



Trimester	Summer 2021
Course Title	Fundamentals of Management
Course Code	MGT-101
Course Instructor	Nujhat Anjum Ani
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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.

Course Objectives:

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

- Acquire knowledge of key principles of management and able to critically apply this knowledge to the analysis of a complex case study.
- Understand and apply a selected management topic to a real organizational setting
- Have a reflection of contemporary trends in management.
- Have a strong practical focus and also covering latest research studies in the field.

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, New York (USA), (Latest edition.)
2. **Management** by Stephen P. Robbins and Mary Coulter, Prentice Hall Inc. (Latest edition.)

Lecture Schedules

Chapter	Chapter Name	Topics to be covered
Chapter 01	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.
Chapter 02	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)
Chapter 03	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
Chapter 04	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.
Chapter 05	The Global Environment	The Meaning of International Business, Managing the Process of Globalization, The Role of the GATT and the WTO
Chapter 06	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.
Mid-Term Examination		
Chapter 07	Managing Strategy and Strategic Planning	The Nature of Strategic Management- The components of Strategy, Types of Strategic Alternatives, Strategy Formulation and Implementation, Using SWOT Analysis to Formulate Strategy.
Chapter 08	Managing Decision Making and Problem Solving	The Nature of Decision making- Decision Making Defines, Types of Decisions, Decision-Making Conditions, Rational Perspective on Decision

		Making- Steps in Rational Decision Making, Behavioral Aspects of Decision Making- Administrative Model and Their Elements, Forms of Group and Team Decision Making.
Chapter 09	Basic Elements of Organizing	The Elements of Organizing- Departmentalization, Establishing Reporting Relationships, Distributing Authority.
Chapter 10	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.
Chapter 11	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.
Chapter 12	Basic Elements of Control	The Nature of Conflict, Purpose of Control, Types of Control, Steps in the Control Process.
Final Examination		