

**Far Western University
Faculty of Management
Syllabus**

Course Title:	<i>Fundamentals of Business Management</i>	Course Code:	<i>MGT 113</i>
Year:	<i>First</i>	Level:	<i>Undergraduate</i>
Semester:	<i>I</i>	Program:	<i>BBA</i>
Credits hours:	<i>3</i>	Lecture hours:	<i>48</i>

Course Description

The course is designed to provide learning on management thought, process, and the role of managers in the organization so that the students can deal tactfully with managerial and business issues. The course will also be supportive in making students competent and adaptive in the global environment.

Course Objectives

This course aims to develop the students' managerial, entrepreneurial, and leadership qualities. Moreover, it will enhance knowledge about management thoughts, approaches, skills, and roles of managers in the competitive market.

Learning Outcomes

After studying this course, students will be able to:

- Know the nature, process, functions of management, management thought and principles, appropriate role, and skill to undertake a managerial responsibility.
- Understanding the planning to build a vision allows learners to make decisions within the context of task and environment.
- Develop an understanding of the nature of organization, task management, and different structures.
- Enable the learners to identify the appropriate leadership and motivation style for employees in the competitive environment.
- Develop the managerial capacity to control in different ways in the business organization.
- Describe the emerging concepts in management practices.

Course Contents

Unit 1: Nature of Management LH 10

- Organization: Concept, types of organization, organizational goals and its features
- Management: Definition, characteristics, functions, principles
- Managerial hierarchy; Managerial skills and roles
- Evolution of management thought: Concept, contribution and limitations of classical and modern theories; Classical theories: scientific theory, administrative theory and bureaucratic theory; Modern theory: human relations and behavioral science theories; System theory; Decision theory and Contingency theory.

Unit 2: Planning and Decision-Making LH 8

- Planning: Meaning and types, levels of planning, steps in planning, contingency factors on planning, types of objectives as the basis for planning, goal setting approaches.
- Decision-making: meaning, types, and process; Decision-making conditions: certainty, risk, and uncertainty; Decision-making styles of managers; Group decision-making concepts

Unit 3: Organizing LH 10

- Organizing: Concept, principles, and process; Approaches to organizing: classical, behavioral, contingency.
- Departmentalization: Meaning and types
- Delegation of authority: Meaning, steps, obstacles; Eliminating obstacles to the delegation process
- Centralization and decentralization: meaning, advantages and disadvantages

- Types of traditional organizational structures: Traditional (Simple, functional, divisional), modern organizational structures (matrix, team, network, and virtual)

Unit 4: Employee motivation and leadership

LH 8

- Motivation: Concept and process; Theories of motivation: need hierarchy theory, two-factor theory, and X and Y theory; Current research on motivation.
- Leadership: Meaning and importance; Leadership theories: trait theory, autocratic, democratic continuum, theory, managerial grid theory, Fiedler contingency theory; Situational factors in identifying the appropriate style of leadership

Unit 5: Controlling

LH 6

- Controlling: Meaning, importance, and process
- Control approaches: market control, administrative control, cultural control, behavioral controls
- Control techniques: MBWA, periodic reviews, employee performance evaluations;
- Quality control: Meaning of quality control in an organization, qualities of effective control
- Ethical issues in control

Unit 6: Emerging Concept in Management

LH 6

- Overview of knowledge management, stress management, time Management, conflict management, event management
- Management Practices and organizational Culture in Nepalese Organization
- Opportunities and challenges are seen in Nepalese business organizations

Basic Textbook:

Wehrich, H., Cannice, M. V., & Koontz, H. (2011). *Management*. McGraw Hill.

Reference Books:

Pant, P. R. (2019). *Principles of management*. Buddha Academic Publishers and Distributors Pvt. Ltd

Robbins, S., Coulter, M. (2009) *Management* (11th ed.). Prentice Hall.

Hill, C., & McShane, S. (2006). *Principles of Management*. McGraw Hill.