

# Hailey College of Banking and Finance

University of the Punjab, Lahore

## COURSE OUTLINE

Program		Course Instructor	
Year/Semester	-	E-Mail	
Name of the Course	<b>Principles of Management</b>		
Course Code	<b>BHBF313</b>		
Credit Hours	<b>3</b>		
Category	Core Course		
Pre requisites	Basic concepts of the management and their applicability in practice.		
Follow up	Class Quizzes / Assignment.		
Aims and Objectives	To make its participants aware of basic concepts of the management and their applicability in practice.		
Teaching Methodology	<p>May include all or some of the following:</p> <ul style="list-style-type: none"> <li>➤ Lectures</li> <li>➤ Discussions</li> <li>➤ Case Studies</li> <li>➤ Handouts</li> <li>➤ Projects &amp; Term Papers</li> <li>➤ Reading Assignments</li> <li>➤ Classroom Presentations.</li> </ul> <p>Active class participation is encouraged.</p>		

### Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1 <sup>st</sup>	Introduction: Management <ul style="list-style-type: none"> <li>- What is management?</li> <li>- What do managers do?</li> <li>- Functions of management</li> </ul>
2 <sup>nd</sup>	Introduction: Management <ul style="list-style-type: none"> <li>- Skills of a manager</li> <li>- Roles of a manager</li> <li>- What is an organization?</li> </ul>
3 <sup>rd</sup>	Management History <ul style="list-style-type: none"> <li>- Classical Approach                             <ul style="list-style-type: none"> <li>• Scientific Approach</li> <li>• General Administrative Theory</li> </ul> </li> <li>- Quantitative Approach</li> <li>- Research Article Discussion</li> </ul>
4 <sup>th</sup>	Management History <ul style="list-style-type: none"> <li>- Behavioral Approach</li> <li>- Contemporary Approach</li> </ul>
5 <sup>th</sup> & 6 <sup>th</sup>	Organizational Culture and Environment

	<ul style="list-style-type: none"> <li>- Organizational culture</li> <li>- Organizational Environment</li> <li>- Case Discussion</li> </ul>
7 <sup>th</sup>	<p>Managers as Decision Makers</p> <ul style="list-style-type: none"> <li>- Decision Making Process</li> <li>- Managers making decisions</li> <li>- Case discussion</li> </ul>
8 <sup>th</sup>	<p>Managers as Decision Makers</p> <ul style="list-style-type: none"> <li>- Types of decisions and decision making conditions</li> <li>- Decision making styles</li> <li>- Decision making biases and errors</li> </ul> <p><b>Revision</b></p>
<b>Mid-Term Examination</b>	

#### After Mid-Term Examination

Week	Topic
9 <sup>th</sup> & 10 <sup>th</sup>	<p>Foundations of Planning</p> <ul style="list-style-type: none"> <li>- What and why of planning</li> <li>- Goals and plans</li> <li>- Types of goals</li> <li>- Types of plans</li> </ul>
11 <sup>th</sup> & 12 <sup>th</sup>	<p>Motivating Employees</p> <ul style="list-style-type: none"> <li>- Early theories of Motivation <ul style="list-style-type: none"> <li>• Maslow's Hierarchy of needs theory</li> <li>• McGregor's Theory X and Theory Y</li> <li>• Herzberg's Two Factor Theory</li> <li>• McClelland's Three Needs Theory</li> </ul> </li> <li>- Case Discussion</li> </ul>
13 <sup>th</sup> & 14 <sup>th</sup>	<p>Motivating Employees</p> <ul style="list-style-type: none"> <li>- Contemporary Theories of Motivation <ul style="list-style-type: none"> <li>• Goal-Setting Theory</li> <li>• Reinforcement Theory</li> <li>• Job design Theory</li> <li>• Equity Theory</li> <li>• Expectancy Theory</li> </ul> </li> </ul>
15 <sup>th</sup>	<p>Managers as Leaders</p> <ul style="list-style-type: none"> <li>- Who are leaders?</li> <li>- What is leadership?</li> <li>- Early leadership theories <ul style="list-style-type: none"> <li>• Trait theories</li> <li>• Behavioral theories</li> </ul> </li> <li>- Article Discussion</li> </ul>

16 <sup>th</sup>	Introduction to Controlling <ul style="list-style-type: none"> <li>- Control process</li> <li>- Types of control             <ul style="list-style-type: none"> <li>• Feed forward</li> <li>• Concurrent</li> <li>• Feed back</li> </ul> </li> <li>- Case Discussion</li> </ul> <b>Revision</b>
<b>Final Examination</b>	

Text / Reference Books		Management by Stephen P Robbins & Mary Coulter			
Instructional Aids/Resources		Whiteboard, Research Articles, Multimedia, Real World examples			
<b>Assessment Criteria</b>	<b>Marks in %</b>	<b>Session</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>
		<b>25</b>	<b>35</b>	<b>40</b>	<b>100</b>
	<b>Result</b>				
<b>Recommendations</b>					
<b>Notes:</b>					
<ol style="list-style-type: none"> <li>1. 75% Class Attendance is mandatory failing to which the student shall be dropped from the class</li> <li>2. Assignments must be completed and deposited on time.</li> </ol>					
<b>Governing Rules</b>					
Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking roaming, general behavior, etc. on the Campus. Any violation thereof is punishable under the relevant rules.					

*Best of Luck*