

SHORT COURSE DETAILS

1. Name of Series

Diploma programme for Business

2. Name of Course

Micro Award in Fundamentals of Management

3. Synopsis of Course (60-word limit)

This course will cover the four major principles of management, i.e. planning, organizing, leading and controlling. These four principles make up the management process. Description of management process will be explained in terms of the changes in contemporary management practice and environment particularly globalization, culture, technology and diversity. In this course, students will explore the tasks that today's managers perform and delve into the key knowledge areas that managers need to master in order to run successful and profitable businesses

4. For Whom?

- Students who are waiting for their SPM results or its equivalent
- Students from other institutions
- Students who have completed SPM/Certificate

5. Course Outcomes (100-word limit)

By the end of the course, students will be able to:

- Student will be able to recognize concepts and theories related to fundamental of management.
- Student will be able to apply concepts and theories related to fundamental of management in a real organization setting.
- Student will be able to apply concepts related to groups' performance and leadership.

6. Delivery Mode

Online Lecture and tutorials. Online assessment.

7. Duration of Course

Minimum 7 weeks and Maximum 14 weeks

3 hours per week.

Cumulative learning 1 credit hr for the total course

8. Level of Course & Microcredential Credit Value, if any

Diploma/1 credit hour per subject

9. Course Outline

- Managers and Management
- The Management Environment
- Globalization and how it affect organizations
- Foundations of Decision Making
- Foundations of planning
- Organizing
- Managing Human Resources
- Managing Change and Innovation
- Foundations of Individual Behavior
- Understanding Groups and Managing Work Teams
- Motivating and Rewarding Employee Performance
- Leadership
- Foundations of Control
- Operations Management

10. Short Bio of Trainer/s (50-word limit)

Supported by Department of Management Studies (DOMS)