<table>
<thead>
<tr>
<th>Course Code : BUS 112</th>
<th>Course Title: FUNDAMENTALS OF MANAGEMENT</th>
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<tbody>
<tr>
<td>Level : Undergraduate</td>
<td>Year : I  Semester : II  ECTS Credits : 5</td>
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<tr>
<td>Status : Compulsory</td>
<td>Hours/Week : 3  Total Hours : 45</td>
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**Course Coordinator:**

**COURSE DESCRIPTION**
This is an introductory course about the management of organizations. It provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management.

**COURSE OBJECTIVES**
This course provides a thorough understanding of what is required to set up organization, motivate and manage a team successfully and provides clear structures and tools to enable students to do this. It will show students how to master the key areas of modern management: Goal Setting; Effective Time Management; Performance Management; Motivating Your Team.

**COURSE CONTENTS**
1. Management and managers
2. The basics of planning
3. The basic organizational designs
4. Personnel and human resources management
5. Changes in management, stress and Innovation
6. Understanding work teams
7. Motivating and rewarding employees
8. Leadership and trust
9. Communication and interpersonal skills

**TEACHING/ASSESSMENT**

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<th>Description</th>
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<td>Teaching Methods</td>
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<td>Participation of different teaching methods depends on the subject. The goal is to maximize student’s participation in all teaching methods.</td>
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<th>Description (%)</th>
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<tr>
<td>Student Assessment Methods</td>
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**Learning outcomes**
Upon completing this course the student should be able to:
- Explain the role of planning, organizing, staffing, leading and controlling in management
- Understand the importance of organizational goal setting
- Understand the types of decisions made in business, and be familiar with the steps in the decision-making process.
- Be familiar with the human resource management activities involved in attracting, developing, and maintaining an effective work force.
- Understand the importance of effective leadership for the success of the organization.

**Language of Instruction**
English

**Textbook(s)**