

VICTORIA UNIVERSITY OF BANGLADESH

58/11/A, Panthapath, Dhaka-1205

Course Profile: Fall Semester 2016



Faculty	Computer Science & Engineering		
Program	CSE/CSIT		
Course Code	MGT 215		
Course Title	Introduction To Management		
Course Instructor	<p align="center">Md. Edrich Molla Jewel Lecturer, Department of Business Administration & Assistant Proctor Victoria University of Bangladesh E-Mail : jewelmolla77@gmail.com</p>		
Status	Compulsory		
Credit Hours	3 Credit hours		
Teaching Methodology	Class Attendance Work sheet Assignment Mid-Term Final Exam		
Evaluation Method	Class Attendance..... 05% Work Sheet/Presentation/Term paper..... 20% Assignment..... 10% Mid-Term..... 25% Final Exam.....40%		
Grading System	<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Grade Point</u>
	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)	3.50
	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)	0.00
Course Objective	The student will be able to know overall management system of organization & Organizational Success through practicing proper mgt.		
Book (s)	1.Management : R.W. Griffin 2.Management : S.P. Robbins 3. TBA		

STUDENT RESPONSIBILITIES:

Students are required to complete a Term paper applicable to business. You should use the VUB Library databases & periodicals as the major source for finding the necessary information. All written assignments must conform to the appropriate elements of documentation and style there will also be a mid-term exam, and a final. The exams involve essay-type problems.

Lecture Plan of Management

Lecture No.	Main Topic	Sub-topics
1 st & 2 nd	<u>Chapter 01 :</u> Introduction	Concept, Theories, Function, Role, Importance, Principles, Manager, Role, Skill, views etc.
3 rd & 4 th	<u>Continue Ch. 01:</u> Scientific mgt.	Concept, Elements, Principles, Process, Differential piece rate system etc.
5 th & 7 th	<u>Chapter 02:</u> Forecasting & Planning	Definition, Significance, Objectives, Qualities, Premises, Decision making, process, Conditions etc.
Class Test, Presentation and Assignment		
8 th & 9 th	<u>Chapter 03:</u> Organizing	Definition, Elements, Importance, Structure, Chart, Span of mgt., Job rotation, Enrichment & Enlargement.
10 th & 12 th	<u>Chapter 04:</u> Staffing & Training	Definition, Sources, Process, Importance, Factors affecting etc.
Mid Term Exam.		
13 th & 15 th	<u>Chapter 05:</u> Motivating	Definition, Incentives, Significance, Classical & Modern Theories, Process etc.
16 th & 18 th	<u>Chapter 06:</u> Leadership	Definition, Importance, Patterns, Determinants, Theories, Qualities, Leadership Grid etc.
Class Test, Presentation and Assignment		
19 th & 21 st	<u>Chapter 07:</u> Controlling	Definition, Patterns, Importance, Techniques, Process etc.
22 nd & 24 th	<u>Chapter 08:</u> Contributors	Henry Fayol, F.W. Taylor & Max Weber's Contributions.
Final Exam		

Assignment Policy

Type of Assignment	No. of Assignment	Assignment Type	Marks for Each Assignment	Total Marks
Class Assignment	02	Group	2.5	$2.5 \times 2 = 5$
	02	Individual	2.5	$2.5 \times 2 = 5$
Term Paper	01	Group	10	$10 \times 1 = 10$

Exam Policy

Exam	No. of Alternatives	Type of Question	To be Answered	Marks for Each Question	Total Marks
Mid Term Exam	07	Short	05	05	$5 \times 5 = 25$
Final Exam	06	Broad	04	10	$4 \times 10 = 40$
Class Test	<i>To be announced later</i>				

Instructions for Assignments & Term Paper:

To be announced in the class.

Examination Rules:

According to the existing Examination Policy of VUB.

Others:

Any other issues & queries related to the course will be discussed and explained as and when required.