



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Principles of Management
Course Code	MGT304
Semester	First
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

Principles 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

- Koontz, Donnelly (1998), Management Wehrich M. G. Hill
- Stephan, Coulter Management of Management M.G. Hill
- Drucker P. F. (1994) Project of Management Professional Publishing.

WEEK WISE BREAKDOWN

Week	Description
1	Introduction to Management <ul style="list-style-type: none"> ◇ Management Introduction ◇ Characteristics of Organization ◇ Organization Levels
2	Management Activities <ul style="list-style-type: none"> ◇ Management Functions ◇ Management Roles ◇ Management skills
3	Evolution of Management <ul style="list-style-type: none"> ◇ The Evolution of Management ◇ Development of Management Theories
4	Principles of Management <ul style="list-style-type: none"> ◇ Fayol 14 Principles of Management ◇ Weber ideal Bureaucracy
5	Planning <ul style="list-style-type: none"> ◇ The nature and purpose of Planning ◇ Steps in Planning, steps in Typical MBO program
6	Strategies <ul style="list-style-type: none"> ◇ Strategic Management ◇ Levels of strategy ◇ Strategic Management Process ◇ Corporate Portfolio Matrix
7	Organizational Structure <ul style="list-style-type: none"> ◇ Organization Structure & Design ◇ Building the Vertical Dimension of Organization ◇ Building the Horizontal Dimension of Organization
8	Staffing <ul style="list-style-type: none"> ◇ Human Resource Management ◇ Human Resource Management Process ◇ Human Resource Planning
	Two Assignments + Two Test Mid Term Exam
9	Factor Affecting Staffing <ul style="list-style-type: none"> ◇ Staffing, Situational Factors Affecting Staffing ◇ Identifying Job Requirements
10	Selection Requirements and Techniques <ul style="list-style-type: none"> ◇ Selection (System Approaches to Selection) ◇ Position Requirement and Job Design ◇ Skills and characteristics Needed by Managers

	◇ Selection Process(Techniques and Instruments)
11	Leadership ◇ Human Factors and Motivation ◇ Human factors in Managing Motivation
12	Leadership ◇ Leadership ◇ Characteristics of Leadership ◇ Leadership Behavior and styles
13	Likerts Systems ◇ Likerts Fout Systems of Management ◇ Managerial Grid
14	Controlling ◇ The System and Process of Controlling ◇ Basic Control Process ◇ Critical Control Points and Standards
15	Controlling Tools ◇ Requirements for effective control ◇ Developing excellent Management
16	◇ Current Issue in Management
	Two Assignments + Two Test+ Presentation Final Term

Learning Outcomes:

- 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