



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Technology Management
COURSE NAME	PRINCIPLES OF MANAGEMENT
COURSE CODE	DDWG 1133
CREDIT HOUR	3
SYNOPSIS	This course is designed to expose students to the management functions in an organization. It introduces students to the concepts relating to management, particularly, planning, organizing, leading and control. Included are topics such as managerial competencies, trends that affect management of organizations, human resource management, motivation and innovation. At the end of the course, student should be able to highlight the importance of communication to managers, and the elements required of an effective presentation.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Introduction to Management 1.1 Management and organization definition and functions 1.2 The level of management 1.3 The phase of management 1.4 The roles of managers 1.5 Management Skills
2	Evolution of Management Thinking 2.1 Management perspectives over time 2.2 Classical perspectives 2.3 Humanistic perspectives 2.4 Qualitative and quantitative perspectives 2.5 Contingencies view of management



3	The Environment and Corporate Culture 3.1 The organizational environment and dynamic change 3.2 External and internal environment 3.3 Environment Adaptation 3.4 Organizational Corporate Culture
4	Management Ethics and Social Responsibility 4.1 Managerial Ethics 4.2 Types of ethical behaviour 4.3 Criteria of Ethical Decision Making 4.4 Managing Organizational Ethics and Social Responsibilities
5	Planning 5.1 Planning process 5.2 Types of plans 5.3 MBO
6	Decision making 6.1 Decision-making process 6.2 Types of problems & decisions 6.3 Decision-making styles 6.4 Barriers to making good decisions
7	Organizing 7.1 Types of organization structure 7.2 Power, control & hierarchy 7.3 Importance of organization design & structure
8	Leading 8.1 Managers & Leaders 8.2 Managers & Followers 8.3 Sources of power 8.4 Overview: Leadership theories: trait, behavioural, contingency, path-goal



	<p>theory, contemporary theories</p> <p>8.5 Leadership: issues & challenges;</p> <p>8.6 Leadership from the Islamic perspective</p>
9	<p>Motivation</p> <p>9.1 Concept of motivation</p> <p>9.2 Motivation Model</p> <p>9.3 Motivation Theory</p>
10	<p>Controlling</p> <p>10.1 Control process</p> <p>10.2 Approaches to control</p> <p>10.3 Organizational culture & control</p> <p>10.4 Effective control systems</p>
11	<p>Managing Team</p> <p>11.1 Team values</p> <p>11.2 Types of team</p> <p>11.3 Effective team and contribution</p> <p>11.4 Managing team conflicts</p>
12	<p>Managing Change and Innovation</p> <p>12.1 Change and innovation strategies</p> <p>12.2 Organizational development</p> <p>12.3 Organizational culture & change</p> <p>12.4 Implementing change</p>
References:	<p>1. Richard L.Daft, (2015)., <i>Management</i>. 13th Edition, Cengage Learning.</p> <p>2. Robbins, Stephen P. and Decenzo, David A. (2015). <i>Fundamentals of Management: Essential Concepts and Application</i>. 9th ed. New: Jersey: Prentice Hal</p>