

## Module specification **Total points 85 out of 100**

<b>1. 1. Factual information Including the material uploaded on Moodle material (13 points)</b>			
<b>Module title</b>	MNGT 101 (Introduction to Management)	<b>Level</b>	4
<b>Module tutor</b>	Dr. Ioannis Krassas	<b>Credit value</b>	15
<b>Module type</b>	Taught	<b>Notional learning hours</b>	150

### **2. Rationale for the module and its links with other modules**

An introduction to the general field of Management. It covers the basic managerial concepts through the presentation and the analysis of the four managerial functions: Planning, Organising, Leading and Controlling. It is a foundation for upper level management courses.

### **3. Aims of the module**

The module seeks to develop students' understanding of the fundamental role of management in both theory and practice. To familiarise them with effective Management practices needed to operate in a challenging business environment impacted greatly by the forces of globalisation.

### **4. Pre-requisite modules or specified entry requirements**

NONE

**5. Is the module compensatable?**

N/A

**6. Are there any PSRB requirements regarding the module?**

N/A

**7. Intended learning outcomes 15 points and learning activities 9 points**

<b>A. Knowledge and understanding</b>	<b>Learning and teaching strategy</b>
<p><i>At the end of the module, learners will be expected to:</i></p> <p><i>A1: Knowledge and understanding of fundamental managerial concepts and principles and their application in achieving business organisations objectives.</i></p> <p><i>A2: Deepening their knowledge and enhancing their managerial capabilities in developing business strategy and business strategy implementation taking into account the organisational, governmental, institutional and societal factors.</i></p> <p><i>A5: Knowledge and understanding of the role business development.</i></p> <p><i>A6: Knowledge and understanding of how the management function can be applied into various business disciplines.</i></p>	<p>Course lecturing in class discussions Exams</p>

<b>B. Cognitive skills</b>	<b>Learning and teaching strategy</b>
<p><i>At the end of the module learners will be expected to:</i></p> <p><b>B1:</b> Apply skills of critical analysis and reasoning on theories and business problems and examine and evaluate alternative approaches to them.</p> <p><b>B2:</b> Develop the ability to combine information for problem solution relating to different organizational contexts.</p>	<p>Course lecturing In class discussions assignments</p>

<b>C. Practical and professional skills</b>	<b>Learning and teaching strategy</b>
<p><i>At the end of the module, learners will be expected to:</i></p> <p>C1: Write in a professional and comprehensive way.</p> <p>C3: Improve self management and organisational skills</p>	<p>Course lecturing assignments</p>

<b>D Key transferable skills</b>	<b>Learning and teaching strategy</b>
<p><i>At the end of the module, learners will be expected to:</i></p> <p>D1: Develop the skills to make effective presentations that will communicate information, propositions, and justification, using the appropriate approach in relation to the situation and the audience.</p>	<p>Group assignment and presentation.</p>

<b>8. Indicative content. 13 points</b>
<p>Managers and Managing: Essential tasks, levels, challenges in a global environment</p> <p>Fayol's Principles of Management</p> <p>Values, Attitudes, Emotions, and Culture: Personality traits, values, Organizational culture</p> <p>Ethics and social responsibility: Nature, Stakeholders and ethics.</p> <p>Managing diverse employees: Managers and the effective management of diversity</p> <p>Managing in the global environment: The changing global environment</p> <p>Decision making: Nature of managerial decision making, Cognitive biases, entrepreneurship</p> <p>Organizational control and change: Output control, behavior control, clan control</p> <p>Motivation and performance: Need theories, Expectancy theory, Equity theory, Learning theory</p> <p>The manager as a planner and strategist: The nature of the Planning process</p> <p>Value Chain Management: The value chain and competitive advantage, Customer responsiveness</p> <p>Leadership: Nature, Models of leadership</p> <p>Effective groups and teams: Types, Group dynamics</p>

**9. Assessment strategy, assessment methods and their relative weightings 13 points**

SUMMATIVE ASSESSMENT (Exams incorporate quantitative and qualitative problems)

Mid Term Exam	30%
Report	35%
Final Group Project and Presentation	35%

Research Paper details: students will divide into groups (max 4 students in a group). Each group will be given a different economic topic to research on. Proper references are required.

**9. Mapping of assessment tasks to learning outcomes**

Assessment tasks	Learning outcomes																
	A 1	A 2	A 5	A 6	B 1	B 2	C 1	C 3	D 1								
Mid Term																	
Report																	
Final Project																	

**10. Teaching staff associated with the module**

Tutor's name and contact details	Contact hours
Ioannis Krassas, Office #18, Bissell Library, +30-2310-398381	M-W 12.45-14.15hrs other days upon request
ykrassas@act.edu	

**11. Reading list 12 points (including the moodle material)**

Author	Year	Title	Publisher	Location
<b>Course Textbook:</b>				
Jones, G. & George, J.	2021	Contemporary Management 12 <sup>th</sup> edition	McGraw Hill	EBook-Library
<b>Recommended Readings / Print books:</b>				
Griffin, R.	2017	Management	Cengage	
Daft, R.	2016	Management	Cengage	
Deming, w.	1986	Out of the Crisis	MIT	
Deming, W.	2000	The New Economics	MIT	
<b>Recommended Readings / E-books:</b>				

12. Other indicative text and current financial articles provided by the professor (e.g. websites)

Business Research Guide (by Bissell Library – accessible @ <http://librarybissell.act.edu/businessfirst>)

E-Journals (subscriptions accessible through the Bissell Library’s website – Journals A-Z):

HRM International Digest, Business Week, Forbes, Economist, Human Systems Management, Journal of Organizational Behavior, Wall Street Journal, Harvard Business Review, Financial Times

*(check remote procedure for off-campus access)*

**13. List of amendments since last (re)validation**

Area amended	Details	Date Central Quality informe d

**GRADING & ACADEMIC POLICIES 10 points**

**ASSESSMENT DEADLINES**

Students must submit work by the deadlines set in the module outline. Where coursework is submitted late and there are no accepted extenuating circumstances it will be penalised in line with the following tariff: Submission within 6 working days: a 10% reduction for each working day late down to the 40% pass mark and no further. Submission that is late by 7 or more working days is refused, mark of 0. Submission after the deadline will be assumed to be the next working day. Mitigating circumstances will be evaluated by the AS&PC

**Assessment of non-degree students taking OU-validated courses (e.g., Study Abroad)**

Same method of assessment, i.e. only “summative” assessments determine final grade. However, since those students are not pursuing an OU degree, they are not subject to resits or second marking, and final grade is calculated as the (weighted) average of all “summative” assessments, without requirement of passing all summative assessments to pass the course.

**Revised Absence Policy – Effective Spring 2017**

**Maximum Allowed Number of Absences**

The maximum allowed number of absences for all ACT courses stands at **10 (ten) hours per course**.

**Successful Attendance**

A student is considered to have successfully attended a course if he/she has attended 75% of the course lectures. Thus, **the maximum number of absences (excused or not) stands at 10 hours per course**. In case of an unsuccessful attendance, the student is administratively withdrawn from the course. The student has the right to appeal the decision to be administratively withdrawn from a course due to excessive absences and seek reinstatement. In this case, the student, **within three working days**, must fill in a ‘mitigating circumstances’ form in the Registrar’s office, where the reasons of the appeal should be

explained. Following this, a formal hearing of the Academic Standards and Performance Committee (ASPC) takes place. The decision of the Committee is final.

### **ACADEMIC INTEGRITY**

All academic divisions at ACT, both undergraduate and graduate, will apply the following policy on academic integrity and be included in the syllabus: "A student committing an act of Academic Dishonesty in a given course will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the same course, this student will receive a failing grade in that course".

### **Special Accommodations**

If you have specific physical, psychological, or any other learning disabilities that you believe may require accommodations for this module, you should visit the Dean's office by bringing the appropriate documentation.

The Learning Hub (1st floor, Bissell Library) is staffed by experienced English faculty and you are encouraged to use its services.

### **GRADING SCALE**

Grade Description	UK points	US Letter Grade	US point grade
Excellent	70+	A	4.0
Very Good (high)	65-69	A-	3.67
Very Good (low)	60-64	B+	3.33
Good (high)	55-59	B	3.0
Good (low)	50-54	B-	2.67
Satisfactory (high)	45-49	C+	2.33
Satisfactory (low)	40-44	C	2.0
Fail	0-39	F	0