

SEMESTER 5 MIAGE

COURSE: Management and Leadership

Academic year: 2019/2020

Director of Pedagogy: IGUER Hajar

Professor : El Alam Younes

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Volume hours: 36 hrs.

Course Book / Materials:

1. **Book: MANAGEMENT** (Pearson International 2nd Edition), Authors: Michael, Stewart, and Lyman
2. **Dynamic Presentations Online**
3. **Case studies, Lecture notes, handouts, and assignments.**

General Course Objective	<p>This course serves as an introduction to the discipline of management. It is designed to integrate the accepted theories in the area with real world applications to provide students with the basic knowledge and skills needed for managing others. This course begins with a discussion of the current issues in management and then proceeds to cover the traditional functions of management: planning, organizing, leading, and controlling. Lecture and class assignments given in the course are intended to help students understand the needs of modern public and private organizations, including emerging national and international trends.</p> <p>By the end of the course, students should be able to identify the principals of managing formal organizations, recognize the various challenges faced by today's managers, and give examples of organizations engaging in the management functions of planning, organizing, leading, and controlling.</p>
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Specific Objectives	Activities	Assessment
<p>1. Knowledge <i>Learners will be able to:</i></p> <ul style="list-style-type: none"> • Build fluency to the Common European Framework Reference for Languages B1 level or higher. • Be able to gain an understanding of case studies of a wide range of companies and apply the business theories to the business world. 	<p>Formal live presentations, creating business emails, peer constructive feedbacks and evaluations, web/library research, class discussions and debates, assigning individual and group work, active and productive class participation, professor lecture, student time talk, multi-media content.</p>	<ul style="list-style-type: none"> • Testing students' writing, reading comprehension, analysis, and critical thinking skills. • Learners ability to reflect on case studies and their solutions.



<p>2. <u>Abilities & Skills</u> <i>The intended abilities and skills to be acquired are as follow:</i> Formal presentations, critical thinking, express opinions, effective communication, change mindsets, priority management, time management, delegate, team work, emotional intelligence, Open-mindedness to other alternatives and different points of views, styles of disagreement, thinking outside the box, active listening strategies, creative thinking, negotiation, problem solving.</p>	<p>Providing learning solutions, formal live presentations, active and productive class participation, peer feedbacks and evaluations, class sharing, Web/Library Research, multi-media content, case studies, class discussions and debates, field research (when adequate or possible).</p>	<p><i>Teams and learners' performance will be evaluated based on their ability to:</i></p> <ul style="list-style-type: none">• Motivate others, manage time and priorities, delegate, stay focused, express opinions, think creatively, disagree appropriately, reflect on case studies and their solutions.• Produce an effective oral and written business presentation.
<p>3. <u>Human Dimensions</u> <i>The intended human dimensions to be acquired are as follow:</i> Self-confidence, self-esteem, self-reliance, adopt positive attitude, taking initiatives, ethics standards.</p>	<p>Some of the above stated activities.</p>	<p>Learners' ability to demonstrate the stated human dimensions when participating or completing the stated activities.</p>

****NB: The professor reserves the right to make changes to the dates, materials and/or topics to be studied as needed over the course of the semester.**

Calendar

Session	Session type	Theme/Contents/ Session objectives
1	Class Introduction & Evaluation	<ul style="list-style-type: none"> ✓ Set expectation for the semester/year ✓ Set individual objectives and set an action plan to achieve them ✓ Evaluate learners' understanding of the business concept through practical examples.
2	Part 1 Managing Ethically and Globally Chapter 1 The Nature of Management	<ul style="list-style-type: none"> ✓ What is Management ✓ Managerial Challenges ✓ Historical Approaches to Management
3	Part 1 Chapter 1 The Nature of Management	<ul style="list-style-type: none"> ✓ What Do Managers do? ✓ What Skills Do Managers Need?
4	Part 1 Chapter 1 The Nature of Management	<ul style="list-style-type: none"> ✓ Ethics dilemma ✓ Case Study: FedEx's Successful Internationalization
5	Part 1 Chapter 2 Social Responsibility & Management Ethics	<ul style="list-style-type: none"> ✓ Social Responsibility ✓ How the Ethics of Individual Develop
6	Part 1 Chapter 2 Social Responsibility & Management Ethics	<ul style="list-style-type: none"> ✓ Basic Approaches to Ethical Decision making ✓ The Moral Intensity Factor ✓ How People and Firms Can Make Better Ethical Decisions
7	CC1	Written examination- in class, for all the material covered in or outside of the class.
8	Part 1 Chapter 3 Internationalization Management and Globalization	<ul style="list-style-type: none"> ✓ Globalization ✓ Understanding a Country's Environment ✓ International Market-Entry Strategies
9	Part 1 Chapter 3 Internationalization Management and Globalization	<ul style="list-style-type: none"> ✓ Managing International Operations ✓ Managing Across Cultures ✓ Developing a Global Mind-set

10	Part 1 Chapter 3 Internationalization Management and Globalization	✓ Closing Case: Trying to Change the Corporate Culture Of a Multinational Enterprise: General Semiconductor
11	Part 2 Planning & Organizing Chapter 4 Individual & Group Decision Making	✓ Individual and Group Decision Making ✓ The Contingency Model of Participative Decision Making ✓ Strategies for Improving Decision Making
12	Part 2 Chapter 7 Organizational Structure and Design	✓ Principals of Organizational Structure ✓ Common Organizational Structure ✓ Designing Organizations
13	Part 2 Chapter 7 Case Study	✓ Closing Case: Restructuring the Organizational Structure at Kimberly-Clark
14	Part 3 Leading Chapter 9 Leadership	✓ What is Leading ✓ Leading and Managing the Same or Different? ✓ Does Leadership Differ Across National Cultures? ✓ The Leadership Process ✓ Are There Substitutes for Leadership?
15	Part 3 Chapter 10 Motivation	✓ What Is Motivation? ✓ Sources of Motivation ✓ Motivation Theories Applicable to Work Situations ✓ Reinforcements and Consequences
16	Part 3 Case Study	✓ Closing Case: Uniting a Class-Project Team
17	CC2 Project delivery & Presentations	Project must be delivered and presented in the manner the professor will inform you, according to specific professional written and audiovisual standards, and without exceptions
18	Overall Review	✓ Summarizing all what have been covered during the course
19	Final exam	Final Exam, all lectures, vocabulary, and activities