

**AMITY GLOBAL INSTITUTE**

**Module Syllabus**

Course	<b>Foundation Programme For Higher Education</b>
Module Title	Introduction to Management
Module Syllabus no. (if any)	
Year offered	2018
Start date	February 2018/ May 2018/ September 2018
End date	October 2018/ January 2019/ May 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p><u>Learning Objectives</u></p> <p>The objectives of this module are as follows:</p> <ul style="list-style-type: none"> <li>• Characteristics of business and organisations</li> <li>• Functions and roles of Managers</li> <li>• Theories of management and motivation in a business organisation</li> <li>• Organisation structures and charts</li> <li>• Major functional areas in business organisations</li> <li>• Internal and external environmental elements in which businesses operate</li> </ul>
No. of teaching hours	<p>Lectures and seminars: 30 hours</p> <p>Student Managed Learning (Tutorials, Group Study, Collobarative Learning, etc) : 45 hours</p> <p>Total: 75hours</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion
Assessment Methods and Weighting	<p>Written Assessment 1 (1500 Words) – 50%</p> <p>Written Assessment 2 (1500 Words) – 50%</p>
Skills for Maximising Learning Outcomes	Reading and Research
Dates of examinations, major assessments and assignments	<p>Examination Period (not all modules have end-of-semester / year examinations)</p> <p>Indicative:</p> <p>June 2018 &amp; October 2018 / September 2018 &amp; January 2019/ January 2019 &amp; May 2019</p>
Recommended Text	Bratton, J., Sawchuk, P., Forshaw, C., Callinan, M. and Corbett, M. 2010. Work and organizational behaviour. 2nd ed. Basingstoke: Palgrave Macmillan. Mullins, L. 2010.
Additional reference texts (if any)	Management and organisational behaviour. 9th ed. Harlow: Pearson/FT Prentice Hall.
Additional Remarks (if any)	-

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Lesson No.	Learning Outcome
1	Introduction to Business, Importance and characteristics of business and organisations
2	Major functional areas in business organisations
3	Different functions and roles of Managers
4	Different Theories of management
5	Motivation in a business organisation and Motivation Techniques
6	Organisation structures and charts
7	Business environment- How to analyse the Internal and external environmental elements in which businesses operate
8	Business Environment – Case study