

**Department of Management Sciences, The Islamia University of Bahawalpur**  
**BBA PROGRAM**

Course: Theory & Practice in Management

Faculty: Dr Muhammad Imran

**LESSON PLAN**

<b>Week 1</b>	<b>Managers and You in the Workplace</b>	<ol style="list-style-type: none"> <li>1. Introduction of the course and the faculty</li> <li>2. Discuss Term Assignment and what needs to be done</li> <li>3. Who are Managers and Where do they Work?</li> <li>4. Why are Managers Important?</li> <li>5. What do Managers do?</li> <li>6. How Is the Manager's Job Changing?</li> <li>7. Why Study Management?</li> </ol>
<b>Week 2</b>	<b>Management History Module</b>	<ol style="list-style-type: none"> <li>1. Early Management</li> <li>2. Classical Approach</li> <li>3. Behavioral Approach</li> <li>4. Quantitative Approach to Management</li> <li>5. Contemporary Approaches</li> <li>6. 1<sup>st</sup>. Quiz to be attempted</li> </ol>
<b>Week 3</b>	<b>Making Decisions</b>	<ol style="list-style-type: none"> <li>1. The Decision-Making Process</li> <li>2. Approaches to Decision-Making</li> <li>3. Types of Decisions and Decision-Making Conditions</li> </ol>
<b>Week 4</b>	<b>Managing the External Environment and the Organization's Culture</b>	<ol style="list-style-type: none"> <li>1. The Manager: Omnipotent or Symbolic?</li> <li>2. The External Environment</li> <li>3. Organizational Culture: Constraints and Challenges</li> <li>4. Current Issues in Organizational Culture</li> </ol>

<b>Week 5</b>	<b>Planning Work Activities</b>	<ol style="list-style-type: none"> <li>1. The What and Why of Planning</li> <li>2. Goals and Plans</li> <li>3. Setting Goals and Developing Plans</li> <li>4. Contemporary Issues in Planning</li> <li>5. 2<sup>nd</sup>. Quiz to be attempted</li> </ol>
<b>Week 6</b>	<b>Managing Strategy</b>	<ol style="list-style-type: none"> <li>1. Strategic Management</li> <li>2. The Strategic Management Process</li> <li>3. Corporate Strategies</li> <li>4. Competitive Strategy</li> <li>5. Current Strategic Management Issues</li> </ol>
<b>Week 7</b>	<b>Designing Organizational Structure</b>	<ol style="list-style-type: none"> <li>1. Six Elements of Organizational Design</li> <li>2. Mechanistic and Organic Structures</li> <li>3. Contingency Factors Affecting Structural Choice</li> <li>4. Traditional Organizational Design Options</li> <li>5. Organizing for Flexibility in the Twenty-First Century</li> </ol>
<b>Week 8</b>		<b>Mid-term Examination</b>
<b>Week 9</b>	<b>Motivating Employees</b>	<ol style="list-style-type: none"> <li>1. What is Motivation?</li> <li>2. Early Theories of Motivation</li> <li>3. Contemporary Theories of Motivation</li> <li>4. Current Issues in Motivation</li> <li>5. 3<sup>rd</sup>. Quiz to be attempted</li> </ol>
<b>Week 10</b>	<b>Being an Effective Leader</b>	<ol style="list-style-type: none"> <li>1. Who are Leaders and What is Leadership?</li> </ol>

		<ul style="list-style-type: none"> <li>2. Early Leadership Theories</li> <li>3. Contingency Theories of Leadership</li> <li>4. Contemporary Views on Leadership</li> <li>5. Leadership Issues in the Twenty-First Century</li> </ul>
<b>Week 11</b>	<b>Monitoring and Controlling</b>	<ul style="list-style-type: none"> <li>1. What is Controlling and Why is it Important?</li> <li>2. The Control Process</li> <li>3. Controlling for Organizational Performance</li> <li>4. Tools for Controlling Organizational Performance</li> <li>5. Contemporary Issues in Control</li> <li>6. 4<sup>th</sup>. Quiz to be attempted</li> </ul>
<b>Week 12-13</b>	<b>Submission of Term Assignment</b>	Submission of Term Assignment and discussion thereon
<b>Week 14-17</b>	<b>Final Presentations by Students</b>	Final Presentations by Students along with feedback by the faculty
<b>Week 18</b>	<b>Final Comprehensive Exam</b>	