

SUMMARY OF INFORMATION ON EACH COURSE

1.	Name of Course	Management	
2.	Course Code	TMG2151	
3.	Status of Course [Applies to (cohort)]	Specialisation Core for B.IT (Hons) Information Technology Management	
4.	MQF Level/Stage Note : <i>Certificate – MQF Level 3</i> <i>Diploma – MQF Level 4</i> <i>Bachelor – MQF Level 6</i> <i>Masters – MQF Level 7</i> <i>Doctoral – MQF Level 8</i>	Bachelor – MQF Level 6	
5.	Version (State the date of the Senate approval – history of previous and current approval date)	Date of previous version : June 2014 Date of current version : June 2015	
6.	Pre-Requisite	None	
7.	Name(s) of academic/teaching staff	Lew Sook Ling Siti Fatimah Abdul Razak	
8.	Semester and Year offered	Trimester 1, Year 2	
9.	Objective of the course in the programme : 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.	Justification for including the course in the programme : 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.		
11.	Course Learning Outcomes :	Domain	Level
	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	

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	Identify the appropriate medium to communicate effectively in different environments.		Cognitive																	Level 4
12.	Mapping of Learning Outcomes to Programme Outcomes :																			
	Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9										
	LO1		X																	
	LO2	X	X																	
	LO3	X	X																	
	LO4	X																		
13.	Assessment Methods and Types :																			
	Method and Type		Description/Details												Percentage					
	1 Test		Written examination												20					
	2 Tutorial		Written												10					
	3 Assignment		Written												20					
	4 Final Examination		Written examination												50					
14.	Mapping of assessment components to learning outcomes (LOs)																			
	Assessment Components	LO1			LO2			LO3			LO4									
	Test	25%			20%			20%												
	Tutorial	12.5%			10%			10%			33.33%									
	Assignment				20%			20%			66.7%									
	Final Examination	62.5%			50%			50%												
15.	Details of Course																			
	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				

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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, Behavioural 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
Total Student Learning Time (SLT)	Face to Face / Guided Learning	Independent Learning
Lecture	28	28
Tutorials	14	14
Laboratory/Practical	-	-
Presentation	-	-
Assignment	-	12
Mid Term Test	1	5

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	Final Exam	2	16
	Sub Total	45	75
	Total SLT	120	
16.	Credit Value	3	
17.	Reading Materials :		
	Textbooks		
	Richard L. Daft. (2012), New Era of Management, International Edition, South Western Cengage		
	Reference Material (including 'Statutes' for Law)		
	Robbins S.P., DeCenzo D.A., and Coulter M., (2012) Fundamentals of Management. Pearson, Global Edition.		

Appendix (to be compiled when submitting the complete syllabus for the programme) :

1. Mission and Vision of the University and Faculty
2. Programme Objectives or Programme Educational Objectives
3. Programme Outcomes (POs)
4. Mapping of POs to the 8 MQF domain
5. Summary of the Bloom's Taxonomy's Domain Coverage in all the Los in the format below :

Subject	Learning Outcomes (please state the learning Outcomes)	Bloom's Taxonomy Domain		
		Affective	Cognitive	Psychomotor
ABC1234	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			
DEF5678	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			

6. Summary of LO to PO measurement
7. Measurement and Tabulation of result for LO achievement
8. Measurement Tabulation of result for PO achievement