

Course: Bachelor of Business Administration in E-Commerce

1.	Course Title	Management Theory and Practices			اسم المادة
2.	Course Code	BMGT2023			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	1/1			الفصل الدراسي
6.	Prerequisites	Nil			المتطلب السابق إن وجد
7.	Teaching method:	Distance Learning (Electronic)			طريقة التدريس
8.	Evaluation	Assessment and Marking Percentage: <div>Quizzes الامتحانات القصيرة 10 %</div> <div>Assignments الواجبات 10 %</div> <div>Interactions through discussion board التتديات 10 %</div> <div>Mid-Semester Exam الامتحان النصفى 20 %</div> <div>Final Examination الامتحان النهائي 50 %</div>			
9.	Lecturer	N/A			
10.	Objective of the Subject	At the end of studying this subject, 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	Upon completion of this subject, students should be able to: <ul style="list-style-type: none">Describe the fundamentals of management as well as the evolution of managementDefine a manager’s organizational terrainGive explanatory examples of managerial functional practices in planning, organizing, leading and controllingDescribe managerial tools utilized to obtain organizational effectiveness and efficiency.			
12.	Synopsis	This subject provides 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 <ul style="list-style-type: none">Understanding managers and managementThe functions and roles of managersUnderstanding organization		2	0

		<ul style="list-style-type: none"> Principles of Islamic management 		
	Topic 2	Management Yesterday and Today <ul style="list-style-type: none"> Historical background of management Scientific management General administrative theory Quantitative approach to management Toward understanding organizational behavior The systems approach The contingency approach 	2	1
	Topic 3	Managing in a Global Environment <ul style="list-style-type: none"> Understanding the global environment Doing business globally Managing in a global environment 	2	1
	Topic 4	Social Responsibility and Managerial Ethics <ul style="list-style-type: none"> Understanding social responsibility Social involvement and economic performance Value-based management Managerial ethics 	2	1.5
	Topic 5	Decision-making: The Essence of the Manager's Job <ul style="list-style-type: none"> The decision-making process The manager as a decision-maker Management by Shura 	2	2
	Topic 6	Foundations of Planning <ul style="list-style-type: none"> Understanding planning The importance of planning How managers plan Establishing goals and developing plans Planning from an Islamic perspective 	2	2
	Topic 7	Strategic Management <ul style="list-style-type: none"> The importance of strategic management The strategic management process Types of organizational strategies Strategic management in today's environment 	2	1.5
	Topic 8	Planning Tools and Techniques <ul style="list-style-type: none"> Techniques for assessing the environment Techniques for allocating resources Contemporary planning techniques 	2	2
	Topic 9	Organizational Structure and Design <ul style="list-style-type: none"> Defining organizational structure Organizational design decisions Common organizational designs 	2	1
	Topic 10	Communication and Information Technology <ul style="list-style-type: none"> Understanding communication Interpersonal communication Organizational communication Understanding informational technology Communication issues in today's organizations 	2	1.5
	Topic 11	Motivating Employees <ul style="list-style-type: none"> Understanding motivation Early and contemporary theories of motivation Current issues in motivation From theory to practice 	2	2
	Topic 12	Leadership <ul style="list-style-type: none"> Understanding leaders and leadership Contingency theories of leadership Contemporary views on leadership Leadership in Islam 	2	2

		<ul style="list-style-type: none"> Leadership issues in the 21st century 		
	Topic 13	Foundations of Control <ul style="list-style-type: none"> Importance of control The control process Controlling for organization performance Tools for controlling organizational performance Contemporary issues in control Control in Islamic perspective 	2	2
	Topic 14	Operations and value chain management <ul style="list-style-type: none"> Understanding operations management Value chain management Current issues in operations management 	2	1.5
		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 (9th ed.). Pearson Prentice Hall Inc.
15.	Additional References:	<ol style="list-style-type: none"> 1. Md. Golam Mohiuddin (2007). Functions of management: Islamic perspective in Islamic Management, UGC Publication, Dhaka, pp. 35-44, 82-89, 137-141. 2. Md. Golam Mohiuddin (2007). Management by Shura, in Islamic Management, UGC Publication, Dhaka, pp. 200-205. 3. Md. Golam Mohiuddin (2007). Concepts of management, in Islamic Management, UGC Publication, Dhaka, pp. 23-31.
	Other Materials:	All other materials will be available to students online.

