



Course Syllabus

Course Code HMGT-250	Course Title Management	ECTS Credits 10
Prerequisites N/A	Department Management and MIS	Semester Fall
Type of Course Required	Field Management	Language of Instruction English
Level of Course 1 st Cycle	Lecturer Dr. Marlen Demetriou	Year of study 1 st
Mode of Delivery Distance Learning	Work Placement N/A	Co-requisites None

Course Objectives:

The main objectives of the course are to:

- Provide an overview of the basic concepts of Management.
- Introduce students the effective management theories by incorporating the perspectives of real-life managers, through examples, cases, and hands-on exercises.
- Help students understand how the concepts they're learning actually work in today's dynamic business world
- Enhance critical knowledge on these issues

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Understand what is meant by management and managerial effectiveness
2. Explain why managers are important to Organizations
3. Understand some of the key processes in Managerial decision making
4. Identify the roles skills and functions of a manager
5. Identify managerial activities that contribute to managerial effectiveness
6. Identify the role of manager in building a Socially Responsible corporate environment
7. Identify the threats and opportunities of a manager's dynamic environment
8. Identify the demands, constrains and challenges in a managerial life
9. Understand time pressures and the need for time management.
10. Understand the need for monitoring and controlling all activities planned and implemented

Course Content:

1/	Managers in the Work Place
2/	The Decision-Making Process
3/	Managing the External Environment and the Organization's Culture
4/	Managing Social Responsibility and Ethics
5/	Planning Work Activities
6/	Managing Change and Innovation
7/	Managing Strategy
8/	Designing Organizational Structure – Basic and Adaptive Designs
9/	Managing Human Resources
10/	Understanding and managing Individual Behavior
11/	Motivating Employees
12/	Managers s Leaders
13/	Time Management
14/	Monitoring and Controlling processes

Learning Activities and Teaching Methods:

Lectures, Presentations, Assignments, Audiovisual material
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Assessment Methods:

Assignments. Final Exam

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
<i>MANAGEMENT</i> <i>Global Edition</i>	Stephen Robbins, Mary Coulter	Prentice Hall	2015	ISBN13: 9781292090207 ISBN10: 1292090200

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
The Rules of Management	Richard Templar	Pearson Education Limited	2015	ISBN 10:1292088001 ISBN13 9781292088006
Business Management Revision and Study Guide	Paul Hoang	Hodder Education	2016	ISBN 10: 1471868427 ISBN13 9781471868429