



COURSE TITLE : **PROCESS & FUNCTIONS OF MANAGEMENT**

COURSE NUMBER : MGT 210

CREDITS : 3

PREREQUISITE : MGT 110

ECTS CREDITS : 6

OFFERED : FALL & SPRING

SEMESTER HOURS : 45

COURSE DESCRIPTION & OBJECTIVES :

This course is a basic introduction to management, both in its theoretical components and its practice. This course examines basic management philosophy from a variety of perspectives.

Upon completion of this course, the student will have developed a basic understanding of the broad concepts that make up the field of management. The emphasis is on the essential functions that are necessary for the successful manager of the 1990s. Special emphasis will be placed on planning, organizing, leading and controlling. The student will also understand the role of the organization and its management in society and the external environment of the firm.

INSTRUCTIONAL METHODOLOGY :

The course is developed through class discussions and case studies. Students are expected to thoroughly read text materials and participate in class discussion. Will be covered in class :

- Introduction : What is management & why is it important ?
- Managers & their environments
- Social & ethical responsibility
- Management Decision Making
- The Planning Function
- Strategic management
- Change Management & Innovation
- Motivation ; Leadership
- Communication ; Group Dynamics & Teams
- Conflict Management
- Controlling Function, TQM
- Cross-Cultural & International Management

TEXT : **Management**, Robbins & Coulter, Pearson, 11th International Edition, 2011

EVALUATION :

The final grade will be made up of a class participation (10%), case studies (25%), a mid-term test (30%) and the final examination (35%).