

**Faculty of Commerce & Business Administration**

**Introduction to Management**

**Information :**

**Course Code :** MGT 101                      **Level :** Undergraduate                      **Course Hours :** 3.00- Hours

**Department :** Faculty of Commerce & Business Administration

**Instructor Information :**

Title	Name	Office hours
Lecturer	Noha Adel Abdelrahman Saleh	
Lecturer	Shaimaa Fahmy Said Abdelmageed	7

**Area Of Study :**

This course compromises the basic management functions of planning, organizing, leading and controlling

**Description :**

Examines the overall functions of management and organizational structure and dynamics. Teaches specific skills in cross cultural competence, planning, quality initiatives, human resource management, leadership, team work, and decision making

**Course outcomes :**

**a.Knowledge and Understanding: :**

1 -	Define the foundations of management, strategy, policy, direction and activities
2 -	Discus organizational, human behavior and management actions

**b.Intellectual Skills: :**

1 -	Discover the nature of management and its relationship with other subjects.
2 -	Identify ways to respond to management problems and challenges

**c.Professional and Practical Skills: :**

1 -	Apply their knowledge to explore their opportunities as future managers and entrepreneurs
2 -	Students deepen their understanding of the role of the manager.

**d.General and Transferable Skills: :**

1 -	Asses managerial problems
2 -	Interact efficiently and efficiency in decision making process.

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Introduction to management and organizations	4	3	1
Managers and decision makers	4	3	1

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Strategic management	4	3	1
Revision before midterm 1	4	3	1
Organization structure and design	4	3	1
Midterm 1	4	3	1
Managing teams	4	3	1
Motivating employees	4	3	1
Managers as leaders	4	3	1
Revision before midterm 2	4	3	1
Midterm 2	4	3	1
Introduction to controlling	4	3	1
Managing operations	4	3	1
Final revision	4	3	1
Final exam	4	3	1

**Teaching And Learning Methodologies :**

Data show and computer in lectures  
Video demonstration  
Group discussion  
Self –learning

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Assignment and project	20.00	13	
Final exam	40.00	16	
Mid-Term Exam1	20.00	6	
Mid-Term Exam2	20.00	11	

**Books :**

Book	Author	Publisher
Contemporary Management (Connect codes)	Gareth Jones	McGraw Hill

**Course Notes :**

Handouts.

**Recommended books :**

Management Arab word edition  
By Stephen Robbins, Mary coulter, Yusuf Sidan, DIma Jamali

**Periodicals :**

Periodicals

**Web Sites :**

Websites