



Instructor / Tutor: Assigned Euclid Faculty

<p align="center">MBA ESSENTIALS + FUNDAMENTALS OF MANAGEMENT (AND LEADERSHIP)</p>

- Credits: 3 US / 4.5 ECTS
- Code: MBA-MGMT (2695)
- Revised: June 2009

COURSE DESCRIPTION / TEACHING OBJECTIVES:

Assignment 1: MBA Basics and Essentials

Complete MBA For Dummies
by Kathleen Allen and Peter Economy

The 10-day MBA: A Step-by-step Guide to Mastering the Skills Taught in Top Business Schools
by Steven Silbiger

The Complete Idiot's Guide to MBA Basics, 2nd Edition
by Tom Gorman

Assignment 2: Fundamentals of Management

The first part of this course is based on the classic textbook: *Fundamentals of Management* (any recent edition - Ricky W. Griffin, Texas A&M University).

<http://college.hmco.com/business/griffin/fundamentals/4e/students/>

Note: the above link is for the 4th edition.

Contents:

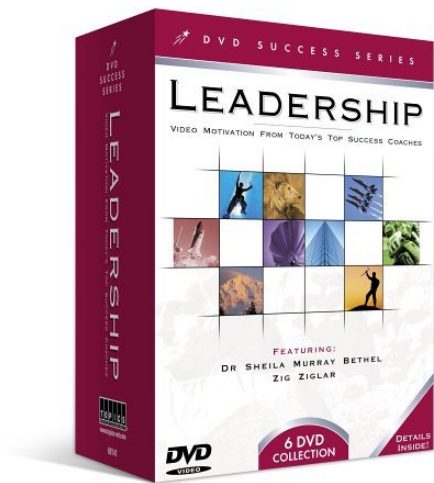
Chapter 1: Understanding the Manager's Job
Chapter 2: The Environment of Organizations and Managers
Chapter 3: Planning and Strategic Management
Chapter 4: Managing Decision Making
Chapter 5: Entrepreneurship and New Venture Management
Chapter 6: Organization Structure and Design
Chapter 7: Organization change and innovation
Chapter 8: Managing Human Resources
Chapter 9: Managing Individual Behavior
Chapter 10: Motivating Employee Performance
Chapter 11: Leadership and Influence Processes
Chapter 12: Communication in Organizations
Chapter 13: Managing Groups and Teams
Chapter 14: Managing the Control Process
Chapter 15: Managing Operations, Quality, and Productivity
Appendix: Tools for Planning and Decision Making

Assignment 3:

Since this textbook is somewhat theoretical, it is complemented by the DVD series “DVD Success Series: Leadership (2006).”

Assignment 4:

International Management by Richard Mead (Blackwell) is the third required assignment for this course.



COURSE STUDENT LEARNING OUTCOMES:

The student is conversant and familiar with all the concepts related to:

- Organizational principles
- Principles of team management and leadership
- International and multicultural management issues.

MAIN / REQUIRED TEXT(S):

⇒ *Fundamentals of Management - Third Edition*
by Ricky W. Griffin, Texas A&M University

⇒ DVD series “DVD Success Series: Leadership (2006).”

http://www.amazon.com/DVD-Success-Leadership-Leadership/dp/B000ENV2MI/ref=pd_cp_d_3

⇒ *International Management*
by Richard Mead

SUPPLEMENTARY TEXTS OR RESOURCES:

<http://college.hmco.com/business/griffin/fundamentals/3e/students/>
<http://college.hmco.com/business/griffin/fundamentals/4e/students/>

PAPER AND FINAL GRADE:

After consultation with his or her assigned tutor, the student must write a 10-16 page paper on a theme connected to one of the chapters.

In the standard paper, the student may answer the questions: (1) What are your strengths and weakness when it comes to holding a management role (people leadership)? Would you rather not manage people? (2) How do you plan to improve yourself in order to become a successful manager?

- ✓ 40% of the final grade is based on the paper.
- ✓ 60% of the final grade is based on a comprehensive, one hour long, oral exam / closing interview.

STANDARD EUCLID GRADING SCALE:

▪ A+	4.00
▪ A	4.00
▪ A-	3.84
▪ B+	3.33
▪ B	3.00
▪ B-	2.67
▪ C+	2.33
▪ C	2.00
▪ C-	1.67
▪ D+	1.33
▪ D	1.00
▪ F	0.00