

VEER NARMAD SOUTH GUJARAT UNIVERSITY

F.Y.B.COM.-Semester I

Course Code – CC – 110 A

Business Administration Paper - I

(Syllabus effective from Academic Year 2014-15 and onward)

Objectives:

To impart the students the elementary knowledge of terminology, concept, procedure and principles of Business Administration.

Unit 1. Administration :-

Meaning , Definitions, Characteristics and Importance, Managerial Roles, Management Thoughts of Henry Fayol and Taylor (Preliminary Concept). (20%)

Unit 2 Planning :

Meaning, Definitions, Types, Importance. Strategic Planning : Meaning, Concept. Decision Making: Meaning, Types, Process. (20%)

Unit 3 Organisation:

Concept and Procedure, Meaning of Centralization and Decentralization - its advantages and disadvantages, Span of Control. (20%)

Unit 4 Control :

Meaning and Concept of control Methods: Break- Even- Point (Theory only), Budgetary Control, Zero Base Budget, PERT, CPM. (20%)

Unit 5 Quality management:

Meaning, Definition, Necessity, Nation-International standard, advantages and disadvantages, Quality management (10%)

Unit 6 Case Study

(10%)

Note :

1. Topics 1 to 3 are to be taught through Case Study
2. Only theoretical idea is to be given for topic No.4 and practical are not expected.

SUGGESTED READINGS FOR BUSINESS ADMINISTRATION PAPER - I

1. **Druker Peter F** : Management Challenges for 21 st Century, Butterworth Heinemann, Oxford.
2. **Wehrich and Koontz**, et al : Essentials of management, Tata McGraw Hill, New Delhi.
3. **Fred Luthans** : Organizational Behaviour: McGraw Hill: new York.
4. **Louis A. Allen** : Management and Organization; McGraw Hill, Tokyo
5. **Ansoff H. I.**: Corporate Strategy, Mc Graw hill, New York.
6. **Hamton, David R.**: Modern Management, Mc Graw Hill; New York.
7. **Stoner and Freeman** : Management ; Prentice- Hall New Delhi.
8. **L. M. Prasad** – Strategic Management – Sultanchand and Com.
9. **Fred R. David** – Strategic Management – Phl India.

Suggested Readings for Commerce:

1. **Agarwala Kamlesh N. and Agarwala Deeksha** : Bridge to online Store – front; Macmillan India, New Delhi.
2. **Agarwala Kamlesh N. and Agarwala Deeksha** : Business on the Net Introduction to the ECommerce; Macmillan India New Delhi.
3. **Agarwala Kamlesh N. and Bulls, Bears and The Mouse** : An Introduction to online Stock market Trading, Macmillan India New Delhi.
4. **Tiwari Dr. Murli D.** Education and E Governance; Macmillan India, New Delhi.
5. **Minoli Daniel, Minoli Emma** : Web Commerce Technology Handbook; Tata MaGraw Hill, 1999.
6. **Minoli Daniel**, Internal & Internet Engineering Tata McGraw Hill, 1999.
7. **Bhatnagar Subhash and Schware Robert** (Eds) Information and Communication Technology in Development; Sage Publications India, New Delhi.
8. **Amor, Daniel** : E- Business @ evaluation, The : Living and Working in an Interconnected World; Prentice hall, US.
9. **Afuah A., and Tucci, C.** : Internet Business Models and Strategies; McGraw Hill, New York.
10. **Agawala Kamlesh N.**: Internet banking; Macmillan India new Delhi.

VEER NARMAD SOUTH GUJARAT UNIVERSITY

F.Y.B.COM.-Semester II

Course Code – CC – 210 A

Business Administration Paper - II CC-203

(Syllabus effective from Academic Year 2014-15 and onward)

Objectives:

To impart the students the elementary knowledge of terminology, concept, procedure and principles of Business Administration.

Unit 1 Motivation:

Meaning and definitions, Tools of Motivation, Principles of Maslow and Herzberg. Theory X and Y. (20%)

Unit 2 Directing and Leadership:

Directing : Meaning and Principles, Leadership : Meaning, Definitions, Characteristics, Types of Leadership. (20%)

Unit 3 Communication:

Concept and Difference of Reporting and Communication, Network of Communication, Importance of Communication. Barriers to Effective Communication. (20%)

Unit4 Training:

Meaning,types of training (workers and supervisor), advantages and disadvantages of training (15%)

Unit 5 Internet Commerce :

Concept of E-Commerce, its merits and demerits, B2B, B2C, C2C, B2G, Smart Card, Debit Card, Credit Card, ATM Card. (15%)

Unit 6 Case Study

(10%)

Note :

1. Topics 1 to 3 are to be taught through Case Study
2. Only theoretical idea is to be given for topic No.4 and practical are not expected.

SUGGESTED READINGS FOR BUSINESS ADMINISTRATION PAPER - I

1. **Druker Peter F** : Management Challenges for 21 st Century, Butterworth Heinemann, Oxford.
2. **Wehrich and Koontz**, et al : Essentials of management, Tata McGraw Hill, New Delhi.
3. **Fred Luthans** : Organizational Behaviour: McGraw Hill: new York.
4. **Louis A. Allen** : Management and Organization; McGraw Hill, Tokyo
5. **Ansoff H. I.**: Corporate Strategy, Mc Graw hill, New York.
6. **Hamton, David R.**: Modern Management, Mc Graw Hill; New York.
7. **Stoner and Freeman** : Management ; Prentice- Hall New Delhi.
8. **L. M. Prasad** – Strategic Management – Sultanchand and Com.
9. **Fred R. David** – Strategic Management – Phl India.

Suggested Readings for Commerce:

1. **Agarwala Kamlesh N. and Agarwala Deeksha** : Bridge to online Store – front; Macmillan India, New Delhi.
2. **Agarwala Kamlesh N. and Agarwala Deeksha** : Business on the Net Introduction to the ECommerce; Macmillan India New Delhi.
3. **Agarwala Kamlesh N. and Bulls, Bears and The Mouse** : An Introduction to online Stock market Trading, Macmillan India New Delhi.
4. **Tiwari Dr. Murli D.** Education and E Governance; Macmillan India, New Delhi.
5. **Minoli Daniel, Minoli Emma** : Web Commerce Technology Handbook; Tata MaGraw Hill, 1999.
6. **Minoli Daniel**, Internal & Internet Engineering Tata McGraw Hill, 1999.
7. **Bhatnagar Subhash and Schware Robert** (Eds) Information and Communication Technology in Development; Sage Publications India, New Delhi.
8. **Amor, Daniel** : E- Business @ evaluation, The : Living and Working in an Interconnected World; Prentice hall, US.
9. **Afuah A., and Tucci, C.** : Internet Business Models and Strategies; McGraw Hill, New York.
10. **Agawala Kamlesh N.**: Internet banking; Macmillan India new Delhi.