	1.5
	Topic 11	Leadership 15.1 Understanding leaders and leadership 15.2 Contingency theories of leadership 15.3 Contemporary views on leadership 15.4 Leadership in Islam	3	3

	Topic 12	Foundations of Control 16.1 Importance of control 16.2 The control process 16.3 Controlling for organization performance 16.4 Control in Islamic perspective	2	3
		Total contact hours	28	21
		Equivalent lecture hours	28	14
		Total lecture hours	42	
		Credit hours	3	
14.	Main References:	Stephen P. Robbins and Mary Coulter (2007) Management (9 th ed.). Pearson Prentice Hall Inc.		
15.	Additional References:	1. Md. Golam Mohiuddin (2007). Functions of management: Islamic perspective in <i>Islamic Management</i>, UGC Publication, Dhaka, pp. 35-44, 82-89, 137-141. 2. Md. Golam Mohiuddin (2007). Management by Shura, in <i>Islamic Management</i>, UGC Publication, Dhaka, pp. 200-205. 3. Md. Golam Mohiuddin (2007). Concepts of management, in <i>Islamic Management</i>, UGC Publication, Dhaka, pp. 23-31.		
	Other materials:	All other materials will be available to students online.		