

EN 5101 - Fundamentals of Management (Compulsory)

INTRODUCTION

This is a compulsory Enhancement course offered in Semester 5 of Bachelor of Information Technology degree program. This course helps learning-partners to understand the basic concepts and theories of management and to know how these theories and concepts could be applied in different types of organizations in order to achieve their goals efficiently and effectively.

CREDITS: 02

LEARNING OUTCOMES

After successfully completing this course you will be able to:

- Identify common factors to organizations and know how to apply them in different settings
- Know what is management and why it is important to run organizations
- Identify different approaches and theories of management and know how such knowledge could be applied to achieve goals of organizations within the changing environment
- Identify four functions of management and know how to make decisions in each of these functions efficiently and effectively
- Identify modern issues in management and know how to address these issues effectively

MINOR MODIFICATIONS

When minor modifications are made to this syllabus, those will be reflected in the Virtual Learning Environment (VLE) and the latest version can be downloaded from the relevant course page of VLE. Please inform your suggestions and comments through the VLE. <http://vle.bit.lk>

ONLINE LEARNING MATERIALS AND ACTIVITIES

You can access all learning materials and this syllabus in the VLE: <http://vle.bit.lk>, if you are a registered student of BIT degree program. It is very important to participate in learning activities given in the VLE to learn this subject.

FINAL EVALUATION

Final exam of the course will be held at the end of the semester. It is a two hour question paper which consists of 40-60 MCQs.

OUTLINE OF THE SYLLABUS

Topics	Hours
01. Introduction to Organization	02
02. Introduction to Management	03
03. Evolution of Management Thinking	04
04. Environment of Management	03
05. Planning	04
06. Decision Making	02
07. Organizing	02
08. Leading	06
09. Controlling	02
10. Change and Innovation	02
Total	30

REQUIRED MATERIALS**Main Reading**

Learner should use the following user manuals as main reference materials.

- **Ref1:** Daft, R.L. (2012). New Era of Management. (10th edition). New Delhi: Cengage Learning

Supplementary Reading:

- **Ref 2:** Griffin, R.W. (2008). Management. (9th edition). Boston, MA: Houghton Mifflin Company.
- **Ref 3:** Hellriegel, D. & Slocum, J.W. (1986). Management. (4th edition). Reading, MA: Addison-Wesley.
- **Ref 4:** Mullins, L. J. (2010). Management and Organizational Behavior. (Ninth Edition). London: Pearson.
- **Ref 5:** Kreitner, R. (2009). Management. (9th edition). Boston, MA: Houghton Mifflin Company.

DETAILED SYLLABUS**1. Introduction to Organization (02 hrs.)****Instructional Objectives**

- Define an ‘organization’
- Identify common factors to organizations
- Explain differences in applications of common factors to organizations

Subtopics

- 1.1. Definition of organization (Ref 4:78)
- 1.2. Common factors to organizations (Ref 4:78-79)
- 1.3. Applications of common factors to organizations (Ref 4:79)

2. Introduction to Management (03hrs.)**Instructional Objectives**

- Define ‘management’
- Describe the importance of management
- Outline the process of management
- Explain the functional approach to management
- Explain the role approach to management
- Identify different levels, types, and skills of managers

Subtopics

- 2.1. Definition of management (Ref 1:6)
- 2.2. Importance of management (Ref 1:9)
- 2.3. Process of management (Ref 1:7-8)
- 2.4. Functional approach to management (Ref 5:14-15)
- 2.5. Role approach to management (Ref 5:15-17)
- 2.6. Different levels, types, and skills of managers (Ref 1:10-15)

3. Evolution of Management Thinking (04 hrs)**Instructional Objectives**

- Describe different approaches to management
- Explain how to apply the knowledge of approaches to management

Subtopics

- 3.1. Approaches to management (Ref 1, 30-52)
- 3.2. Apply knowledge of approaches to management (Ref 1, 53-61)

4. Environment of Management (03 hrs)

Instructional Objectives

- Identify different elements in the environment of management
- Explain how to adapt into the external environment by managers

Subtopics

- 4.1. Elements in the environment of management (Ref 1:64-71)
- 4.2. Adapt into the external environment (Ref 1:74-82)

5. Planning (04 hrs)

Instructional Objectives

- Define ‘planning’
- Explain different levels and types of planning
- Describe the process of planning
- Identify benefits and limitations of planning

Subtopics

- 5.1. Definition of planning (Ref 1:186)
- 5.2. Levels and types of planning (Ref 1:187)
- 5.3. Process of planning (Ref 1:189-196)
- 5.4. Benefits and limitations of planning (Ref 1:198)

6. Decision Making (02 hrs)

Instructional Objectives

- Define ‘decision making’
- Describe the process of decision making
- Explain different types of decision making
- Identify different models of decision making

Subtopics

- 6.1. Definition of decision making (Ref 1:238)
- 6.2. Process of decision making (Ref 1:247-251)
- 6.3. Types of decision making (Ref 1:238-241)
- 6.4. Models of decision making (Ref 1:242-247)

7. Organizing (02 hrs)

Instructional Objectives

- Define ‘organizing’
- Explain major functions in organizing
- Describe different types of organizational structures
- Explain basic principles of organizing

Subtopics

- 7.1. Definition of organizing (Ref 1:272)
- 7.2. Major functions in organizing (Ref 1:272)
- 7.3. Types of organizational structures (Ref 1:280-287)
- 7.4. Basic principles of organizing (Ref 1:274-279)

8. Leading (06 hrs)

Instructional Objectives

- Define ‘leading’
- Compare leading and managing
- Explain theories of leadership
- Explain theories of motivation
- Identify different types of power
- Explain how to develop successful leaders

Subtopics

- 8.1. Definition of leading (Ref 1:436)
- 8.2. Leading and managing (Ref 1:442)
- 8.3. Theories of leadership (Ref 1:443-453)
- 8.4. Theories of motivation (Ref 1:468-484)
- 8.5. Types of power (Ref 1:456-458)
- 8.6. Developing successful leaders (Ref 1:458-459)

9. Controlling (02 hrs)

Instructional Objectives

- Define ‘controlling’
- Describe the process of controlling
- Explain different types of controlling
- Explain different methods of controlling

Subtopics

- 9.1. Definition of controlling (Ref 1:560)
- 9.2. Process of controlling (Ref 1:564-566)
- 9.3. Types of controlling (Ref 1:571-572)
- 9.4. Methods of controlling (Ref 1:568-570)

10.Change and Innovation (02 hrs)

Instructional Objectives

- Define ‘change’ and ‘innovation’
- Know how to change products and technologies
- Know how to change people and culture
- Know how to implement change successfully

Subtopics

- 10.1. Definitions of change and innovation (Ref 1:306)
- 10.2. Change products and technologies (Ref 1:307-316)
- 10.3. Change people and culture (Ref 1:317-320)
- 10.4. Implement change successfully (Ref 1:321-327)