

A) Course Aims/Description

As the world becomes more and more complex, technical skills alone are insufficient for the needs of many jobs. To become an accomplished professional in today's workforce, you will need to understand how people behave at work, work well with others, and be able to manage people regardless of whether your job title has the word "manager" in it!

BU8601 is an introductory course for non-business undergraduates to help you understand, think and act like managers. Knowledge and skills gained from this course will help you in any situation where you need to manage yourself and other people. This includes other university courses, final year projects, internship experiences, and eventually your careers.

B) Intended Learning Outcomes (ILO)/Objectives

By the end of this course, you should be able to:

1. Explain the relevance of key principles of management that are relevant for managing people in a variety of educational and workplace settings.
2. Use management principles to analyse complex managerial issues.
3. Analyse the role of a manager based on today's managerial practices and academic research on managers.
4. Discuss the relevance and applicability of management topics.

C) Course Content

The key topics covered are:

- Introduction to the concept of "Management".
- The influence of the business environment, globalization, ethics and social responsibility.
- The managerial decision-making process.
- The *planning* process and the management of strategy.
- The *organizing* process and organizational structure.
- The *controlling* process and managing organizational change and innovation.
- The *leading* process and leadership.
- Interpersonal effectiveness – motivating, communicating, managing teams, managing human resources, and understanding individual differences.

D) Assessment (includes both continuous and summative assessment)

Component	Weightage	Team/Individual
1. Final Examination	60%	Individual
2. Group project report	30%	Team
3. Tutorial participation	10%	Individual
Total	100%	

E) Weekly Schedule for BU8601

Teaching Week * and Lecture	Lecture Topic
	Part I: Introduction to Management
Week 1 Lecture 1	1. Management and Managers
	Part II: Business Environment & Globalization
Week 2 Lecture 2	2. Organizational Environment, Globalization, Ethics & Social Responsibility
	Part III: Decision Making Process & Problem Solving
Week 3 Lecture 3	3. Decision Making
	Part IV: Planning Process & Management of Strategies
Week 4 Lecture 4	4. Planning Process & Management of Strategies
	Part V: Organizing & Organizational Structure
Week 5 Lecture 5	5. Organizing Process, & Organizational Structure
	Part VI: Controlling & Organizational Change
Week 6 Lecture 6	6. Controlling Process & Managing change and Innovation
	Part VII: Leading & Leadership
Week 7 Lecture 7	7. Leadership
	Part VIII: Interpersonal Effectiveness and Skills

Week 8 Lecture 8	8. Motivation
Week 9 Lecture 9	9. Communication
Week 10 Lecture 10	10. Effective Team Management
Week 11 Lecture 11	11. Management of Human Resources & Understanding Individual Behaviour
Week 12 Lecture 12	12. Revision
Week 13	