

Uka Tarsadia University
Department of Commerce and Management



B.Com (Computer Application)

CC 4 Management Principles and Applications

(030100223)

Semester - II

Effective from January - 2016

Syllabus Version: 1.01

Semester-II**(030100223) CC 4 Management Principles and Applications****Credits: 6 (Theory + Tutorial)****Contact Hours per Week: [5+1]****Course Objective:**

To familiarize students with the basic concepts of management.

Course Outcome:

Students will be able to grasp the concept of management and its applications in different field.

Pedagogic Tools:

Lectures, chalk and talk method, IT enabled audio-visual techniques, case analysis, field assignments, etc.

No.	Unit	Minimum No. of Contact Hours Theory	Minimum No. of Contact Hours Tutorial	Approx. Weight age %
1	Nature of Management	10	2	16
2	Planning and Decision making	11	2	17
3	Organising and Departmentation	11	2	17
4	Authority and Delegation	11	2	16
5	Staffing, Directing & Supervising	11	2	17
6	Controlling, Motivation and Leadership	11	3	17
	Total	65	13	100

B.Com (Computer Application)	Subject	Hours
Semester – II	(030100223) CC 4 Management Principles and Applications	5 hrs/week (Theory) 1 hr / week (Tutorial)
	(Theory + Tutorial)	6 Credits

	SECTION-I	No. of Hours Required
Unit-1 [Weightage 16%]	Nature Of Management	10
	1.1 What is management?	
	1.2 Scope of management	
	1.3 Characteristics of management	
	1.4 Who are effective managers?	
	1.5 Importance of management	
	1.6 Management as a profession	
	1.7 Principles of management	
	1.8 Managerial Roles, Functions and Skills: Introduction, Who are managers, What do managers do, Managerial roles, Functions of management, Skills of an effective manager, Levels of management, Managerial skills, How to become successful manager?	
	1.9 Management is an art of getting things done through people	
Unit-2 [Weightage 17%]	Planning and Decision making	11
	Planning	
	2.1 Introduction	
	2.2 Features of planning	
	2.3 Steps in the planning process	
	2.4 Importance of planning	
	2.5 Limitation of planning	
	2.6 Forms of planning	
	Decision making	
	2.7 Introduction	
	2.8 Characteristics of decision making	
	2.9 Types of decision	
	2.10 The decision making process	
	2.11 Individual decision making	
	2.12 Group decision making	
Unit-3 [Weightage 17%]	Organising and Departmentation	11
	Organising	
	3.1 Introduction	
	3.2 Organisation as a structure	
	3.3 Organisation as a process	

	3.4	Importance of sound organisation	
	3.5	Organisation charts	
	3.6	Principles of organization	
	3.7	Formal vs. Informal organisation	
	Departmentation		
	3.8	Introduction	
	3.9	Basis of Departmentation; Departmentation by function, Departmentation by product, Departmentation by territory, Departmentation by process, Departmentation by time	
SECTION-II			
Unit-4 [Weightage 16%]	Authority and Delegation		11
	Authority		
	4.1	Introduction	
	4.2	What is authority?	
	4.3	Sources of Authority	
	4.4	Types of authority	
	4.5	Pros and cons of authority	
	Delegation of Authority		
	4.6	Nature of delegation	
	4.7	What delegation is not?	
	4.8	Principles of delegation	
	4.9	Advantage of delegation	
4.10	Important decision in delegation		
4.11	Delegation problems		
Unit-5 [Weightage 17%]	Staffing, Directing & Supervising		11
	Staffing		
	5.1	Introduction	
	5.2	Importance of staffing	
	5.3	Relationship of staffing to other functions	
	Directing		
	5.4	Introduction and Meaning	
	5.5	Features of direction	
	5.6	Importance of direction	
	5.7	Elements of direction	
	Supervising		
	5.8	Need for supervision	
5.9	The skills of a supervisor		
5.10	How to supervise effectively?		
Unit-6 [Weightage 17%]	Controlling, Motivation and Leadership		11
	Controlling		
	6.1	Introduction	
	6.2	Features	
	6.3	Importance of control	
	6.4	Limitation of control	

6.5	The control process
6.6	Characteristics of effective controlling system
Motivation	
6.7	Introduction
6.8	Features of motivation
6.9	Motivation process: A generalized model
6.10	Importance of motivation
6.11	Determinant of motivation
6.12	Theories of motivation: Maslow's hierarchy of needs theory, Theory X and Theory Y
Leadership	
6.13	Introduction
6.14	Definition of leadership
6.15	Qualities of a good leader: The Greatman theory
6.16	Leadership style

Readings:

1. V S P Rao, V Hari Krishna, Management text and cases, Excel Books, New Delhi.