



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Accountancy
COURSE NAME	Fundamentals of Management
COURSE CODE	MGT 162
CREDIT HOUR	3
SYNOPSIS	This course introduces the various functions of management such as planning, organizing, leading and controlling. The subject will expose students to various management concept and theories such as motivation, communication, quality management and Islamic management perspective.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Introduction to Management 1.1 Definition of Management 1.2 Measuring Managerial Performance 1.3 Management Functions 1.4 Managerial Levels, Skills and Roles
2	Planning 2.1 Definition and Importance of Planning 2.2 Types of Planning 2.3 Mission Statement 2.4 Types of Operational Plan
3	The nature of decision making 3.1 Definition of Decision Making 3.2 Types of Decision Making 3.3 Conditions under Decision Making 3.4 Decision Making Process 3.5 Group Decision Making
4	Organizing 4.1 Definition of Organizing 4.2 Organizing Process 4.3 Division of Work 4.4 Types of Organizational Structure 4.5 Span of Management 4.6 Authority



	4.7 Delegation
5	Motivation 5.1 Definition of Motivation 5.2 Theory X and Y 5.3 Maslow's Hierarchy of Needs 5.4 Herberg's Two-Factor Model 5.5 Expectancy Theory 5.6 Equity Theory 5.7 Reinforcement Theory
6	Leading 6.1 Definition of Leadership 6.2 Trait Theory of Leadership 6.3 Behavioral Theories of Leadership 6.4 Contingency Theories of Leadership 6.5 Power
7	Control 7.1 Definition of Controlling 7.2 Controlling Process 7.3 Types of Control 7.4 Potential Barriers to Successful Control 7.5 Making Controlling Success
8	Communication 8.1 Communication Process 8.2 Formal and Informal Organizational's Communication 8.3 Barriers to Effective Communication and How to Overcomes 8.4 Categories of Interpersonal Communication
9	Quality 9.1 Definition of Quality and Total Quality Management (TQM) 9.2 Dimensions of Quality 9.3 Principles of TQM 9.4 Tools of TQM
10	Management from Islamic Perspective 10.1 Principles of Islamic Management 10.2 Islamic Leaders 10.3 Management Functions on Islamic Perspectives
References:	Norlida Kamaluddin, Za'faran Hassan, Rabiah Abdul Wahab, Rohaya Mohd Hussein, <i>Principles of Management</i> , 3,Oxford Fajar Sdn. Bhd., 2018, ISBN: 9789834726225

