**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 organisations1.2 Objectives and functions of  management 1.3 Levels of management2. 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 bureaucracy3.2 Characteristics and structure of bureaucracy3.3 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 function1.2 Significance of organizing 1.3 Process of organizing1.4 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 Structure2. 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 leadership1.2 Significance of leadership1.3 Types of leadership  1.3.1 Authoritarian 1.3.2 Democratic 1.3.3 Laissez-faire1.4 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 planning1.2 Significance of planning1.3 Steps in planning1.4 Types of planning 1.4.1 Tactical planning 1.4.2 Strategic planning* + 1. Operational planning

1.4.4 Time-based planning1. 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 management1.2 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 Resource2. Describe production management:2.1 Types of production 2.1.1 Mass production 2.1.2 Batch production 2.1.3 Single product3. 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 |