



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma Pengurusan Industri Halal
COURSE NAME	Principle of Management
COURSE CODE	DHM 1013
CREDIT HOUR	3
SYNOPSIS	This course is aim students to introduce students to the concepts, theories and techniques of modern management which are important in management discipline. Students are taught with analytical skills in managing problems within organization.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	<b>Introduction to management</b> 1.1 Definition of Management 1.2 Measuring managerial performance 1.3 Management process 1.4 Managerial levels 1.5 Management skills 1.6 Managerial roles 1.7 The Challenge of management 1.8 Management in Islamic perspective
2	<b>Planning</b> 2.1 Definition and the importance of planning 2.2 Types of planning and goals 2.3 The nature of managerial decision making 2.4 Comprehensive planning : The Islamic perspective
3	<b>Organizing</b> 3.1 Definition of organizing 3.2 The organizing process 3.3 Division of work/labor 3.4 Organizational structure 3.5 Span of management 3.6 Types of organization chart 3.7 Organizing : Islamic perspective 3.7.1 Authority 3.7.2 Responsibility 3.7.3 Accountability
4	<b>Motivation</b> 4.1 Definition of management; Early view on motivation ; 4.2 Content theories of motivation;



	<ul style="list-style-type: none"> <li>4.2.1 Expectancy theory;</li> <li>4.2.2 Equity theory</li> <li>4.2.3 Reinforcement theory</li> <li>4.2.4 Goal setting theory</li> <li>4.3 Motivation from the Islamic perspective               <ul style="list-style-type: none"> <li>4.3.1 Sources of motivation</li> <li>4.3.2 Factors of motivation</li> </ul> </li> </ul>
<b>5</b>	<b>Leading</b> <ul style="list-style-type: none"> <li>5.1 Definition of leadership</li> <li>5.2 Leadership approaches               <ul style="list-style-type: none"> <li>5.2.1 Trait theory</li> <li>5.2.2 Behavioral theories</li> <li>5.2.3 Contingency approaches</li> </ul> </li> <li>5.3 Power</li> <li>5.4 Leadership, foundation of organization structure in Islamic perspective</li> </ul>
<b>6</b>	<b>Control</b> <ul style="list-style-type: none"> <li>6.1 Definition of controlling and control</li> <li>6.2 The controlling process</li> <li>6.3 Types of control</li> <li>6.4 Potential barriers to successful control</li> <li>6.5 Making controlling successful</li> <li>6.6 Controlling from the Islamic perspective</li> </ul>
<b>7</b>	<b>Communication</b> <ul style="list-style-type: none"> <li>7.1 The communication process</li> <li>7.2 Formal org. communication</li> <li>7.3 Informal org. Comm.</li> <li>7.4 Barriers of effective communication and how to overcome them</li> <li>7.5 Achieving communication effective</li> <li>7.6 Categories of interpersonal communication</li> <li>7.7 Communication from the Islamic perspective               <ul style="list-style-type: none"> <li>7.7.1 Principles of communication in Islam</li> <li>7.7.2 Effective communication in Islam</li> </ul> </li> </ul>
<b>8</b>	<b>Quality</b> <ul style="list-style-type: none"> <li>8.1 Definition of Quality and TQM</li> <li>8.2 The important of quality</li> <li>8.3 Tools of TQM               <ul style="list-style-type: none"> <li>8.3.1 Fishbone Diagram</li> <li>8.3.2 Benchmarking</li> </ul> </li> <li>8.4 TQM: An overview from Islamic perspective</li> </ul>
<b>Reference</b>	<ol style="list-style-type: none"> <li>1. Norlida Kamaluddin, Za'faran Hassan, Rabiah Abdul Wahad, Rohaya Mohd Hussein, (2018) Principles of Management, 3, Oxford Fajar Sdn. Bhd</li> </ol>