

Management

1. **Course number and name:** 020MNGES4 Management
2. **Credits and contact hours:** 4 ECTS credits, 2x1:15 contact hours per week
3. **Name(s) of instructor(s) or course coordinator(s):** Elie Maalouf
4. **Instructional materials:** Contemporary Management, Jones/George, 6th Edition

5. **Specific course information**

a. **Catalog description:**

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading, and controlling.

b. **Prerequisite:** None

c. **Required** for ME students.

6. **Educational objectives for the course**

a. **Specific outcomes of instruction:**

- Describe the basic management functions and the management process.
- Grasp the central role that managers play in the effective management of diversity.
- Define communication and explain the barriers to effective communication.
- Describe the stages of group development.
- Define the motivation process.
- Explain the different leadership styles.
- Describe the control process.
- Discuss technology's role in manufacturing systems.

b. **PI addressed by the course:**

| PI | 3.1 | 3.2 | 4.1 | 5.1 | 7.1 |
|----------|-----|-----|-----|-----|-----|
| Covered | x | x | x | x | x |
| Assessed | | x | | x | |

7. **Brief list of topics to be covered**

Managers and managing

- What Management is
- Four principal managerial tasks
- Three levels of Management

The evolution of Management thought

- Efficiency and effectiveness
- Types of Structures

Values, attitudes, emotions, and culture

- Personality traits
- Values and attitudes
- Moods and emotions

Promoting effective communication

- Communication process

- Information richness and media

Effective groups and teams

- Different types of groups and teams
- Conformity and deviance
- Social loafing

Motivation and performance

- Expectancy theory
- Goals and motivation
- Motivation lessons

Value chain management

- Managers and challenges
- Increasing efficiency
- Innovation and competitive advantage