



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Fundamental of Management
Course Code	MGT109
Semester	Second
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

Fundamental of Management is an introductory course and is required for all business majors. This course explains the relationships between organizational mission, goals and objectives and their successful achievement. It will clarify the significance and necessity of managing an organization. Management will reveal understanding of various organizational processes and behaviors and the theories associated with them. This course will help students to conceptualize how internal and external environment shape organizations and their responses. Principles of management demonstrates critical thinking skills in identifying ethical, global, and diversity issues in planning, organizing, controlling and leading functions of management. It will help students to understand organizational design and structural issues.

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Books

- Management by Hoseph M.Putti Publishers McGraw Hill
- Management A Global Perspective Tenth Edition by " Harold Koontz" Publisher McGraw Hill
- Management 5th Edition 1999Publisher Prentice Hall International
- Management A Global Perspective Tenth Edition By Harold Koontz Publisher McGraw Hill
- Stephen P. Robins, Mary Coulter: Management
- Mc Farland: Management: Foundation and Practice
- Robert M. Fulmer: The New Management

12	Steps in Decision making ◇ A decision situation ◇ Decision making technique
13	Communication ◇ Meaning & its types ◇ Barriers to communication ◇ Avoiding pitfalls in communication ◇ Media for communication
14	Motivation ◇ Components of motivation ◇ Various human motives ◇ Motivation theories
15 &16	Leadership Management ◇ Meaning ◇ Leadership Styles ◇ Japanese management
Two Assignments + Two Test+ Presentation	
Final Term	

Learning Outcomes:

After the course, the student should be able to describe:

- The functions of management in companies and organizations
- Main theories in management and organization
- Understand the environmental context in which organizations operate
- The internal and external environment of an organization
- An organization, its structure and culture