

S.Y. Bcom Accounting Finance

SEMESTER IV

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FOUNDATION COURSE IN
MANAGEMENT
(INTRODUCTION TO
MANAGEMENT) - IV

TOPICS

NO.OF LECTURES

1. Introduction to Basic Management Concepts	05
2. Planning	10
3. Organising	10
4. Staffing	10
5. Directing and Controlling	10
Total	45

SYLLABUS OBJECTIVES

- To study basic management principles of businesses sector
- To know performance appraisal of business and industries with help of management

Introduction to Basic Management Concepts

Introduction to Management, Definition of Management

Nature of Management

Objectives of Management

Administration vs Management

Levels of Management

Principles of Management

Directing and Controlling

Meaning and Importance of directing

Principles of Directing

Leadership traits and Styles

Motivation – Importance and Factors

Co-ordination – Meaning, features and Importance

Meaning and steps in controlling

Essentials of a good control system Board

Planning

Definition and Importance of Planning

Process of Planning

Limitations of Planning

Features of Sound Planning

Features and process of decision making

Organising

Definition, nature and significance

Process of organisation

Principles of organisation

Formal and Informal organisation -
features, advantages and disadvantages

Centralisation and decentralisation –
factors, merits and demerits

Departmentation and Delegation

Staffing

Meaning, Importance of Staffing

Recruitment and its sources

Selection procedure

Distinction between Recruitment and
Selection

Employment tests and types of Interview

Directing and Controlling

Meaning and Importance of directing

Principles of Directing

Leadership traits and Styles

Motivation – Importance and Factors

Co-ordination – Meaning, features and
Importance

Meaning and steps in controlling

SYLLABUS OUTCOMES

- Discuss and communicate the management evolution and how it will affect future managers.
- Observe and evaluate the influence of historical forces on the current practice of management.
- Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
- Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.
- Practice the process of management's four functions: planning, organizing, leading, and controlling.
- Identify and properly use vocabularies within the field of management to articulate one's own position on a specific management issue and communicate effectively with varied audiences.
- Evaluate leadership styles to anticipate the consequences of each leadership style.
- Gather and analyse both qualitative and quantitative information to isolate issues and formulate best control methods.