

VICTORY UNIVERSITY OF BANGLADESH
DEPARTMENT OF BUSINESS ADMINISTRATION

Course Profile

Bachelor Of Business Administration & Tourism and Hospitality Management

COURSE TITLE: INTRODUCTION TO MANAGEMENT

COURSE CODE : MGT 215

Description

This course is designed to be an overview of the major functions of management. Emphasis is on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

Course Objectives

Upon completion of this course, students are expected to be able to:

- Focus on the foundations of management, covering the essential concepts in management.*
- Reflection of contemporary trends in management.*
- It offers strong practical focus and also covering latest research studies in the field.*

TextBooks

- 1. Robbins, S.P. & Coulter, Mary (1996) Management; Prentice Hall.*
- 2. Robbins, S.P. & Decenzo, David A. (2001) Fundamentals of Management, Pearson.*
- 3. Decenzo, David A. & Robbins, S.P. (1996) Human Resource Management. John Wiley.*

COURSE OUTLINES

Class	Particulars
1 st Class	Introduction to Managers and Management: What is Management and what do managers do?
2 nd Class	Introduction to Managers and Management: Management roles, Management skills
3 rd Class	History of management, Principles of Management
4 th Class	Management by Objectives, Management by Everywhere, Management by Exception
5 th Class	Management functions: Planning, Organizing, Leading & Controlling
6 th Class	Planning: The foundations of planning, The definition of planning, Purposes of planning, Types of plans
7 th Class	Presentation
8 th Class	Planning: Contingency factors on planning, Multiplicity of objectives, Real versus stated objectives, Traditional objective setting
9 th Class	Organization Structure and Design: Building the vertical dimension of organizations, Building the horizontal dimension of organizations
10 th Class	Organization Structure and Design: The contingency approach to organization design Application of organization design
11 th Class	Class Test
12 th Class	Motivation: What is motivation? Contemporary approaches to motivation, Contemporary issues in motivation, From theory to practice: suggestions for motivating employees
	Mid-Term Examination
13 th Class	Douglas McGregor's X and Y Theory, Abraham Maslows Need Hierarchy Theory, Federick Herzberg,s Two Factors Theory of Motivation
14 th Class	Leadership: Meaning, Characteristics, Types and Styles
15 th Class	Leadership: Managers verses leaders, Trait theories, Behavioral theories, Contingency theories Emerging approaches to leadership, Contemporary issues in leadership
16 th Class	Communication: Communication and interpersonal skills, Understanding communication, Communication styles of men and women,
17 th Class	Communication: Feedback skills, Delegation skills', Conflict management skills, Negotiation skills
18 th Class	Controlling: What is control? The importance of control, The control process, Types of control, Qualities of effective control, The dysfunctional side of control, Ethical issues in control
19 th Class	Presentation
20 th Class	Controlling tools and techniques, Information controls, Financial controls, Operations controls, Behavioral controls
21 st Class	The decision making process, The rational decision maker, Decision making styles, Analysing decision alternatives: Certainty, Risk, Uncertainty
22 nd Class	Productivity and Operations Management, Management Change in Organization
23 rd Class	Case Study

24 th Class	Case Study
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COURSE EVALUATION

Particulars	Weight	Marks
Works Sheet		
Class Attendance	10%	10
Class Tests	10%	10
Presentation	10%	10
Case Study/Field Work/Report Writing	5%	5
Mid-term Test	25%	25
Final Examination	40%	40
Grand Total	100%	100

Grading System

Marks Obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.5
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	(D regular)	2.00
Less than 40%	F	Fail	0.0

COURSE CONDUCTION

Semester & Class Begin	Summer, 2016 & 15 June, 2016
Course Instructor	Md. Shawan Uddin Assistant Professor Department of Business Administration
Credit Hour/ Week	3 Hours & 1.5 Hour/Class
Total Lectures	Nineteen
Presentation Class	Two
Class Test	One
Case Study/Field Work	Two
Class Date & Time	Monday, 09.30 AM-11.00 AM, Room # A 702 Wednesday, 09.30 AM-11.00 AM, Room # A 702

Mid-Term Schedule	2 nd – 8 th August, 2016
Final Examination	29 th Sept. – 5 th October, 2016