

1.	Name of Course/Module	Management
2.	Course Code	TMG1111
3.	Status of Subject	Major for B.IT Information Technology Management
4.	MQF Level/Stage	Bachelor Degree – MQF Level 6
5.	Version (state the date of the last Senate approval)	June 2012
6.	Requirement for Registration	None
7.	Name(s) of academic/teaching staff	Ibrahim Yusof Liew Tze Hui
8.	Semester and Year offered	Trimester 1 (Gamma Level)
9.	Objective of the course/module in the programme :	
	<ol style="list-style-type: none"> 1. To introduce the basic principles of management and its evolution. 2. To expose students to the managerial functions and activities in managing an organization. 3. To highlight vital managerial skills in managing changes in organizations. 	
10.	Learning Outcomes :	
	At the completion of the subject, students should be able to:	
	LO1: Explain the concept of management, organizational culture and environment. (Cognitive, Level 5)	
	LO2: Explain the management functions of planning, organizing, staffing, leading, and controlling (Cognitive, Level 5)	
	LO3: Discuss the need for changes in management (Affective, Level 2)	
	LO4: Identify the appropriate medium to communicate effectively in different environments (Cognitive, Level 4)	
11.	Synopsis:	
	Management is a subject, which emphasize on how to equip management skills in working area. Nevertheless, it teaches students to be the managers by themselves. The scope includes planning, decision making, human resources, and change in the environment, motivation, leadership, and communication and control process. Students will also learn to be the managers in the next millennium.	
	Pengurusan adalah subject yang menekankan kepada bagaimana hendak melaksanakan skil-skil pengurusan di tempat kerja. Bukan itu sahaja, ia mendidik pelajar untuk menjadi seorang pengurus. Skop pengajaran termasuk perancangan, membuat keputusan, sumber manusia dan pertukaran dalam alam sekitar, motivasi, kepimpinan, dan komunikasi dan proses kawalan. Pelajar juga mempelajari untuk mendai pengurus di alaf baru.	
12.	Mapping of Subject to Programme Outcomes :	
	Programme Outcomes	% of Contribution
	PO1: Apply soft skills in work and career related activities.	50
	PO2: Demonstrate knowledge and understanding of fundamental concepts, principles and best practices.	50

13.	Assessment Methods and Types :		
	Method and Type	Description/Details	Percentage
	Test		20%
	Tutorial		10%
	Assignment		20%
	Final Exam		50%
14.	Details of Subject		
	Topics	Mode of Delivery	
		Lecture	Tutorial
	1. Introduction To Management What is the management, Managers and their roles, Management functions, Managerial skills, Evolution of management thoughts	2	1
	2. Organizational Culture And Environment External environments, Organizational culture, Social responsibility of managers, Managerial ethics	2	1
	3. Planning And Decision Making Planning process, Goals and plans, Strategic management, process, Managerial decision-making	4	2
	4. Organizing Organization culture, Departmentalization, Organization and job design	2	1
	5. Human Resource Management Human resource planning, Staffing, Development and evaluation, Compensation, Labor management relations	2	1
	6. Managing Change Forces of change management process, Force field analysis	3	1.5
	7. Motivation Motivation and performance, Need theories, Cognitive theories, Reinforcement theories	4	2
	8. Leadership Leader power, Trait theories, Behavioral theories, Contingency theories, Turning groups into effective teams	2	1
	9. Managerial Communication Communication process, Factors effecting communication, Communication networks and channel	2	1
	10. Control Process And Techniques Basic control process, Types of control, Control tools and techniques, Total quality management	5	2.5
	Total	28	14
15.	Tutorials		
	<ul style="list-style-type: none"> • Case Study • Group Discussion 		
16.	Total Student Learning Time (SLT)	Face to Face (Hour)	Total Guided and Independent Learning
	Lecture	28	28
	Tutorials	14	14

	Laboratory/Practical	-	-
	Presentation	0.5	1.5
	Assignment	-	12
	Mid Term Test	1	5
	Final Exam	2	20
	Quizzes	-	-
	Sub Total	45.5	80.5
	Total SLT	126/40 = 3.15 => 3	
17.	Credit Value	3	
18.	Reading Materials :		
	Textbook	Reference Materials	
	1. Hill C. W. L., and McShane S. L., Principles of Management: 1st ed., 2008, McGraw Hill, Singapore.	1. John R. Schermerhorn, Jr., Management, 7th ed., 2002, John Wiley & Sons, Inc., New York, USA. 2. P. S. Lewis, S. H. Goodman & P. M. Fandt, Management: Challenges for Tomorrow's Leaders, 4th ed., 2004, South-Western College Publishing, Cincinnati, USA. 3. Don Hellriegel, Susan E. Jackson, John W. Slocum, Jr., Management: A Competency Based Approach, 9th edition, 2002, South-Western College Publishing, Cincinnati. 4. Black & Porter, Management: Meeting New Challenges, 2000, Prentice Hall. 5. Bateman, T. S. & Scott A. Snell, Management: New Competitive Landscape, 2004, McGraw-Hill, Boston. 6. Richard L. Daft, Management, 6th ed., 2003, South-Western, Mason, Ohio, USA.	
19.	Appendix (to be compiled when submitting the complete syllabus for the programme) :		
	1. Mission and Vision of the University and Faculty 2. Mapping of Programme Objectives to Vision and Mission of Faculty and University 3. Mapping of Programme Outcome to Programme Objectives 4. Programme Objective and Outcomes (Measurement and Descriptions)		