



# ARSD College, University of Delhi

## Model Course Handout/Lesson Plan

<b>Course Name : B.Com.(Prog.)</b>						
Semester	Course Code	Course Title	Lecture (L)	Tutorial (T)	Practical (P)	Credit (C)
I	BC 1.3	Business Organisation & Management	5	1		6
Teacher/Instructor(s)		<b>Dr. Mohd. Rehan Alam</b>				
Session		2021-22				

### Course Objective:

The objective of this course is to enable learners to understand functions of management and challenges faced by management and organisations with changing dynamics.

### Course Learning Outcomes:

- To make them understand dynamics of business organisations and management practices with respect to stakeholders.
- To understand varied perspectives related to business environment and entrepreneurship.
- To analyze how organisations adapt to an uncertain environment and decipher decision making techniques managers use to influence and control the internal environment.
- To analyze the relationship amongst functions of management i.e. planning, organizing, directing and controlling.
- To appreciate the change in working pattern of modern organisations.

Unit No.	Learning Objective	Lecture No.	Topics to be covered
1.	Introduction to Business Organisations and Management	1-3	Meaning and role of organisations and management in our lives; Relationship between organisation and management

		3-11	Overview of functions of management; Multiple perspectives of business organisations- Consumers, Employees, Entrepreneurs, Community/Society at large; Perspective as a student & researcher-underlying disciplines
		11-17	Ownership forms; Business formats- Brick & Mortar; Click; Brick & Click; Franchising location & scale- local, national, global; Micro, small, medium and large.
2.	Business Environment and Entrepreneurship	17-30	Meaning, layers (micro/immediate, meso/intermediate, macro and international), characteristics of business-friendly environment; Ideals of business ethics, social responsibility and conscientious commerce; Business and social entrepreneurship as a process of opportunity/problem recognition and their realization/resolution.
3.	Planning and Organizing	30-42	Planning- meaning of project, strategic and operations planning; Decision-making- process and techniques; Organizing- orderly division of labor & specialization; Organisational structures and organograms- staffed/manned structures-traditional and modern
4.	Directing and Controlling	42-55	Motivation- needs (including Maslow's theory), incentives, rewards, equity and two factor theory (Herzberg); Leadership and followership-meaning and importance; Organisation-wide leadership; Communication- meaning and importance; determinants of effectiveness; Principles of controlling; Relationship between planning, organizing, directing & controlling; Financial, quality and operating standards/controls.
5.	Salient Developments and Contemporary Issues in Management	55-65	Subaltern management ideas from India; Diversity & inclusion, democracy and sociocracy at work; Freelancing; Flexi-time and work from home; Co-sharing/co- working.

**Evaluation Scheme:**

No.	Component	Duration	Marks
1.	Internal Assessment		25
	• Quiz		
	• Class Test		
	• Attendance		
• Assignment			
2.	End Semester Examination	3 hr	75

Sl. No.	Book References	Year of Publication/Reprint
	<ul style="list-style-type: none"><li>• Koontz, H., &amp; Weihrich, H. <i>Essentials of Management: An International and Leadership Perspective</i>. Paperback.</li><li>• Kaul, V. K. <i>Business Organisation Management</i>. Pearson Education.</li></ul>	2022
<b>Mode of Evaluation:</b>	Internal Assessment / End Semester Exam	