

**Revised syllabus (2019 Pattern) B.Com. Degree course (CBCS) Syllabus for  
Second Year B.Com Semester – III**

**Subject Name: Business Management -I**

**Subject Code: - 204 - I**

1. Objectives of the course
  - a. To provide basic knowledge and understanding about various concepts of Business Management.
  - b. To help the students to develop cognizance of the importance of management principles.
  - c. To provide an understanding about various functions of management.
  - d. To provide them tools and techniques to be used in the performance of the managerial job.
  
2. Depth of the program – fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose / Skills to be developed
1	Management :	<ul style="list-style-type: none"><li>• Meaning definition of Management</li><li>• Need for Management study</li><li>• Process and levels of management</li><li>• Functions of management</li><li>• Contribution of F.W. Taylor, Henry Fayol, Peter Drucker, Mintzberg and Michel Porter in development of management thoughts</li></ul>	<ol style="list-style-type: none"><li>1. Understanding how management works</li><li>2. Developing thought process as a manager</li><li>3. Understanding functions of Management</li><li>4. Understand the role of Management Thinkers in development of modern management process</li></ol>

2	Understanding Management : Planning and Decision Making	<ul style="list-style-type: none"> <li>• Meaning, definition and nature of Planning</li> <li>• Forms and types of Planning</li> <li>• Steps in Planning</li> <li>• Limitations of Planning</li> <li>• Meaning and techniques of Forecasting</li> <li>• Meaning, Types and Steps in Decision Making</li> </ul>	<ol style="list-style-type: none"> <li>1. How to plan various management activities, programmes and events</li> <li>2. Developing of decision making skills to evaluate various alternatives and situations</li> <li>3. Understanding the concept of forecasting</li> </ol>
3.	Management at Work : The process of organizing and staffing	<ul style="list-style-type: none"> <li>• Meaning, Process and Principles of Organizing</li> <li>• Concept of Authority and Responsibility</li> <li>• Delegation of Authority</li> <li>• Difficulties in Delegation of Authority</li> <li>• Need and importance of Staffing</li> <li>• Recruitment : Sources and Methods</li> </ul>	<ol style="list-style-type: none"> <li>1. Understanding the importance and process of organisation</li> <li>2. Understanding authority and process of delegation of authority</li> <li>3. Understanding process of recruitment</li> </ol>
4.	Result orientation :Direction and Team Work	<ul style="list-style-type: none"> <li>• Meaning, Elements, Principles, Techniques and Importance of Direction.</li> <li>• Concept of Team Work, Group Dynamics and principles regarding interpersonal communication and Group Behaviour</li> </ul>	<ol style="list-style-type: none"> <li>1. How to direct a group / team?</li> <li>2. Team building skills</li> <li>3. Wining confidence of group members</li> <li>4. How to initiate healthy discussions to achieve consensus?</li> </ol>

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