

**PRE-REQUISITE**

Intermediate: F.A/ F.Sc. / I.Com or equivalent

**LEARNING OUTCOMES:**

1. Discuss and communicate the management evolution and how it will affect future managers.
2. Observe and evaluate the influence of historical forces on the current practice of management.
3. Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
4. Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.
5. Practice the process of management's four functions: planning, organizing, leading, and controlling.
6. Evaluate leadership styles to anticipate the consequences of each leadership style.

**CONTENTS**

Examination of management theory and provide opportunities for application of these ideas in real world situations. This examination focuses on the managerial functions of Assessing, Planning, Organizing, and Controlling. Both traditional and cutting-edge approaches are introduced and applied. Specific attention is paid throughout the course to the ethical implications of managerial action and inaction.

- Evaluate the global context for taking managerial actions of planning, organizing and controlling.
- Assess global situation, including opportunities and threats that will impact management of an organization.
- Integrate management principles into management practices.
- Assess managerial practices and choices relative to ethical principles and standards.
- Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- Determine the most effective action to take in specific situations.
- Evaluate approaches to addressing issues of diversity.

**Module I Introduction to Management and Foundation of Management:**

What is management, Functions, Skills of management, Management types, Historical forces shaping management, Classical management – Scientific Management-  
Bureaucratic Management – Administrative principles, Humanistic Perspective –Human Relations Movement – The Human Resource Perspective – The Behavioral Science Approach, Ethics

**Module II Goal Setting & Planning:**

Goals, Planning, Types of planning, Time Horizon, What is strategy, Strategic management, SWOT, Types of Strategies, From Formulation to Implementation, Fundamental of decision making, Types of decision making, Steps in decision making.

**Module III Fundamental of organizing:**

What is organizing, Types of organizations, Departmentalization, Division of labor.

**Module IV Leading:**

Nature of leadership, Leadership verses Management, Position power, Personal power, Empowerment, Behavioral approach, Contingency Approach, New Leadership Approach.

**Module V Controlling:**

Importance of Control, Planning & Controlling, Organization control focus, TQM, Elements of organization control, Management control system, Financial Control, Budgeting process, Trends in financial control

**ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR**

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

**ASSESSMENT AND EXAMINATIONS:**

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

**RECOMMENDED TEXT BOOKS/ SUGGESTED READINGS:**

1. Understanding hospitality Law. Jack. P. Jeffries and Banks Brown 4th edition. Chips Books, Texas.
2. Hospitality and tourism law, M. Boustiv, J. Ross, N. Geddes, W. Stewart, International Thomson Business press 1999.
3. Principles of Hospitality Law, Mike Boella, Alan Pannett, 2nd edition, Cengage Learning Business Press.
4. [www.tourism.gov.pk](http://www.tourism.gov.pk)
5. Publication for Acts
6. Stephen P. Robins, Mary Coulter: Management
7. H. Koontz Odonnel and H. Weihrich: Management

8. *McFarland: Management: Foundation and Practice*
9. Robert M. Fulmer: *The New Management*
10. Brownell, Judi. "Women in Hospitality Management: General Managers' Perception of Factors Related to Career Development." *International Journal of Hospitality Management*, Vol. 13, No. 2, pp. 101-118, June 1994.
11. H. Koontz Odonnel and H. Weihrich: *Management*
12. *McFarland: Management: Foundation and Practice*
13. Robert M. Fulmer: *The New Management*.