

**Part B****Syllabus Prescribed for II Year UG Programme:****Semester III**

Code of the Course/Subject	Title of the Course/Subject	(Total Number of Periods)
BBA / 404	Managerial Skills	75

**Course Outcomes:**

The students will be able -

1. To know the various managerial skills
2. Application of Decision Making.
3. Application of Team Building
4. To understand the Problem Solving and Negotiation Skills

Unit	Content	Number of periods
<b>I</b>	<b>Managerial Skills:</b> 1.1 Skills- Concept, Scope & Importance. 1.2 Developing Skills for Effective Business Management-Hard & Soft 1.3 Skills of Effective Managers-IQ, EQ, SQ & AQ 1.4 Skill Assessment & Evaluation-SWOC Analysis.	13
<b>II</b>	<b>Skill Development:</b> 2.1 Skill Development: Concept & Characteristics. 2.2 Creativity and Skill Development, concept and importance 2.3 Tools & Techniques of Skill Development 2.4 Innovations and Skill Development-Concept, Need and Importance	13
<b>III</b>	<b>Decision Making:</b> 3.1 Introduction, Concept, Characteristics & Types. 3.2 Decision Making-Factors Affecting, Tools & Techniques 3.3 Strategies of making effective decision. 3.4 Limitations of Effective Decision Making	13
<b>IV</b>	<b>Team Building:</b> 4.1 Meaning, objectives, Importance and Process of Team Building, 4.2 Internal & External factors affecting Team Building 4.3 Techniques and Activities of Team Building. 4.4 Constraints and Limitations of Team Building	13
<b>V</b>	<b>Problem Solving &amp; Negotiation Skills:</b> 5.1 Problem Solving- Meaning, Concept & Limitations 5.2 Steps of Analytical Problem Solving 5.3 Negotiation Skills- Concept and Importance 5.4 Negotiation Skills as a tool of problem solving	13
<b>VI</b>	<b>Skill Enhancement Module:</b> 1 To Prepare a report on establishment of local industry-product/service 2 To Visit Various Business Firms and take interview and list out the problems solved. 3 To conduct meetings, Reporting of Case Study/Analysis	10