National University of Sciences & Technology (NUST)
School of Electrical Engineering and Computer Science (SEECS)
Department of Electrical Engineering

<table>
<tr><td colspan="4" align="center">Introduction To Management</td></tr>
<tr><td>Course Code:</td><td>MGT 164</td><td>Semester:</td><td>2nd</td></tr>
<tr><td>Credit Hours:</td><td>2+0</td><td>Prerequisite Codes:</td><td></td></tr>
<tr><td>Instructor:</td><td>Qadeer Shehzad Sethi</td><td>Class</td><td>BESE 5 (A &B)</td></tr>
<tr><td>Office:</td><td></td><td>Telephone:</td><td>0321-5240253</td></tr>
<tr><td>Lecture Days:</td><td>Wednesday , Friday</td><td>E-mail:</td><td>sethiqadeer@hotmail.com</td></tr>
<tr><td>Class Room:</td><td>21 , 22 (RIMS)</td><td>Consulting Hours:</td><td></td></tr>
<tr><td>Knowledge Group:</td><td>Humanities & Sciences</td><td>Updates on LMS:</td><td>After every lecture</td></tr>
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Course Description:

This course introduces students to the roles and functions of managers. The content includes an introduction to organizations and the need for and nature of management. It examines the evolution of management theory, organizational environments, and corporate social responsibility and ethics. The course also includes introduction of the four functions of management: planning and decision making, organizing, leading and motivating, and controlling.

Course Objectives:
- Definemanagement/process/functions of management/managers rolesand types of managers.
- Examine the evolution of management theoriesand their application in today's management.
- Define organizational environment/culture/social responsibility and ethics.
- Analyze leadership skills and compare between leaders VS managers.
- Understand communication & interpersonal skills to meet the challenges facing today's management
- Students should be able to diagnose and recommend solutions to different common managerial problems, which they will demonstrate through class activities and assignments.
- Encourage and support collaborative learning and teamwork as necessary management tools.
- Plan an event or activity to practically demonstrate the learning outcomes of this management course.

Course Learning Outcomes (CLOs):

At the end of the course the students will be able to:	PLO	BT Level[*]
1. Examine the evolution of management theories and their application in today's management.	10	C-4
2. Analyze leadership skills and compare between leaders VS managers.	6,10	C-4
3. Plan an event or activity to practically demonstrate the learning outcomes of this management course.	6,10	C-5, P-4
* BT= Bloom's Taxonomy, C=Cognitive domain, P=Psychomotor domain, A= Affective domain		

Mapping of CLOs to Program Learning Outcomes

PLOs/CLOs	CLO1	CLO2	CLO3
PLO 1 (Engineering Knowledge)			
PLO 2 (Problem Analysis)			

PLO 3 (Design/Development of Solutions)			
PLO 4 (Investigation)			
PLO 5 (Modern tool usage)			
PLO 6 (The Engineer and Society)		√	√
PLO 7 (Environment and Sustainability)			
PLO 8 (Ethics)			
PLO 9 (Individual and Team Work)			
PLO 10 (Communication)	√	√	√
PLO 11 (Project Management)			
PLO 12 (Lifelong Learning)			

Mapping of CLOs to Assessment Modules and Weightage (s) (In accordance with NUST statutes)

	To be filled in at the end of the course.		
Assessments/CLOs	CLO1	CLO2	CLO3
Quizzes: 10%			
Assignments: 10%			
OHT-1: 15%			
OHT-2: 15%			
End Semester Exam: 50%			
Total : 100 %			

Books:	
Text Book:	1) Kathryn M. Bartol and David C. Martin, **Management,** McGraw-Hill, 1998, **3rd** Edition 2) Magretta, J. and Stone, N. (2002): **What Management Is - How it Works and why it's everyone's Business:**
Reference Book(s):	Harold Koontz, Heinz Weihrich, **Essentials of Management** *an International Perspective***,** Tata McGraw Hill, 2004, **6**th Edition

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Main Topics to be Covered:

1. **Management / Mangers and Managing**
   a) Definition of Management with the help of synergy process (Class activity)
   b) Management Process& Functions
   c) What are managers? Types of managers
   d) Management roles

2. **Management Yesterday and Today**
   a) Taylorism -- Fredrick Taylor
   b) Scientific Management Theory
   c) Theory X and Y
   d) Administrative Management Theory
   e) Quantitative Approach
   f) Scientific Management Theory

3. **Organization Culture and Social Responsibility**
   a) Organization Culture – The Environment
   b) Cultural Issues Faced by Managers

4. **Decision Making**
   a) Decision Making Process
   b) Decision making styles
   c) Managerial decision-making model

4. **Foundations of Planning**
   a) What Is Planning?
   b) How Do Managers Plan?
   c) Establishing Goals and Developing Plans
   d) Contemporary Issues in Planning

5. **Motivation**
   a) What is motivation?
   b) Maslow's Theory of need
   c) Contemporary Issues in Motivation

6. **Leadership and Trust**
   a) What is Leadership? How to be a leader?
   b) Leadership Styles
   c) Manger Versus Leaders
   d) Finding a leader within yourself (Class Activity)

7. **Communication & Interpersonal Skills**
   a) Understanding Communication / Communication Process
   b) Developing communication skills

8. **Social Responsibly Of Management**
   a) What is social Responsibility?
   b) Managerial Ethics
   c) Work Ethics & Courtesy

9. **Seminar Management**

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Week No	Topics
Week 1	Class Introduction / Course Outline / Course Introduction What is Management?/Finding Definition of Management Through Process of Synergy
Week 2	Management Functions Managerial Roles and Skills Types of Managers Taylorism -- Fredrick Taylor / Scientific Management Theory /Theory X and Y
Week 3	Administrative Management Theory Quantitative Approach
Week 4	Management Science Theory Organization Culture – The Environment
Week 5	Culture issues faced by Managers What Is Planning?How Do Managers Plan?
Week 6	OHT-I
Week 7	Establishing Goals and Developing Plans Contemporary Issues in Planning
Week 8	What is Leadership? /How to be a leader? / Leadership Styles Manger Versus Leaders / Finding a leader within yourself (Class Activity)
Week 9	Decision Making Process / Decision making styles Managerial decision-making model
Week 10	Organization Culture – The Environment Culture issues faced by Managers
Week 11	Understanding Communication / Communication Process Developing Communication Skills
Week 12	OHT-II
Week 13	Motivation Maslow's Theory of Needs
Week 14	Need Theories (Continued) Contemporary Issues in Motivation
Week 15	What is social Responsibility? Managerial Ethics/ Work Ethics & Courtesy
Week 16	Group Dynamics Change Management / Implementing Change
Week 17	Project – Seminar
Week 18	End Semester Exam

Grading Policy:	
Quiz Policy:	The quizzes will be unannounced and normally last for ten minutes. The question framed is to test the concepts involved in last few lectures. Number of quizzes that will be used for evaluation is at the instructor's discretion.
Assignment Policy:	In order to develop comprehensive understanding of the subject, assignments will be given. Late assignments will not be accepted / graded. All assignments will count towards the total (No 'best-of' policy). The students are advised to do the assignment themselves. Copying of assignments is highly discouraged and violations will be dealt with severely by referring any occurrences to the disciplinary committee. The questions in the assignment are meant to be challenging to give students confidence and extensive knowledge about the subject matter and enable them to prepare for the exams.

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Plagiarism:	SEECS maintains a zero tolerance policy towards plagiarism. While collaboration in this course is highly encouraged, you must ensure that you do not claim other people's work/ ideas as your own. Plagiarism occurs when the words, ideas, assertions, theories, figures, images, programming codes of others are presented as your own work. You must cite and acknowledge all sources of information in your assignments. Failing to comply with the SEECS plagiarism policy will lead to strict penalties including zero marks in assignments and referral to the academic coordination office for disciplinary action.