



University of Management and Technology
School of Commerce and Accountancy
Quaid e Azam Campus

Course Outline

Course Title: Introduction to Management (MG-354)	
Program	ADP (A&F)
Credits Hours	3
Duration	15 Weeks / 30 Sessions
Prerequisites	None
Resource Person	
Contact/Email	

Course Description:

This course introduces you to the main concepts and advancement in the field of management. This course will create a basic understanding about the concepts of Management along with Management processes including recent developments and practical tools in the field of Management, which will enable you to effectively work with and through others in an organization.

The contents of this course outline are relevant to any type of organization or group, empowering you to lead others, negotiate, embrace change and better understand the role of business in society.

Learning Objectives:

After studying this course the students will be able to:

1. Comprehend the Management process.
2. Understand and appreciate the global dimensions of management.
3. Relating environment, organization culture and entrepreneurship with respect to management.
4. Developing controlling procedures and planning objectives for a process.
5. Organizing the Human Resources in line with the management objectives.
6. Implement Team Work, motivate and lead in any given managerial role.
7. Use problem solving strategies and critical thinking in real life situations.
8. Approach change with enthusiasm.

Teaching-Learning Methodology:

- Lectures
- Recommended Text/ Supplementary Texts
- Handouts
- Case Studies
- Skill Development Exercises
- Industrial/ Corporate Visits
- Project Report

Recommended Text Book:

1. Management

10th Edition

By: Stephen P. Robbins, Mary Coulter & Neharika Vohra

Supplementary Text Books:

1. Principles of Management

By: Danny Samson & Richard L. Daft

Assessment & Evaluation:

Quizzes	15%	
Assignments		}
Final Project	20%	
Project Presentation/Presentations		
Mid Term	25%	
<u>End Term Exam</u>	<u>40%</u>	
Total:	100	

SEHEDULE OF ACTIVITIES

Week	Contents/Topics to be Taught	Tasks/Activities
1	Distribution of Course Outline. General introduction with the participants. General guidelines and instructions for participants. Overview and importance of the particular Course.	Course Outline Distribution
2	What is Management? Management functions. Organizational performance. Management skills. Management types. Who is a manager? Managing crises and unexpected events.	Assignment 1
3	The external environment. The organization- environment relationship. The internal environment: corporate culture. Environment and culture. Cultural leadership.	Quiz 1
4	Goals, plans and performance. Goals in organizations. Criteria for effective goals. Planning types and models. Planning in turbulent environment. The new planning approach.	
5	Thinking strategically. The strategic management process. Formulating corporate-level strategy. Formulating business-level strategy. Formulating functional-level strategy. Putting strategy into action: controlling implementation.	
6	Organizing the vertical structure. Departmentalization. Factors shaping structure.	Assignment 2
7	The strategic role of HRM. Environmental influences on HRM. Attracting an effective workforce. Developing an effective workforce. Maintaining an effective workforce.	Quiz 2
8	MID TERM EXAMINATION	

9	The nature of leadership. Leadership versus management. Leadership traits. Autocratic versus democratic leaders. Behavioral approaches. Contingency approaches. Leading change. Contemporary leaders.	
10	Teams at work. Types of teams. Work-team characteristics. Team processes. Managing team conflicts. Benefits and costs of teams. Negotiation.	Assignment 3
11	Importance of control. Organizational control focus. Feedback control model. Financial statements and analysis. Total quality management (TQM). Trends in quality and financial control. Qualities of effective control systems.	Quiz 3
12	Turbulent times and the changing workplace. Changing things: new products and technologies. Channing people and culture. Model of planned organizational change. Implementing change.	
13	A borderless world. Economic environment. Legal-political environment. Sociocultural environment. Getting started internationally. What is social responsibility? Evaluating an organizations social performance. Ethics and management revolution.	Quiz 4
14	Assigned/ Approved Topics	Project & Presentations (if any)
15	Assigned/ Approved Topics	Project & Presentations (if any)
16	END TERM EXAMINATION	

Classroom Rules & Behavior:

- **Regularity and Punctuality will be very strictly observed. You have an allowance of only six absences (Out of 30 sessions).**
- **No leave is acceptable (Except Special Cases referred by Director).**
- **Arrive in the class within 10 minutes of the scheduled time, Otherwise marked absent.**
- **In case of group presentation any student with absenteeism will get zero marks.**
- **No Quiz, Assignment, Project will be accepted or entertained after due date.**
- **Zero tolerance for Mobile usage in class.**
- **No participant will be allowed to sit without displaying his/her student card.**

Participant Responsibilities:

Class Participation:

Positive, healthy and constructive class participation will be monitored for each class. Particular emphasis will be given during the presentation sessions. The manner in which the question is asked or answered will also be noted. Your behaviour, as business executives in the class will contribute to the class participation marks.

Honesty Policy:

A student found in cheating (plagiarism) on any exam/ assignment/ project, his/her case will be referred to Unfair Means Committee (UFM) that may result in no credit (i.e. no grade) for that exam/ assignment/ project. A deduction from the sessional marks and financial penalties are other possibilities as decided by the committee.

Plagiarism:

It is defined in dictionaries as "the wrongful appropriation, close imitation, or purloining (stealing) and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work.