



**PMAS Arid Agriculture University**  
**Rawalpindi**  
**University Institute of Information Technology**



<b>MGT-411 Introduction to Management</b>			
<b>Credit Hours:</b>	<b>3(3-0)</b>	<b>Prerequisites:</b>	<b>None</b>
<b>Teacher:</b>	<b>Mr. Fahad Ali Malik</b>		

<b>Course Description:</b>
This course introduces students to the basic principles, theories, and practices of management. It explores the role of managers in organizations, their functions, and the skills required to be effective managers. Through theoretical frameworks and real-world examples, students will gain an understanding of the dynamic field of management.
<b>Course Objective:</b>
<ul style="list-style-type: none"> <li>To develop an understanding about "management" and its functional areas, such as, planning, organizing, leading and controlling;</li> <li>To develop certain competencies (managerial skills) such as analyzing, thinking, organizing, communicating, reporting and decisions making skills</li> </ul>
<b>Teaching Methodology:</b>
Lectures, Assignments, Projects, Presentations, etc. Major component of the course should be covered using conventional lectures.
<b>Courses Assessment:</b>
Exams, Assignments, Quizzes, Project, Presentations. Course will be assessed using a combination of written examinations and project(s).
<b>Reference Materials:</b>
<ul style="list-style-type: none"> <li>Stephen P. Robins, Mary Coulter "Management" 14<sup>th</sup> Edition (2018)</li> <li>H. Koontz Odonnell and H. Weihrich: "Management"</li> <li>Stephen P. David .DeCenzo "Fundamentals of Management"</li> </ul>

<b>Course Learning Outcomes (CLOs):</b>			
At the end of the course the students will be able to:	<b>Domain</b>	<b>BT Level*</b>	<b>PLOs</b>
1. Understand the various processes involved in the management of organizations	C	1	1
2. Understand and comprehend the important role played by management in the contemporary business environment	C	2	2
3. Understand the work of management and principles & issues of managerial leadership	C	2	2
4. Enhance interpersonal skills to meet the challenges facing today's management	C	3	4
* BT= Bloom's Taxonomy, C=Cognitive domain, P=Psychomotor domain, A=Affective domain			

Week/Lecture #		Theory
Week 1	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Introduction to Management:</b> Management definition, Managerial Functions, importance of Manager, Management hierarchy</li> </ul>
	Lect-II	Managerial Roles and Skills How manager's job changing today
Week 2	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Management Yesterday and Today</b> Scientific Management Theory, Administrative Management Theory, Quantitative Approach</li> </ul>
	Lect-II	Management Science Theory, System and Contingency Approach
Week 3	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Managing the External Environment &amp; Organization Culture</b> Omnipotent or Symbolic view of Manager External environment and challenges for Managers Characteristics and Importance of Organizational Culture</li> </ul>
	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Sustainability and Social responsibility</b> What is social Responsibility Green Management and Sustainability</li> </ul>
Week 4	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Managing in a Global Environment</b> Define parochialism. Ethnocentric, polycentric, and geocentric attitudes towards global business</li> </ul>
	Lect-II	Doing Business Globally Hofstede's five dimensions for assessing cultures.
Week 5	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Decision Making</b> Decision Making Definition and Process</li> </ul>
	Lect-II	Decision making types , Decision making conditions
Week 6	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Foundations of Planning:</b> What Is Planning, How Do Managers Plan</li> </ul>
	Lect-II	Establishing Goals and Developing Plans Types of plan ,MBO
Week 7	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Strategic Management</b> Strategic Management definition Strategic management Process</li> </ul>
	Lect-II	Types of Organizational Strategies, Corporate level, business level and functional level
Week 8	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Organizational Structure</b> Defining Organizational Structure and design Elements of organizational design work specialization, departmentalization, span of control</li> </ul>
	Lect-II	Chain of command, centralization and decentralization, formalization Traditional Organizational Design Decisions
<b>Mid Term Exam</b>		
Week	Lect-I	<ul style="list-style-type: none"> <li>▪ Organizing for flexibility in 21<sup>st</sup> century</li> </ul>

9	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Human Resource Management</b> Definition and HRM process Recruitment and Selection,</li> </ul>
Week 10	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Human Resource Management</b> Training and Development ,Performance Appraisal, Pay Benefits</li> </ul>
	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Understanding Individual Behavior</b> Organizational Behavior definition, Attitude and job performance</li> </ul>
Week 11	Lect-I	Job satisfaction, job involvement ,Employee Engagement
	Lect-II	Personality Theories
Week 12	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Motivation</b> ▪ Early Theories of motivation</li> </ul>
	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Motivation</b> Contemporary Theories of motivation</li> </ul>
Week 13	Lect-I	<b>Being an effective Leader</b> Early Leadership theories
	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Leadership</b> Contingency theories of leadership</li> </ul>
Week 14	Lect-I	Contemporary views of leadership
	Lect-II	<ul style="list-style-type: none"> <li>▪ <b>Control Process ,Organizational Performance</b> Control: Introduction , types and process</li> </ul>
Week 15	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Contemporary Management Issues</b> E-commerce and digital transformation, Sustainability and environmental management</li> </ul>
	Lect-II	Crisis management and risk assessment
Week 16	Lect-I	<ul style="list-style-type: none"> <li>▪ <b>Final Projects and Case Studies</b> Application of management concepts to real-world cases</li> </ul>
	Lect-II	Group projects and presentations, Review and synthesis of course material
<b>Final Term Exam</b>		