

Academia International College

Bachelor of Computer Applications (BCA)

Weekly Teaching Plan

Course Title: Introduction to Management

Course Code: CAMG 304

Year/Semester: III/V

Credit Hours: 3 (Theory)

Teaching Pedagogy Note: Apply the **80:20 principle** – allocate **80% of class time for student-centred activities** (discussions, case studies, presentations, problem-solving) and **20% for teacher instruction and guidance** to enhance learning and engagement.

Week	Topic	Teaching Material	Activity	Evaluation
1	Introduction to Management: Concepts, Meaning, Functions	Textbook Chapter 1, PPT Slides	Interactive lecture, group discussion	Class participation
2	Types of Managers, Managerial Roles and Skills	Textbook Chapter 1, Case example	Case study discussion	Short quiz
3	Organization and Changing Perspectives	PPT, Journal article	Classroom presentation (group)	Presentation evaluation
4	Classical Perspective: Scientific, Administrative, Bureaucracy	Textbook Chapter 2, Case material	Case analysis, group discussion	Assignment
5	Behavioral Perspective and Hawthorne Studies	Research summary handout, PPT	Guest lecture / video analysis	Reflection note
6	Quantitative, Systems and Contingency Perspectives	Textbook Chapter 2, PPT	Problem-solving exercise	Quiz
7	Planning: Concept and Levels	Textbook Chapter 3, Planning templates	Group work: Prepare strategic plan	Assignment
8	Planning Steps and Decision-Making Process	PPT Slides, Case study	Case study analysis	Class test
9	Decision Conditions and Planning Tools	Numerical examples, PPT	Problem-solving session	Quiz

10	Organizing: Concepts, Principles and Structures	Textbook Chapter 4, Organizational charts	Group discussion	Class participation
11	Authority, Delegation, Centralization & Decentralization	Case material, PPT	Case study discussion	Assignment
12	Staffing and Organizational Architecture	HR examples, PPT	Field visit / organizational observation	Field report
13	Leadership Styles and Ethics	Textbook Chapter 5, Video case	Role play activity	Participation & reflection
14	Motivation and Communication	PPT Slides, Case material	Group presentation	Presentation marks
15	Controlling and Total Quality Management	Textbook Chapter 6, TQM tools	Case analysis	Assignment
16	Organizational Change, Technology and Revision	Textbook Chapter 7 & 8, PPT	Group discussion & revision quiz	Final Presentation

Evaluation Criteria:

Heading	Mark	Required Documents
Attendance	4	Daily attendance sheet required
Assignment, Project Work	8	Assignment/Project work record required.
Class Activities: Presentation, Case study, Field visit, Group Discussion etc	12	Record of each activity required.
Unit Test/Mid Term/End Term	16	Mark record Required.

Note: The instructor is encouraged to keep up-to-date records of all evaluation criteria and make them available to the college management upon request. Maintaining these records helps ensure the smooth continuation of teaching and administrative processes.

Signature of Instructor: