

Institute of Administrative Sciences
Faculty of Business, Economics, and Administrative Sciences
University of the Punjab, Lahore
Course Outline



Programme	BS Management	Course Code	MGT-105	Credit Hours	3
Course Title	Fundamentals of Management				
Course Introduction					
<p>This is the introductory course in management. The course is designed to provide students with an overview of the management functions and its role in organizations and society. The course aims to provide students with the basic managerial knowledge necessary for Business students. The course focuses on providing students with analytical, developmental, managerial and technical skills that relate to managerial positions in organizations. This course is an introduction to the critical management skills involved in planning, organizing, controlling, leading and decision making in an organization. It provides a framework for understanding issues involved in both managing and being managed, and it will help you to be a more effective contributor to organizations that you join. This course develops a "systems" view of organizations that examine organizations as part of a context, including but not limited to environment, strategy, structure, tasks, people and outputs.</p>					
Learning Outcomes					
<p>On completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a basic understanding of Management and its history 2. Demonstrate a basic understanding of management functions, including planning, organizing, leading and control. 3. Identify and write down the management functions of any original organization 					
Course Content				Assignments/Readings	
Week 1	Unit 1: Management and its History				
Week 2	Unit 2: Organizational Culture and Environment <ul style="list-style-type: none"> • The Manager: Omnipotent or Symbolic? • The External Environment: Constraints and Challenges • Organizational Culture: Constraints and Challenges 87 • Current Issues in Organizational Culture 				
Week 3	Unit 3: Decision Making the Essence of Manager's Job <ul style="list-style-type: none"> • The decision -making process • Approaches to decision -making • Types of Decisions and Decision-Making Conditions • Decision –making biases and errors • Effective Decision Making in Today's World 				
Week 4	Unit 4: Planning				

	<ul style="list-style-type: none"> • The what and why of planning • Goals and Plans • Setting goals and developing plans • Contemporary issues in planning 	
Week 5	Unit 5: Organization Structure and Design <ul style="list-style-type: none"> • Six Elements of Organizational Design • Mechanistic and organic structures • Contingency Factors Affecting Structural Choice • Traditional Organizational Design Options • Organizing for flexibility in the 21st century 	
Week 6	Unit 6: Motivation <ul style="list-style-type: none"> • What is Motivation? • Early Theories of Motivation • Contemporary Theories of Motivation • Current issues in Motivation 	
Week 7	Unit 7: Leadership <ul style="list-style-type: none"> • Who Are Leaders and What Is Leadership? • Early Leadership Theories • Contingency theories of leadership 	
Week 8	Unit 8: Communication <ul style="list-style-type: none"> • The Nature and Function of Communication • Methods and challenges of interpersonal communication • Effective Organizational Communication • Communication in the Internet and Social Media Age • Communication Issues in Today's Organizations • Becoming a better communicator 	
Week 9	Unit 9: Control Process <ul style="list-style-type: none"> • What is controlling and why is it important? • The control process • Managerial Decisions in Controlling • Controlling for organizational and employee performance • Contemporary issues in control 	

Textbooks and Reading Material

4. Daft, R. L. (2022). Management. Boston, MA. Cengage.
5. Harvard Business Review Press. (2020). HBR'S 10 MUST READS ON LEADERSHIP: 2-VOLUME COLLECTION. BOSTON: HARVARD BUS REVIEW Press.
6. Robbins, S.P. & Coulter, Mary (2019). Management; Pearson.
7. Harvard Business Review for selected articles and case studies

8. Management by Stephen P. Robbins, Mary Coulter and Agna Fernandez, 14th edition

Teaching Learning Strategies

This course makes use of interactive teaching and learning strategies which engage students to promote critical and reflective thinking, research and evaluation skills that will help them become better learners and enhance their skill set. Students will use personal and social capability to collaboratively work with others in learning activities, appreciate their own strengths and abilities and those of their peers, enabling them to develop a range of interpersonal skills such as communication, negotiation, teamwork, leadership and an appreciation of diverse perspectives.

Assignments: Types and Number with Calendar

Will be decided by the course instructor

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination 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.