

Introduction to Management

Contents:

1. Key concepts of management
2. Evolution of Management theory
3. The environment
4. Planning
5. Decision Making Process
6. Organization
7. Motivation
8. Leadership
9. Communication
10. Control

Methods:

The classes shall be presented through *powerpoint slides* previously distributed in the intranet of ISCAP to pupils. An oral debate, including the participation of the pupils, about some examples of organizations will be presented after each presentation matching the issue with the practice in the organization.

Assessment:

Continuous (c): the evaluation of the contents taught in class, through a written test,

will account for 40% of the final score

Final (f): a report about an organization, considering the structure defined in appendix

A, will be orally presented in class and will represent 60% of the final score.
The discipline is succeeded if the final mark is at least 50% of the total
composed by the
two parts = 40% c + 60% f.

References:

Jones et al (2000) Contemporary Management, IRWIN Mac Graw Hill
Jones G. (2004) Organization, Theory, Design and Change, Prentice Hall 4th
ed
Pearce, Robinson (1989) Management, Mac Graw Hill
Mondy, Sharplin (1991) Management - concepts, practices and skills, Jack
Editor
Wheelen, Hunger (2004) Strategic Management and Business Policy,
International edition Prentice Hall

Notes:

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