** Daffodil International University**

Faculty of Business & Entrepreneurship

Department of Business Administration

Semester : Spring 2021

Course  **: Fundamentals of Management (MGT-101)**

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**Course Description:**

The course of Fundamentals of Management is planned to discuss management theories, concepts, techniques, and practices in the context of complex, dynamic, changing and globalizing business world. Applying the functional or process approach to the study of management, the discussion will cover all main management functions: planning, organizing, directing and controlling. This will prepare students with a framework for understanding and analyzing the nature of managerial works and the determining factors of managerial success.

**Learning Outcomes:**

Upon completion of this course contents (Lectures, tutorials, texts for the course and readings), students are expected to be able to:

1. Acquire knowledge of key principles, roles and skills of management and able to critically apply this knowledge to the analysis of a complex case study.
2. Identify the internal and external environment and how environment affect organizations.
3. Understand about managerial ethics in the organization and how to perform social responsibility in the proper manner.
4. Understand the practical practices of management functions such as planning, organizing, motivation and leading in the organization.
5. Have a reflection of contemporary trends in management.
6. Have a strong practical focus and also covering latest case studies in the field.

**Required Course Materials and Readings:**

**Text Book:**

1. ***Management*** by R.W. Griffin, A.I.T.B.S. publishers and distributor, New Delhi, (Latest edition.)

**Reference Books:**

1. ***Management*** by Harold Koontz and Heinz Weihrich, McGraw-Hill Book Company, NewYork (USA), (Latest edition.)
2. ***Management*** by Stephen P. Robbins and Mary Coulter, Prentice Hall Inc. (Latestedition.)

**Lecture Schedules**

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| **Particulars** | **Topics to be covered** |
| **Managing and the Manager’s Job** | An introduction to Management (Covered Definitions and Nature of Management), The Management Process, Kinds of Managers, Managing in Different Areas of the Organization, Basic Managerial Roles, Basic Managerial Skills, The Science and Art of Management.  **Video Study** |
| **Traditional and Contemporary Issues and Challenges** | The Classical Management Perspective – Principles of Scientific Management and Principles of Administrative Management, The Behavioral Management Perspective- The Human Relation Movement (Covered Theory X and Theory Y) **Case Study** |
| **The Environment and Culture of Organizations** | Organization’s Environments- The Elements of External and Internal Environment, The Organization’s Culture- Managing Organization Culture, Organization-Environment Relationship- How Environments Affect Organizations  **Case Study** |
| **The Ethical and Social Environment** | Individual Ethics in Organizations (Covered Basics of Ethics), Managing Ethics, Managing Ethical Behavior, Areas of Social Responsibility,  Arguments For and Against Social Responsibility. |
| **The Global**  **Environment** | The Meaning of International Business, Managing the Process of Globalization, The Role of the GATT and the WTO  **Case Study** |
| **Mid Term Examination** | |
| **Basic Elements of**  **Planning and Decision**  **Making** | Planning and Decision Making: Nature of Planning, The Planning Process, Kinds of Goals and Kinds of Organizational Plans, Time Frames for Planning, Types of Operational Plans, Planning- Steps in Planning-Tools and Techniques for Planning. |
| **Managing Decision**  **Making and Problem**  **Solving** | The Nature of Decision making- Decision Making Defines, Types of Decisions, Decision-Making Conditions, Rational Perspective on DecisionMaking- Steps in Rational Decision Making, Behavioral Aspects of Decision Making- Administrative Model and Their Elements, Forms of Group and Team Decision Making.  **Case Study** |
| **Basic Elements of**  **Organizing** | The Elements of Organizing- Departmentalization,  Establishing Reporting Relationships, Distributing  Authority. |
| **Managing Employee**  **Motivation and**  **Performance** | The Nature of Motivation, The Needs Hierarchy Approach (Covered Maslow’s Hierarchy of needs and The ERG Theory), The Two Factor Theory, Individual Human Needs, Equity Theory, Alternatives Forms of Work Arrangements. |
| **Managing Leadership**  **and the Influence**  **Process** | The Nature of Leadership, Leadership and Management, Leadership and Power, Leadership Traits, Leadership Behaviors, Leadership Style based on Authority. |
| **Basic Elements of**  **Control** | The Nature of Conflict, Purpose of Control, Types of Control, Steps in the Control Process. |
| **Final Examination** | |

**Industrial Attachments**

i. The students will be sent to multinational or local organizations to get practical knowledge and understand the process of corporate social responsibility in the respective organization and to analyze the Carroll Model.

ii. A practical learning workshop will be conducted by the experts (holding managerial position) to discuss about the overall managerial activities of a manufacturing or service organization.

iii. The students will conduct an interview session with a leader or top managers or CEO’s of an organization to understand the leadership quality to be an effective people in their lives.