

INTRODUCTION TO MANAGEMENT BMGMT1101

MODULE DETAILS

Course Location : Cyberjaya
 Unit Controller/Examiner: Farshid Shams
 Co-examiner : (Name of Lecturer)
 Pre-requisite : Nil
 Co-requisite : Nil
 Credits : 3
 Contact hours : 4 hours (2 hours lecture + 2 hours tutorial)
 No. of weeks : 14 teaching weeks + 1 Final examination week + 1 week Midterm Break
 No. of assignments : 4
 Portfolio : N/A
 Venue :
 Day :
 Time :

Prepared by : Farshid Shams Checked by :
 Signature : Date Signature : Date

This document comprises the following:

- Essential Information
- Specific Module Information
- Module Rules & Regulations
- Grades
- Plagiarism
- Module Introduction
- Module Aims & Objectives
- Learning Outcome
- Specific Generic Learning Skills
- Syllabus + Lecture Outline
- References
- Assessment Schedule
- Assessment Criteria
- Specific Criteria

Other documents as follows will be issued to you on an ongoing basis throughout the semester:

- Handouts for Assignments
- Submission Requirements + Guidelines

1.0 ESSENTIAL INFORMATION

- All modules other than electives are **'significant modules'**
- As an indicator of workload one credit carries and additional 2 hours of self study per week. For example, a module worth 3 credits require that the student spends an additional 6 hours per week, either reading, completing the assignment or doing self directed research for that module.
- Submission of ALL assignment work is compulsory in this module. A student cannot pass this module without having to submit ALL assignment work by the due date or an approved extension of that date.

- All assignments are to be handed on time on the due date. Students will be penalised 10 percent for the first day and 5 percent per day thereafter for late submission (a weekend or a public holiday counts as one day). Late submission, after the date Board of Studies meeting will not be accepted.
- Due dates, compulsory assignment requirements and submission requirements may only be altered with the consent of the majority of students enrolled in this module at the beginning/early in the program.
- Extensions of time for submission of assignment work may be granted if the application for extension is accompanied by a medical certificate.
- Overseas travel is not an acceptable reason for seeking a change in the examination schedule.
- Only the Head of School can grant approval for extension of submission beyond the assignment deadline.
- Re-submission of work can only receive a 50% maximum pass rate.
- Supplementary exams can only be granted if the level of work is satisfactory **AND** the semester work has been completed.
- Harvard referencing and plagiarism policy will apply on all written assignments.

2.0 SPECIFIC MODULE INFORMATION

- Attendance rate of 80% is mandatory for passing module.
- All grades are subject to attendance and participation.
- Absenteeism at any scheduled presentations will result in zero mark for that presentation.
- Visual presentation work in drawn and model form must be the original work of the student.
- The attached semester program is subject to change at short notice.

3.0 MODULE RULES AND REGULATIONS:

Assessment procedure:

- These rules and regulations are to be read in conjunction with the UNIT AIMS AND OBJECTIVES
- All assignments/projects must be completed and presented for marking by the due date.
- Marks will be deducted for late work and invalid reasons.
- All assignments must be delivered by the student in person to the lecturer concerned. No other lecturer is allowed to accept students' assignments.
- All tests/examinations are compulsory.
- Students must sit the test/examination on the notified date.

- Students are expected to familiarise themselves with the test/examination timetable.
- Students who miss a test/examination will not be allowed to pass.
- Any scheduling of tutorials, both during or after lecture hours, is **TOTALLY** the responsibility of each student. Appointments are to be proposed, arranged, confirmed, and kept, by each student. Failure to do so in a professional manner may result in penalty of grades. Tutorials **WITHOUT** appointments will also **NOT** be entertained.
- Note that every assignment is given an ample time frame for completion. This, together with advanced information pertaining deadlines gives you **NO EXCUSE** not to submit assignments on time.

4.0 GRADES

All modules and assessable projects will be graded according to the following system. With respect to those units that are designated 'Approved for Pass/Fail' the grade will be either PA or F:

Grade	Numeric Grade	Description
90 – 100	A+	
85 – 89	A	Pass with Distinction
80 – 84	A-	
75 – 79	B+	
74 – 70	B	Pass with Credit
65 – 69	B-	
60 – 64	C+	
55 – 59	C	Pass
50 – 54	C-, PX, PC	
0 – 49	F	Fail

EXP	Exempted
PC	Pass Conceded
PP	Pass Provisional with extra work needed
PX	Pass after extra work is given and passed
X	Ineligible for assessment due to unsatisfactory attendance
D	Deferred
W	Withdraw
DNA	Did Not Attend Module
DNC	Did Not Complete Module

5.0 PLAGIARISM, COPYRIGHT, PATENTS, OWNERSHIP OF WORK: STUDENT MAJOR PROJECT, THESES & WORKS

See LIMKOKWING, HIGH FLYERS HANDOUT, Page 10.

6.0 MODULE INTRODUCTION

This course introduces students to the various fields of business and management with an overview of basic business and management concepts, terminology, principles, practices, functions and operations.

7.0 MODULE AIMS AND OBJECTIVES

- Getting familiar with the main areas of management
- Understanding the relationship between different areas of management
- Appraising organizational issues from different perspectives

8.0 LEARNING OUTCOME

To provide students with a comprehensive view of the dynamic world of business in all its aspects so as to facilitate students decisions on choosing a major field of study. It is also aim to develop students' ability to analyse and evaluate various aspects of business structures and essential internal and external elements of effective management.

9.0 SPECIFIC GENERIC LEARNING SKILLS

Upon completion of the module, student will acquire skills in:

- Recording all financial information into various books of accounts.
- Prepare basic financial statements of soles proprietorship
- Analyze and interpret financial statements/reports

10.0 UNIT SYLLABUS + LECTURE OUTLINE:

Week:	1
LECTURE 1:	INTRODUCTION TO THE SUBJECT AREAS AND ASSESSMENT CRITERIA
<i>Lecture Synopsis:</i>	<i>Introduction to main headlines and briefing</i>
<i>Handout:</i>	<i>slides</i>
<i>Tutorials</i>	<i>The related case study</i>

Week: 2
LECTURE 2: MANAGERS AND MANAGEMENT
Lecture Synopsis: Introduction to main areas of management and organisation
Handout: slides
Tutorials: The related case study

Week: 3
LECTURE 3: THE MANAGEMENT ENVIRONMENT
Lecture Synopsis: Management, Organisation
Handout: slides
Tutorials: The related case study

Week: 4
LECTURE 4: FOUNDATIONS OF PLANNING
Lecture Synopsis: What is planning, Approaches to setting goals, Steps in goal setting, Developing plans
Handout: slides
Tutorials: The related case study

Week: 5
LECTURE 5: FOUNDATIONS OF DECISION MAKING
Lecture Synopsis: Decision making process, the nature of problem
Handout: Slides
Tutorials: The related case study

Week: 6
LECTURE 6: BASIC ORGANISATION STRUCTURE AND DESIGN
Lecture Synopsis: Organisation structure, Centralised and decentralised organizations, types of communication
Handout: Slides
Tutorials: Related case study

Week: 7
MID-TERM EXAM
Lecture Synopsis:
Handout: slides

Week: 8
MID-TERM BREAK
Lecture Synopsis:
Handout: slides

Week: 9
LECTURE 7: STAFFING AND HUMAN RESOURCE MANAGEMENT
Lecture Synopsis: HR planning, Recruitment, Training, Performance measurement
Handout: Slides
Tutorials: Related case study

Week: 10
LECTURE 8: MANAGING CHANGE, STRESS AND INNOVATION
Lecture Synopsis: Drivers of change, Barriers to change, Types of Change, Reducing resistance
Handout: Slides

Tutorials *the related case study*

Week: 11
LECTURE 9: FOUNDATIONS OF CONTROL
Lecture Synopsis: Communication and motivation, Control tools and techniques
Handout: Slides
Tutorials: The related case study

Week: 12
LECTURE 10: OPERATIONS MANAGEMENT (1)
Lecture Synopsis: JIT, Supply chain management, Value chain, MRP and ERP
Handout: Slides
Tutorials: The related case study

Week: 13
LECTURE 11: OPERATIONS MANAGEMENT (2)
Lecture Synopsis: Quality controlling and project management (CPM, PERT), Resource planning
Handout: slides
Tutorials: The related case study

Week: 14
LECTURE 12: BASICS OF STRATEGIC MANAGEMENT
Lecture Synopsis: What is strategy?, The meaning of opportunity and threat, PESTEL analysis and SWOT
Handout: slides
Tutorials: The related case study

Week: 15
LECTURE 13: REVISION AND EXAM BRIEFING
Lecture Synopsis:
Handout: slides
Tutorials: The related case study

Week: 16
FINAL EXAMINATION

11.0 REFERENCES

1. Stephen R. Robbins & David DeCenzo, Fundamentals of Management, 5th Edition, Prentice Hall International, 2005
 2. Goodman S., et al, Management challenges for tomorrow's leaders, International Ed, 2007
 3. Stephen R. Robbins & Mary Coulter, Management, 8th Edition, Prentice Hall International, 2005
 4. Gary Dessler, Management: Principles and Practices for Tomorrow's Leader, 3rd Edition, 2003
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12.0 ASSESSMENT SCHEDULE

Assignment description	issue date	due date	%
Assessment 1 : Assignment	week 2	week 16	20%
Assessment 2 : Mid-term exam	week 7	week 7	20%
Assessment 3 : Final Exam	week 16	week 16	50%
Assessment 4: Tutorial (Class presentation)	Week 1	Week 16	10%
Total			100%

13.0 ASSESSMENT CRITERIA

Process of grading and criteria used to determine the grades, passes and high distinctions.

14.0 SPECIFIC CRITERIA

- Each assignment will be handed out with the project brief and will vary, depending on the teaching and learning objectives of the specific assignment.
- Each student will receive a completed assessment sheet back with their marks, thereby giving student feedback on each set criterion and the project as a whole.
- Marks for each project will be posted on the Bulletin Board with student number within 2 weeks of hand-in date.