

HBOC 1002	Introduction to Management & Leadership	L	T	P	C
Version 1.0		3	0	0	3
Pre-requisites/Exposure	12 th level				
Co-requisites	English Composition				

Course Objectives

1. To familiarize students with how the knowledge of the functions of management.
2. To develop in the students an understanding manager's values and attitudes.
3. To develop in the students an understanding of diversity and it's management.
4. To make the students be sensitive to the role of ethics in management
5. To make the students understand the importance of globalization.
6. To make the students understand decision making and it's improvement.
7. To develop an understanding of motivation & leadership.
8. To make the students understanding of staff recruitment and selection.
9. To make the students understand data and information
10. To make the students understand quality and organizational success.

Course Outcomes

CO 1: Describe the relationship between the four functions of management (planning, organizing, leading, and controlling) and quality organizational success

CO 2: Appreciate the role & responsibility of manager in an organization.

CO 3: How to face the emerging challenges-globalization, organizational change, employee motivation, professional ethics & provide effective leadership

CO 4: Understand the process of staff recruitment & selection, data & information management, decision making & strategy formulation

Catalog Description

This introductory course addresses the role and functions of managers, specifically principles and procedures for planning, organizing, leading, and controlling organizations. Emphasized is the practical application of theory to reality. This course is structured so that students have the opportunity to see the interrelationships among the functions, components, and disciplines that comprise the field of management and thereby gain a comprehensive perspective as a foundation for the further study of management.

Course Content

Week 1: Introduction to Management

Week 2: Ethics, Diversity, and the Global Environment

Week 3: Decision Making and Planning

Week 4: Organizing and Motivating

Week 5: Leadership, Team Management, and Managing Human Resources

Week 6: Information Systems Management and Quality Control

Text Book

Jones, G. R., & George, J. M. (2011). *Essentials of contemporary management* (4th ed.). New York, NY: McGraw-Hill. ISBN: 978-0-07-813722-5

Modes of Evaluation: Points will be given for Discussions, Quizzes, Applications, Midterm Exam, Final Exam, Individual Research Project, and the Reflection.

Assignment	Total Points	Percentage
Weekly Discussion Questions (6 @ 35 points each) <i>Rubric:</i> Discussion Participation Rubric	210 points	21%
Tutorial Quizzes (6 @ 30 points each)	180 points	18%
Weekly Applications (5 Applications @ 24 points each)	120 points	12%
Individual Research Project (1 @ 150 points) <i>Rubric:</i> Individual Research Project Rubric	150 points	15%
Midterm Exam (1 @ 150 points)	150 points	15%
Final Course Reflection (1 @ 40 points)	40 points	4%
Final Exam (1 @ 150 points)	150 points	15%
Total Available Points for Course	1,000 points	100%

Program Outcomes:

Relationship between the Course Outcomes (COs) and Program Outcomes (POs)

Mapping between COs and POs		
	Course Outcomes (COs)	Mapped Program Outcomes
CO1	Describe the relationship between the four functions of management (planning,organizing, leading, and controlling) and quality organizational success.	PO 1, 2, 4
CO2	Appreciate the role & responsibility of manager in an organization.	PO 2,3,4,8
CO3	How to face the emerging challenges-globalization, organizational change, employee motivation, professional ethics & provide effective leadership	PO 3,4,6,8
CO4	Understand the process of staff recruitment & selection, data & information management, decision making & strategy formulation	PO 4,5,6,7

Course Outcomes	CO 1	CO 2	CO 3	CO 4
PO 1	3	3	3	2
PO 2	3	3	3	2
PO 3	3	3	3	2
PO 4	3	1	1	3
PO 5	2	2	1	3
PO 6	2	2	2	2
PO 7	3	3	1	2

HBO C 1002	Introduction to Management & Leadership	PO 1 Students will demonstrate strong conceptual knowledge of management & its functional areas.	PO 2 Students will demonstrate effective oral and written communication skills in the professional context.	PO 3 Students will be able to work effectively in teams and demonstrate team-building capabilities.	PO 4 Students will be able to evaluate the legal, social and economic environments of business.	PO 5 Students will be able to describe the global environment of business.	PO 6 Students will demonstrate sensitivity towards ethical and moral issues and have ability to address them in the course of business.	PO 7 Students will be able to apply decision-support tools to business decision making.	PO 8 Students will be able to apply knowledge of business concepts and functions in an integrated manner.	PS O 9 Students will demonstrate conceptual domain knowledge of the logistics sector.	PS O 10 Students will apply decision-support tools to decision making in logistics sector.	PS O 11 Students will apply conceptual knowledge of logistics sector in an integrated manner.	PSO1 2 Students will demonstrate employable and deployable skills for appropriate roles in management.
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PO 8	3	3	3	3
PSO 9	3	3	3	1
PSO 10	3	3	3	2
PSO 11	3	3	3	2
PSO 12	1	1	1	3

		3	3	3	2	2	2	2	3	2	3	3	2
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- 1 – Weakly mapped
- 2 – Moderately mapped
- 3 – Strongly mapped