

D.Y.Patil University

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School Of Open and Distance Learning

Dr.D.Y.Patil Vidyanagar, Sector-7, Nerul, Navi Mumbai – 400706

Tel.: 8448444827, E.mail : distancelearning@dypatil.edu, Web.: www.dypatildistancelearning.com



Syllabus For Bachelor of Business Administration

Name of the Subject	ODL Units	Name of unit
Organisational Behaviour-I	Unit 1	Understanding Organisation
	Unit 2	Understanding Business
	Unit 3	Understanding Marketing
	Unit 4	Understanding Innovation and Change
Human Resources-I	Unit 1	Name of unit
	Unit 2	Understanding Recruitment and Selection
	Unit 3	Managing Training and Development
	Unit 4	Manage personal Development
Principles of Management-I	Unit 1	SWOT and Psychometric Test
	Unit 2	Name of Unit
	Unit 3	Foundation in Management (11 Subtopics)
	Unit 4	Planning and allocation
Leadership-I	Unit 1	Leading and Motivating a Team efficiency
	Unit 2	Mangement Communication Skills
	Unit 3	Name of Unit
	Unit 4	Understanding Leadership
Operations Management-I	Unit 1	Motivating People for performance
	Unit 2	Motivational Theory
	Unit 3	Lead and Mange effective workplace relations
	Unit 4	Name of Unit
Financial Management-I	Unit 1	Planning
	Unit 2	Understanding Quality Mnagement
	Unit 3	Mananging Service Quality
	Unit 4	Managing material and equipment
	Unit 1	Name of Unit
	Unit 2	Understanding Financial Mangement
	Unit 3	Understanding Income statement
	Unit 4	Understanding Costs
	Unit 1	Understanding Budget