

Uka Tarsadia University



B.Com (Computer Application)

Business Administration (030100507)

5th Semester

Effective from July-2013

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Business Administration (030100507)

B.Com (Computer Applications) (Sem.-5) Syllabus, effective from July-2013

Course Objective and Outcomes: To impart conceptual knowledge and techniques applied in different functional areas of management.

Total Hours: 52

[4 hrs. per week]

Unit-1 Financial Management

[Weightage 25%]

- 1.1. Concept, Definition of Financial Management
- 1.2. Objective and Functions of Financial Management
- 1.3. Sources of Finance: Short Term and Long Term (only Concept)
- 1.4. Capital Budgeting: Meaning, Types and Methods
- 1.5. Working Capital: Meaning, Types and Factor Affecting
- 1.6. Capital Structure: Meaning, Factor Affecting

Unit-2 Managerial Ethics and Social Responsibility of Business

[Weightage 25%]

- 2.1. What is Managerial Ethics?
- 2.2. Meaning and Definition of Social Responsibility
- 2.3. Responsibility to different Section- Responsibility to Shareholders, Employees, Consumers and Community
- 2.4. Arguments for Social Responsibilities
- 2.5. Arguments against Social Responsibilities

Unit-3 Human Resource Management

[Weightage 25%]

- 3.1. Meaning and Definition of Human Resource Management
- 3.2. Objectives and Importance of HRM
- 3.3. Human Resource Planning: Meaning, Definitions, Objectives and Importance
- 3.4. Recruitment: Meaning, Definition and Process of recruitment (Steps only)
- 3.5. Selection: Meaning and Process of Selection
- 3.6. Training and Development: Meaning, Definition, Objective and Importance

Unit-4 Organizational Behaviour

[Weightage 25%]

- 4.1. Meaning, Definition and Fundamental Concept
- 4.2. Perception: Meaning, Definition and Perceptual Process
- 4.3. Attitude: Meaning, Definition and Components
- 4.4. Personality: Meaning, Definition and Determinants

Text Book:

Material will be provided

Reference Book

1. Khan, Jain. Financial Management: Text, Problems & Cases. New Delhi: Tata McGraw-Hill.
2. Pandey, I.M. Financial Management. New Delhi: Vikas Publishing House Pvt. Ltd.
3. Rao V S P, Human Resource Management: Text and Cases, Excel Books New Delhi.
4. Aswathappa, K. Organisational Behaviour. New Delhi: Himalaya Publishing House.
5. Robbins, Stephen P. Organizational Behaviour. New Delhi: Prentice Hall of India.
6. Fred Luthans. Organizational Behaviour. New Delhi: McGraw Hill International Edition.