**Fundamental Business Management**

1. LEARN BASIC MANAGEMENT CONCEPTS

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| **PERFORMANCE OBJECTIVE** | **ENABLING OBJECTIVE** |
| 1. Describe the concept of management and its basic theories | 1. Describe the definition of management:  1.1 Usage of management in organisations  1.2 Objectives and functions of  management  1.3 Levels of management  2. Identify management theories:  2.1 Henri Fayol’s Principles of Classical Management  2.2 F.W.Taylor’s Principles of Scientific Management  3. Describe bureaucracy:  3.1 Purpose of bureaucracy  3.2 Characteristics and structure of bureaucracy  3.3 Advantages and disadvantages of bureaucracy |

1. DEVELOP KNOWLEDGE ON VARIOUS FUNCTIONS OF MANAGEMENT

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| 1. Describe management function of organizing | 1. Describe the organizing function:  1.1 Definition of organizing function  1.2 Significance of organizing  1.3 Process of organizing  1.4 Types of organization structure  1.4.1 Functional Structure  1.4.2 Product-based Structure  1.4.3 Geographic Structure  1.4.4 Divisionalised Structure  1.4.5 Matrix Structure  1.4.6 Specialisation Structure  2. Identify Centralization and Decentralization:  2.1 Definition of Centralization  2.2 Implications of Centralization  2.3 Definition of Decentralization  2.4 Implications of Decentralization |

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| 2. Describe leadership and motivation | 1. Describe leadership:  1.1 Definition of leadership  1.2 Significance of leadership  1.3 Types of leadership  1.3.1 Authoritarian  1.3.2 Democratic  1.3.3 Laissez-faire  1.4 Concept of Management Grid  1.5 Theories of leadership  1.5.1 Fiedler’s Model  1.5.2 Hersey and Blanchard Model  1.5.3 Path-Goal Model  2. Describe motivation:  2.1 Definition of motivation  2.2 Significance of motivation  2.3 Types of rewards  2.3.1 Intrinsic Rewards  2.3.2 Extrinsic Rewards  2.4 Types of human motivation theories  2.4.1 Maslow’s Hierarchy Model  2.4.2 Herzberg’s Motivation Hygiene Theory  2.4.3 McGregor’s Theory X and Theory Y |

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| 3. Describe management function of planning | 1. Describe planning:  1.1 Definition of planning  1.2 Significance of planning  1.3 Steps in planning  1.4 Types of planning  1.4.1 Tactical planning  1.4.2 Strategic planning   * + 1. Operational planning   1.4.4 Time-based planning   1. Describe Management by Objectives   (MBO):  2.1 Definition of MBO  2.2 Features of MBO  2.3 Steps in MBO  2.4 Advantages of MBO  2.5 Limitations of MBO  3. Describe decision making and delegation:  3.1 Definition of decision making  3.2 Steps in decision making  3.3 Definition of delegation  3.4 Steps in delegation  3.5 Levels of delegation |
| 4. Describe management function of controlling | 1. Describe controlling:  1.1 Definition of controlling in management  1.2 Steps in controlling   * 1. Types of control      1. Pre-control      2. On-control      3. Post-control   2. Significance of controlling  1. Describe computers and information controls for organisations    1. IT in management |

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| 5. Describe functional management | 1. Describe functional management:  1.1 Production  1.2 Marketing  1.3 Human Resource  2. Describe production management:  2.1 Types of production  2.1.1 Mass production  2.1.2 Batch production  2.1.3 Single product  3. Describe marketing management  3.1 Marketing mix  4. Describe human resource management:  4.1 Types of human resource management activities:  4.1.1 Recruitment and Selection  4.1.2 Training and Development  4.1.3 Wages and salaries  Administration  4.1.4 Health, Safety and Welfare  4.1.5 Employee Relations  4.1.6 Manpower Planning  4.1.7 Business Ethics  4.1.8 Corporate Social Responsibilities |

1. LEARN BASIC ISLAMIC MANAGEMENT CONCEPT

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| 1. Describe basic Islamic business management | 1. Describe Islamic business management:    1. Significance and advantages of Islamic business management    2. Implementing Islamic management methods in modern business decisions    3. Types of Islamic banking:   1.3.1 Musharakah  1.3.2 Mudharabah  1.3.3 Ijarah  1.3.4 Takaful  1.4 Five Ps of Islamic Marketing Mix |