|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course:** | **Fundamentals of Management** | | | | |
| Year/Semester: | |  |
| Units/Cr Hrs: | | 3 Cr Hrs |
| Department: | FAST School of Management | | | **Instructor: Obaidulla Khan** |  |
| Cluster: | Management | | | Email: |  |
| Course Type: | Core Course | | | Phone: |  |
| Pre-Requisite(s):  Approval By: |  | | | Consultation Hrs:  Approval Date: |  |

COURSE DESCRIPTION

This broad-ranging course provides foundation for the understanding of management theory and practice to build advance concepts in the subsequent courses of degree scheme. It covers the historical roots and contemporary theories of management and shows the application of these concepts in the working of organizations. The students will appreciate the demands of management job in the context of internal environment and external challenges faced by the modern organizations. The course will develop an understanding of decision making and problem solving as essence of management practices within the paradigm of ethics and social responsibility. The details and application of four management functions of planning, organizing, leading and controlling are focused to explain the successful management of organizations in today’s competitive world.

LEARNING OBJECTIVES

The learning objectives of this course, along with Course Goals, are outlined under the three Intended Learning Outcomes (ILO) of knowledge, skills and attitudes. Students should be able to:

|  |  |  |
| --- | --- | --- |
| **Course Goals** | **Learning Objectives** | **Intended Learning Outcomes** |
| * Indigenous Management Theory and Practice * Discipline Specific Goals: Management * Perspectives * Critical Thinking * Ethics and Values * Interaction | * Learn about the historical background of management, organizational culture, its environment and its implications as well as the different approaches of management, including organizations as open systems (13.1, 5.1, 13..2, 8.1, 1.1, 1.2) * Understand the human resource management process and contemporary issues including ethical dimensions of management. (13.1, 13.2, 8.1, 8.3, 2.1, 1.1. 1.2) * Understand who leaders and managers are; they do and how; the skills and concepts necessary; and the functions of Management, identifying issues and solutions e.g. the Control process linking back the other three functions while identifying causes of issues. (13.1, 13.2, 13.4, 4.3,1.1, 1.2, 1.3) | Knowledge / Skills |
| * Indigenous Management Theory and Practice * Discipline Specific Outcomes: Management * Perspectives * Critical Thinking * Resource Management * Interaction | * Use the manager’s decision making process and understand the situational factors that influence it (1.2, 1.3, 5.2, 5.3, 6.2) * Make plans, fitting types of plans to the situation, and set effective goals (13.1, 5.2, 5.3, 1.3) * Use and apply gained knowledge and concepts to identify and compare business practices in companies (8.2, 8.3, 13.3, 13.2) * Work together in a group to use gained knowledge and concepts to identify, critically evaluate and compare local practices with management theories, providing suggestions where appropriate (4.2, 8.2, 8.3, 13.3, 13.2) | Skills |
| * Indigenous Management Theory and Practice * Discipline Specific Goals: Management * Interaction * Perspectives * Critical Thinking | * Develop leadership and management skills. (13.4) * Understand and apply concepts of leadership, group dynamics and individual behavior in organizations as well as the relevant socio-cultural factors, understanding when each is appropriate. (13.2, 1.1, 1.2, 8.1,4.1, 5.1) | Knowledge / Attitudes |

ASSESSMENT & GRADING

|  |  |  |
| --- | --- | --- |
| Class Participation | 08% |  |
| Group Project | 15% | Instructions to be given separately |
| Quizzes | 07% | Minimum 3 Quizzes |
| Sessional Exams | 20% | Two sessional exams @ 10% each |
| Final Exam | 50% | End of Semester; Coverage: Complete course |

COURSE CONTENTS

|  |
| --- |
| **Topics covered** |
| Introduction to Management |
| Management History |
| Organization Culture and Environment |
| Planning |
| Managers as Decision Makers |
| Foundations of Planning |
| Organizing |
| Organizational Structure and Design |
| Managing Human Resources |
| Leading |
| Understanding employees |
| Theories pertaining to leadership and leading employees |
| Controlling |
| Introduction to Controlling, Importance of Control Function, Measuring, Comparing, Organizational Performance etc. |

TEXTBOOK & REFERENCES

1. (Text) Stephen P. Robbins, Mary Coulter and Neharika Vohra, *Management*, Latest edition. Pearson
2. (Reference) Handouts & Cases

CLASS CONDUCT

Students are expected to maintain 100% attendance and ensure a professional demeanor in the class. Active participation in class discussion and activities is highly desirable. Upto 20% absences are allowed from lectures only in case of serious exigencies. Attendance will be marked in the beginning of the class and habitual latecomers will be marked absent.

***Attendance as well as grades will be regularly uploaded on Neon. Students are expected to keep track of their Neon records. In case of any discrepancy, let the instructor know at the earliest.***