



ANDHRA UNIVERSITY

ఆంధ్ర విశ్వకళా పరిషత్

Accredited by NAAC with 'A' Grade ISO 9001: 2015 Certified

Course: Modern Business Organization and Management

Summary

Course Status:	Upcoming
Course Type:	Elective
Duration:	8 weeks
Last Date for Enrollment:	28th Feb 2022
Start Date:	1 st March 2022
End Date:	30 th May 2022
Exam Date:	15th June 2022
Category:	Management
Credit Points:	2
Level:	Undergraduate/Postgraduate

Course Layout

Week 1: Introduction to Business Organization

Concepts of business, industry and interrelationship -Significance of Business -Characteristic features of business -Nature and Scope -Setting up a business Enterprise -Summary -Self Assessment Question

Week 2: Organizations

Concept of Organization -Nature and Characteristics -Principles of Organization -Types of Organization -Organization Chart -Summary -Self assessment

Week 3: Forms of Business Organisation

Sole Trading Concern -Partnership Firm -Joint Hindu Business -Joint Stock Company -
Summary -Self Assessment Questions

Week 4: Introduction to Management

Concept and definition of Management -Functional areas of Management -Characteristics of
Management -Management Roles -Definition of Leadership and qualities of a successful
leader -Leader versus Manager -Summary -Self Assessment Questions

Week 5: Management Thoughts

Introduction- Evolution of Management Thought -Scientific management of F.W. Taylor -
Administrative Management by Henry Fayol -Modern Management Approaches -Future of
Leadership and Management -Summary -Self Assessment Questions

Week 6: Planning and Decision Making

Concept of Planning -Nature and characteristics of Planning -Types of Planning -Limitations of
Planning -Steps in Planning Process -Decision making process -Process of decision making -
Modern method of planning and decision making - Summary -Self Assessment

Week 7: Delegation and Decentralization

Definition of delegation of authority -Process of Delegation -Principles of Delegation -Barriers
to Effective Delegation -Measures to Make Delegation effective -Decentralization - Meaning
and nature -Advantages of Decentralization -Delegation versus Decentralization -Summary -
Self Assessment Questions

Week 8: Entrepreneur and Entrepreneurship

Introduction -Meaning of Entrepreneur -Qualities of Entrepreneur -Types of Entrepreneur -
Functions of Entrepreneur -Entrepreneurship Caselet -Summary -Self Assessment Questions

Books and References

- Modern Business Organisation and Management by Tn Chhabra
- Business Organisation and Management by P.C. Tulsian

Certificate Course

The course is free to enroll and learn from.

Date of Online Exams: **15th June 2022**, Time: 3 pm to 6pm.

More details will be made available when the exam registration form is published. If there are any changes, it will be mentioned then.

CRITERIA TO GET A CERTIFICATE

- Continuous Evaluation – 25% weightage, Students need to complete 2 Assignments per Course through LMS
- Exam Score = 75% Weightage, Students to Attempt the Examinations for 75 Marks through LMS
- Passing Criteria – 40%

Only the e-certificate will be made available. Hard copies will not be dispatched.

Once again, thanks for your interest in our online courses and certification. Happy learning.