**Course:  Fundamentals of Management**

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| **Instructor:**  **Email:** | Mahvesh Ali Khan  [mahvesh666@yahoo.com](mailto:mahvesh666@yahoo.com) |
| **Course Description:** | * Understand and comprehend the important role played by management in the contemporary business environment * Enhance interpersonal skills to meet the challenges facing today’s management * Encourage and support collaborative learning and teamwork as necessary management tools * Global perspective of management |
| **Books:** | **Text Book**   1. Stephen P. Robins, Mary Coulter   “Management” 7th or Latest Edition  **Reference Book**   1. H. Koontz Odonnel and H. Weihrich:   “Management “   1. Stephen P. David .DeCenzo   “Fundamental of Management”   1. Robert M. Fulmer: The New Management   **Important Material**   * Case Studies from Harvard Business review * Research Papers on Latest Management Issues   **Quotable Quotes**   * Reading prior to class is Must * Class participation will facilitate learning * Deadline assigned will not be changed |
| **Tentative Grading Policy:** | 15%  sessional 1  15% Sessional 2  50%  Final Exam  20%  Report and group presentation with video |
| **Plagiarism Policy:** | Group work is encouraged but cheating and plagiarism will not be tolerated. |
| **Project** | * Make a Group of 4 and names will be handed to me in next class * Choose an organization and apply all the concepts studied in the class on the organization * Group Presentation will be held in the last classes of the semester. |

**Course Contents**

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| **Lecture** | **Contents(Theory)** |
| 1 | **Introductory Class**  **Mangers and Managing**   * What is Management? * Managerial Functions |
| 2 | * Types of Managers * Managerial Roles and Skills |
| 3 | **Management Yesterday and Today**   * Scientific Management Theory * Administrative Management Theory * Quantitative Approach |
| 4 | * Management Science Theory * System and Contingency Approach * Current Trends and Issues   Activity : Case Study / Research Paper |
| 5 | **Organization Culture and Social Responsibility**   * Organization Culture * Culture issues faced by Managers * The Environment |
| 6 | * What is social Responsibility * Social responsibility and Economic performance * Managerial Ethics |
| 7 | **Decision Making**   * Decision Making Process * Rational Model |
| 8 | * Decision making styles * Managerial decision-making model * Decision Making for Today’s World |
| 9 | **Foundations of Planning**   * What Is Planning? * How Do Managers Plan? |
| 10 | * Establishing Goals and Developing Plans * Contemporary Issues in Planning |
| 11 | **Strategic Management**   * Importance of Strategic Management * Strategic Management Process |
| 12 | * Types of Organizational Strategies * Strategic Management in Today’s Environment |
| 13 | **Planning Tools and Techniques**   * Techniques for Assessing the Environment * Techniques for Allocating Resources |
| 14 | * Techniques for Allocating Resources (cont’d) * Contemporary Planning Techniques |
| 15 | **Human Resource Management**   * History * Strategic Human Resource Management |
| 16 | * Recruitment and Selection * Training and Development |
| 17/18 | **Mid-Term** |
| 19 | **Human Resource Management**   * Performance Appraisal * Pay Benefits |
| 20 | Human Resources Practice in Pakistan |
| 21 | **Organizational Structure**   * Defining Organizational Structure * Defining Organizational Design |
| 22 | * Organizational Design Decisions * Common Organizational Designs |
| 23 | **Motivation**   * Nature of Motivation * Need Theories |
| 24 | * Need Theories (Continued) * Contemporary Issues in Motivation |
| 25 | **Leadership and Trust**   * Nature of  Leadership * Manger Versus Leaders |
| 26 | * Theories of Leadership * Building Trust |
| 27/28 | **Communication and Interpersonal Skills**   * Understanding Communication * Developing Interpersonal Skills |
| 29 | * Qualities & Technology Related Issues |
| 30 | * Introduction & Types * Tools for controlling organization Performance |
| 31 | **Final Presentation** |
| 32 | **Final Presentation** |