

Al Albayt University
Faculty of Finance and Business Administration
Department of Business Administration

Course Outline

Course Title and Number: Principles of Management 502101
Instructor: Dr. Hayel Ababneh
Office hours: 11:00-12:00 Sun, Tue, Thu
12:30-1:30 Mon, Wed

Course Objective:

Objective of this course is to help the students gain understanding the functions and responsibilities of the manager, provide them tools and techniques to be used in the performance of managerial job, and enable them to analyse and understand the environment of the organisation.

Teaching Strategies:

- The instructor will represent the objectives of each lecture before discussion, and at the end of it he will represent the topics of the coming lecture, it's very important to be alert about what is discussed in the classroom, you must take notes.
- The instructor will use different teaching strategies like: direct teaching, group work, problem solving.
- The instructor believes strongly about the role of participation in developing and enriching the lecture. The student who is highly participating will take the attention and care of instructor, and he/she will gain bonuses at the end of the semester.

Text Book: Management, Arab World Edition, 2011. Stephen P. Robbins, Yusuf Sidani, Dima Jamali

Topics and Time Schedule:

Chapter 1	Introduction: Functions and Responsibilities of Managers,	Week 1, 2, 3
Chapter 2	Management Yesterday and Today: Management thoughts; the Classical School, Administrative Theory, Systems theory, Contingency Management.	Week 4, 5, 6
Chapter 7	Planning: Nature and purpose of planning process, principles of Planning, Types of planning, Advantages and Limitation of planning, Types of Objectives, Importance of Objectives, Setting objectives, Management by Objective (MBO) benefits and weaknesses of MBO.	Week 7, 8, 9
Chapter 10	Organising: Nature and Purpose of Organising, Bases of Departmentalisation, Span Relationship, Bases of Delegation, Kind of Delegation and Decentralisation, methods of Decentralisation.	Week 10, 11,
Chapter 11	Leadership: Concept, Early leadership theories, Trait theories, Behavioural theories.	Week 12, 13
Chapter 17	Controlling: Concept and Process of Control, Control Techniques. Human Aspects of Control, Control as a feedback system, feed forward Control, Preventive Control, Profit and loss Control, Control through Return on investment, the use of Computer of Controlling & Decision making, the challenges created by IT a Control tool.	Week 14, 15

Grading and Evaluation

- Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities.
- The grades for the course will be based on an accumulation of points throughout the course.
- The various graded activities are weighted as follows:

Evaluation Element	% of Grade
First Exam	20
Second Exam	20
Assignments and Discussions	10
Final Exam	50
Total	100