

D.Y.Patil University

(Established under UGC DEB Notification No.F-108-1/2017(DEB-IV) of the Govt. of India)

School Of Opend and Distance Learning

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Syllabus For Bachlor of Business Administration

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