

AMITY GLOBAL INSTITUTE

MODULE SYLLABUS

Course	Foundation Diploma
Module Title	Introduction to Management
Module Syllabus No. (if any)	FDP1001
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"> ✓ Characteristics of business and organisations ✓ Functions and roles of Managers ✓ Theories of management and motivation in a business organisation ✓ Organisation structures and charts ✓ Major functional areas in business organisations ✓ Internal and external environmental elements in which businesses operates.
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: 75 hours</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion
Assessment Methods and Weightages	<p>Written Assessment 1 (1000 Words) – 50%</p> <p>Written Assessment 2 (1000 Words) – 50%</p>
Skills for Maximising Learning Outcomes	Reading and Research
Dates of Examinations, Major Assessments and Assignments	TBC
Recommended Text	Robbins, Decenzo & Coulter (2018) Fundamentals of Management: Essentials Concepts & Applications, 11th ed. Pearson-Prentice Hall.
Additional Reference Texts (if any)	Certo and Certo (2020), Modern Management: Concepts and Skills, 15th ed. Pearson-Prentice Hall
Additional Remarks (if any)	-

Lesson No.	Learning Outcome
1	Managers And Management In Today's Workplace
2	The Management Environment & Managerial Issues
3	Making Decisions
4	Planning
5	Organizational Structure And Design
6	Individual Behavior And Human Resources Management
7	Motivation And Leadership
8	Controlling Work And Organizational Processes

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.