



COURSE OUTLINE

1. General specifications

Module Title: Essentials of Management

Level: IDB

Credits 15

Overview of the module

An understanding of the many roles and functions of management within a business is key for those aspiring to become managers of the future.

This module covers the principles and functions of management. Students are taught the key elements in planning and decision-making and the significance of different controls required in an organisation.

2. Module Delivery

Contents

CLASS SUBJECT
1. Introduction to Management; Management functions and characteristics of an organisation.
2 Management Theories; Key research and theories in management – Research theories.
3 Decision Making; The manager as a decision maker – Research and provide examples of decision making styles.
4 Planning; How and why do managers plan – Research and provide examples.
5 Strategic Management; Key steps in the strategic management process.
6 Organisational Strategies; Research into types of growth and business level strategies - Research and provide examples of successful business strategies.
7 Planning Tools and Techniques; The key planning tools and techniques for allocating resources and undertaking effective project management.
8 Foundations of Behaviour; Research into the individual behaviour of employees and how it can impact upon their work-related performance – Research theories into attitude and behaviour.
9 Groups and Teams; Group performance and effective teams – Research and provide examples of types of effective teams.



10 Theories of Motivation; Early and contemporary theories of motivation – Research theories.
11 Leadership Theories; Research into effective leadership –Research theories.
12 The Control Process; Designing control systems and using tools to control organizational performance - Research and provide real life examples.

Indicative reading

Essential Textbook:

Robbins, S.P. and Coulter, M. (2009) *Management: International Version Plus MyManagementLab Access Card, 10thed*, Prentice-Hall.

ISBN-10: 978-1408228135

ISBN-13: 978-1408228135

3. Module Assessment

Module Learning Outcomes

On completion of this module the student should be able to:

Knowledge and understanding

1. Discuss and explain the basic principles and functions of management in an organisation and issues in their achievement
2. Discuss and explain the importance of strategic management, the key steps in the strategic management process and the different types of organisational strategies that can be employed
3. Explain the key aspects of leadership, including the skills required to motivate employees and develop effective groups or teams
4. Explain the elements of a management control system and apply the role of control systems theory to all forms of management control.

Intellectual Skills

1. Evaluate the types of decisions that managers are required to make, the decision making processes that are undertaken, and the role of planning in establishing organisational goals.

Assessment Methods:

**Course structure**

The course will consist of a mixture of lectures, reading at home from the reader provided at the start of the year and extensive classroom discussions. Videos will also be used to demonstrate management in action.

Number, Type and Weighting of Element

100% Exam

*Admission to the final assessment is subject to completion of all coursework assigned by Esei tutor for each module.