

# Principles of Management MGT 104

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## Islamic Online University

### I. Class Description

- A. Name of Class: Principles of Management
- B. Credit Hours:
- C. Catalog Description: This is an introductory course designed to familiarize students with the basic topics in management. The subject areas that will be covered include: organisational culture, defining external environment, managing global environment, social responsibility and managerial ethics, decision-making, foundations of planning, strategic management, planning tools and techniques, organisational structure and design, communication and IT, human resource management, managing change and innovation, foundations of behaviour, groups & teams, motivating employees, leadership, foundations of control, operations and value chain management, small business, new venture creation and entrepreneurship, communication issues in today's organisations and managing for quality.
- D. Prerequisites: None

### II. Instructor Information

- A. Name: Mr. Banna Sawaneh
- B. Location: Banjul, The Gambia.
- C. Instructional methods: Recorded Lectures, Live discussions and independent student research.

### III. Textbook and Supplies

- A. Required Text: Management by Stephen P. Robbins and Mary Coulter, 11<sup>th</sup> edition, Prentice Hall, notes supplied by Mr. Banna Sawaneh
- B. Supplementary Texts: Business Essentials by Ronald J. Ebert, Ricky W. Griffin & Frederick A. Starke, 4&7<sup>th</sup> edition, notes supplied by Mr. Banna Sawaneh.

### IV. Objectives

- A. To enable the student to understand the principles and concepts of management.
- B. To illustrate the importance of principles of management

# Principles of Management MGT 104

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- C. To acquire knowledge and skills in the applications of principles of management and be able to apply these in real life situations.
- D. To understand how management within the business environment works.
- E. To explain the major challenges facing management and the general trends in today's world.

## V. Class Content

### Class Procedure/Instruction Methodology

Recorded Lectures dedicated to the course material will be available for online viewing or download and periodic Live Discussions will be held with the instructor on topics covered.

### Homework Assignments

1 Homework assignments will be assigned.

### Exams

The course will contain Session tests, a midterm exam and a final exam covering the entire course. The final exam is not cumulative. All students will take the exams on the scheduled day and time.

## VI. Attendance Policies

- A. Attendance: The students are required to login and access the weekly sessions each week for all subjects available. There is no fixed time for accessing the content. Students may do it at their own convenience but within the week in which the content is required to be studied.

Students are encouraged to make every effort to join the Live Sessions as this will be best for them. If sometimes circumstances do not allow, then they may listen to the recording of that Session.

- B. Special requirements
  1. Students should behave respectfully during Live Discussions, in their correspondences and forum posts. If a student is disrespectful to the instructor or to another student he or she will be removed from class.
  2. The Video and Audio study material provided to you is confidential and copyrighted. You are allowed to keep a copy on your PC but you are not allowed to distribute copies to others.
  3. All students should participate fully in Live Discussions.

## Principles of Management MGT 104

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4. As a student of the Islamic Online University, you should pledge that all tests taken by you and that all work turned in by you will be original and solely the result of your own efforts. Any form of academic dishonesty, including cheating and plagiarism, will be recorded in the student's permanent file. Breaches of academic integrity will be dealt with severely, as per the University policy. After the first instance of a breach of academic integrity, the student will receive a failing grade **IN ALL CLASSES FOR WHICH HE/SHE IS CURRENTLY ENROLLED**. After the second instance, the student will be expelled permanently from the program.

**Note:** Besides the definition of cheating in the Student Handbook, cheating in this class includes using others' planning or drafting to generate one's own essay, copying any part of another person's homework, or collaborating on assignments that are meant to be individual efforts. Unless otherwise indicated, all assignments completed outside of class should be completed individually.

# Principles of Management MGT 104

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## Class Schedule

<b><u>Module 1</u></b>	<i>Topics:</i>	Introduction to Management
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 2-14</i> , video recorded lectures by Mr.Banna Sawaneh
	<i>Assignments:</i>	Mr.Banna Sawaneh
<b><u>Module 2</u></b>	<i>Topics:</i>	Introduction to Organisations
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 15-29</i> , video recorded lectures by Mr.Banna Sawaneh
	<i>Assignments:</i>	Mr.Banna Sawaneh
<b><u>Module 3</u></b>	<i>Topics:</i>	Historical Background of Management
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 27-40</i> , video recorded lectures by Mr.Banna Sawaneh
	<i>Assignments:</i>	Mr.Banna Sawaneh
<b><u>Module 4</u></b>	<i>Topics:</i>	Current Trends and Issues
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 35, 97-116, 135-136, and 526-527</i> , video recorded lectures by Mr.Banna Sawaneh
	<i>Assignments:</i>	Mr.Banna Sawaneh
<b><u>Module 5</u></b>	<i>Topics:</i>	Organisational Culture
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 43-64</i> , video recorded lectures by Mr. Banna Sawaneh.
	<i>Assignments:</i>	Banna Sawaneh.
<b><u>Module 6</u></b>	<i>Topics:</i>	Defining the External Environment
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 46-51</i> , video recorded lectures by Mr. Banna Sawaneh.
	<i>Assignments:</i>	Banna Sawaneh.
<b><u>Module 7</u></b>	<i>Topics:</i>	Managing in Global Environment
	<i>Reading and listening</i>	Management by Stephen P. Robbins and Mary Coulter, <i>pages 69-89</i> , video recorded lectures by Mr. Banna Sawaneh.
	<i>Assignments:</i>	Banna Sawaneh.

# Principles of Management MGT 104

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## **Module 8**

*Topics:* Social Responsibility and Managerial Ethics

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 123-144*, video recorded lectures by Mr. Banna Sawaneh.

## **Module 9**

*Topics:* Decision-making: the Essence of Manager's Job (Decision making Process)

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 177-186*, video recorded lectures by Mr. Banna Sawaneh.

## **Module 10**

*Topics:* Decision-making: the Essence of Manager's Job (Decision making Conditions)

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 187-196*, video recorded lectures by Mr. Banna Sawaneh.

## **Module 11**

*Topics:* Foundations of Planning

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 203-217*, video recorded lectures by Mr. Banna Sawaneh.

## **Module 12**

*Topics:* Strategic Management (Part 1: Process)

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 223-229*, video recorded lectures by Mr. Banna Sawaneh.

## **Module 13**

*Topics:* Strategic Management (Part 2: Growth Strategies)

*Reading and listening Assignments:* Management by Stephen P. Robbins and Mary Coulter, *pages 229-241*, video recorded lectures by Mr. Banna Sawaneh.

# Principles of Management MGT 104

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- Module 14**      *Topic:*                      Planning Tools and Techniques
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 248-259**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 15**      *Topic:*                      Organisational Structure and Design
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 262-304**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 16**      *Topic:*                      Communication and Information Technology
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 403-417**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 17**      *Topic:*                      Human Resources Management
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 311-335**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 18**      *Topic:*                      Managing Change and Innovation
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 351-371**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 19**      *Topic:*                      Foundations of Behaviour (Understanding Individual Behaviour)
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 371-380**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.
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- Module 20**      *Topic:*                      Foundations of Behaviour (Personality Traits, Perception, Emotional Intelligence & Learning)
- Reading and listening*      Management by Stephen P. Robbins and Mary Coulter, **pages 380-397**, video recorded lectures by  
*Assignments:*                      Mr. Banna Sawaneh.

# Principles of Management MGT 104

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- Module 21**    *Topics:*                    Understanding Groups & Teams  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 345-366*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 22**    *Topics:*                    Motivating Employees  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 429-453*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 23**    *Topics:*                    Leadership(Part1: Leadership Theories)  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 459-467*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 24**    *Topics:*                    Leadership(Part2:Current Approaches to Leadership)  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 469-476*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 25**    *Topics:*                    Foundations of Control  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 485-508*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 26**    *Topics:*                    Operations and Value Chain Management  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 515-532*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.
- Module 27**    *Topics:*                    Small Business, New Venture Creation and Entrepreneurship (Part 1)  
*Reading and listening*    Business Essentials by Ronald J. Ebert, Ricky W. Griffin and Frederick A. Starke, *pages 84-97*, video recorded lectures by Mr. Banna Sawaneh.
- Module 28**    *Topics:*                    Small Business, New Venture Creation and Entrepreneurship (Part 2)  
*Reading and listening*    Business Essentials by Ronald J. Ebert, Ricky W. Griffin and Frederick A. Starke, *pages 98-117*, video recorded lectures by Mr. Banna Sawaneh.
- Module 29**    *Topics:*                    Communication Issues in Today's Organisations  
*Reading and listening*    Management by Stephen P. Robbins and Mary Coulter, *pages 411-423*, video recorded lectures by  
*Assignments:*                    Mr. Banna Sawaneh.

# Principles of Management MGT 104

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**Module 30**    *Topics:*            Managing for Quality  
*Reading and*    Business Essentials by Ronald J. Ebert, Ricky W.  
*listening*        Griffin and Frederick A. Starke, *pages 299-311*, video  
*Assignments:*    recorded lectures by Mr. Banna Sawaneh.