

<b>Course unit title:</b>	Introduction to Management								
<b>Course unit code:</b>	MGT 101								
<b>Type of course unit:</b>	Compulsory								
<b>Level of course unit:</b>	Certificate (One-tier-Programme)								
<b>Year of study:</b>	1								
<b>Semester when the unit is delivered:</b>	1								
<b>Number of ECTS credits allocated :</b>	6								
<b>Name of lecturer(s):</b>	Mr Demetris Toumbas Ms Irene Antoniou								
<b>Learning outcomes of the course unit:</b>	<ul style="list-style-type: none"> <li>• Review the skills required by managers in goal setting and planning</li> <li>• Demonstrate effective communication skills in presenting information</li> <li>• Formulate arguments in the direction of effective decision making and problem solving</li> <li>• Demonstrate awareness of problems faced by businesses in the decision making process when communicating and motivating employees</li> <li>• Appraise diversity awareness, social responsibility, total quality management and other contemporary management issues</li> <li>• Assess the potential benefits to business organizations which manage effectively any arising crucial contemporary issues</li> <li>• Evaluate the role of governance and ethical behaviour in organizations</li> <li>• Employ case study information in order to identify how managerial skills can be applied during the practice of management</li> </ul>								
<b>Mode of delivery:</b>	Face-to-face								
<b>Prerequisites:</b>	None								
<b>Recommended optional program components:</b>	None								
<b>Course contents:</b>	This course aims to provide students with an understanding of the nature and role of management in an organization focusing mainly on the major management functions: planning, organizing, leading, controlling. Theory and application exercises are combined to enable the students to develop the management skills necessary for people possessing a managerial position in an organisation.								
<b>Recommended and/or required reading:</b>	<p>Textbook: Schermerhorn, J. R. Jr. (2011). <i>Introduction to Management</i>. 11<sup>th</sup> ed. (International Student Version), Wiley.</p> <p>Recommended reading(s): DuBrin, A. (2009). <i>Essentials of Management</i>. 8<sup>nd</sup> ed. Cengage Learning.</p>								
<b>Planned learning activities and teaching methods:</b>	Through lectures, class discussion and library work students examine the introductory concepts relating to the management of business organisations.								
<b>Assessment methods and criteria:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Class Participation</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Midterm Examination</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Assignment</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">70%</td> </tr> </table>	Class Participation	5%	Midterm Examination	15%	Assignment	10%	Final Examination	70%
Class Participation	5%								
Midterm Examination	15%								
Assignment	10%								
Final Examination	70%								
<b>Language of instruction:</b>	English								
<b>Work placement(s):</b>	No								