

Solapur University, Solapur

Revised Semester Pattern Syllabus

B.Com.Part-I (Sem. I & II)

Principles of Business Management

w.e.f. June 2013

Title of the course :- B.Com [Duration 3 years]

Medium of Instruction :- English / Marathi

Eligibility :- XII pass

* Principles of Business Management [Compulsory Paper]

Semester Pattern Syllabus for B.Com-I, Semester-I & II [with effect from June 2013]

Lectures- 4 per week

Total Marks- 50

* Objective: The objective of this paper is to make students understand the conceptual frame work & Function of Management.

Semester – I Course Inputs

Unit No	Name of the Topic	Details	Lectures
1	Introduction	Concept, nature, process and significance of management. An overview of functional areas of management. Development of management though, classical and neoclassical system, contingency approaches.	12
2	Planning	Planning:- Meaning, Process, types [in brief]- mission, objectives, strategies, policies, procedures, rules, programs, budget. Planning at different levels- corporate plan, business unit plan, departmental plans.	
3	Decision Making	Decision Making:- Meaning, Process, types- decision under certainty, uncertainty and risk, effective decision making, rationally in decision making, techniques of decision making.	

4	Organising	<u>Organising:-</u> Meaning, Process, Authority and responsibility relationships, span of control. Organisation structures or design- Line, Line and Staff, functional, Matrix, Web, Virtual concepts of Centralization and decentralization.	
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Semester – II

Unit No	Name of the Topic	Details	Lectures
5	Motivation and Leadership	<u>A) Motivation:-</u> Concept, Need, Motivating factors- Financial non-Financial. <u>B) Leadership:-</u> Concept, Functions of a Leader, Traits and qualities of a leader, Leadership styles- Autocratic, Democratic, Laissez-faire.	
6	Effective Presentation and Communication	Effective presentation and communication:- Meaning of Communication, Process, Forms of Business writing- email, memo, letter, reports, Application / Roles of Business writing- to convey, to clarify information, to reflect information, to communicate seriousness, to hold people accountable. Essentials of effective presentation.	
7	Controlling	<u>Controlling:-</u> Concept and Process, effective control system, techniques of controlling.	
8	Management of Change	<u>Management of Change:-</u> Concept, Nature, Process of Planned Change, resistance to change.	