# Principles of Management and Accounting

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***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

*Course objective:*

This course provides an overview of the role of managers in modern organizations by examining the typical managerial functions of planning, organizing, leading and controlling in effective and efficient manners in order to meet an organization’s goals and by ensuring management ethics and sustainability.

Learning Outcomes:

By the end of this course, students should be able to:

1. describe the historical development of theories of management as an organizational function

2. describe major management functions and explain how they relate to each other

3. explain how managers use management functions to achieve strategic goals and organizational effectiveness

4. define the various tasks and activities that are associated with the management functions of planning, leading, organizing and controlling

5. describe the challenges that managers face in addressing complex problems in a diverse and global context

6. understand how to contribute to the analysis of management problems and situations

7. describe ethical and sustainability challenges that managers face and the steps they must take to address them.

***COURSE CONTENT***

Definition of management, its nature and purpose

The Evolution of Management

Planning. Nature, types and steps of planning. Strategic and long term planning. Operational and tactical planning.

Decision Making. Managing risks and uncertainties

Organizing. Types of organization

Delegating. Line and staff concepts, delegation of authority

Staffing and resource planning and budgeting

Human factors and Motivation

Leadership. Ingredients of leadership, Styles and functions of leadership.

Communication. Definition, process, barriers and breakdowns, usage of Media.

Controlling. Definition, process, standard setting, tecniques, systems. Budgeting, Forecasting, Reporting

Corporate social responsibility, business ethics, sustainability, diversity and inclusion.

***READING LIST***

**Fundamentals of Management Global Edition (11th Edition). Authors: Stephen P. Robbins, Mary A. Coulter, David A. De Cenzo.**

***TEACHING METHOD***

The course is structured in 20 lessons (40 hours) that are split as follows:

28 hours of frontal lessons delivered through PPT presentations and material

6 hours spent on case studies, simulations and “learning by doing” activities

6 hours of external contributions delivered by testimonials or external experts on specific subjects

***ASSESSMENT METHOD AND CRITERIA***

The exam will consist of a written test on the general part of the course that will be delivered through a set of 3 or 4 open questions. The objective of the written test is to verify the knowledge of the notions, concepts and information supplied during the lessons. The potential interview will ensure that the written test is adequate and that the assignments and exercises outcome are well embodied.

The questions of the written test will have equal weight. The case studies will contribute to the final grade and the potential interview will serve to confirm the grade and, if appropriate, for the laude.

***NOTES AND PREREQUISITES***

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG, or on the Faculty notice board.