

MCM DAV College for Women, Sector - 36 A, Chandigarh

TENTATIVE MONTHLY TEACHING PLAN

BBA Ist Semester - Session (2023-24)

Name of the Teacher – Dr. Kanika Sofat

Department - Commerce

Subject- Organizational Behaviour (BBA 102)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	24 July 2023	31 July 2023	Introduction: The Concept of Behaviour in Organizations, Significance of Organisational Behaviour; Models, Emerging Trends: Globalisation, The Changing Workforce, Employment Relationship; Informational Technology and Organisational Behaviour.	Online Lecture Method, Online Sources, Group Discussion
2.	1 August 2023	31 August 2023	Individual Behaviour and Interpersonal Behaviour: The Factors Affecting Individual Behaviour, Models of Individual Behaviour, Transactional Analysis in Interpersonal Behaviour. Perception: Perceptual Process; Error in Perception; Improving Perception. Personality in Organisation: Determinants of Personality; Theories of Personality-Myers-Briggs Types- Indicator (MBTI)	Online Sources, Group Discussion, PPTs
3.	1 September 2023	30 September 2023	Workforce Emotions, Attitude and Organisational Commitment, Types of Emotions; Managing Emotions; The Five Dimensions of Emotional Intelligence; Components of Attitude; Cognitive Dissonance Theory of Attitude; Building Organisational Commitment.	Discussion Method, Online Sources, Case Studies, PPT, Assignments
4.	1 October 2023	31 October 2023	Motivation: Foundations of Employees Motivation; Content Theories of Motivation –Maslow, Herzberg , Mc Gregor and Mc Clelland. Work Team and Conflict: Stages of	Discussion Method, Online Sources, Case

			Team Development; Team Norms. Team Cohesiveness; Social Loafing, Conflict: Types; Sources of Conflict; Resolving conflict.	Studies, PPT, Assignments
5.	1 November 2023	18 November 2023	Organisational Culture and Stress: Components of Culture; Strategies to Merge Different Culture; Strengthening Organisational Culture. Stress- Causes of Stress; Consequences; Stress Management Strategies. Organisational Change: Forces for Change; Resistance to Change; Overcoming Resistance to Change Revision of the entire syllabus	Discussion Method, Online Sources, Case Studies, PPT, Revision Test

Name of Teacher: Ms. Smriti Nayyar

Department: Commerce

Subject: Fundamentals of Information Technology (B.B.A 103)

Sr.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	24 July 2023	12 August 2023	Identifying Types of Computers, Introduction to the Concept of Bit, Byte, Word, Microprocessor, Chips, ROM, RAM, Buses, Ports, Hardware, Software, Operating Systems, System Softwares, Application Softwares, Various Input and Output Devices, Primary and Secondary Memory, Introduction to Windows.	Lecture Method, Discussion
2	14 August 2023	31 August 2023	Opening Programs from Start Button Opening Existing Documents, editing a Document, creating a New Document, Undo, Highlighting Shortcuts, Entering and Formatting Text, Bold, Italic, Underline, Center, Right and Left Aligned, Change Font and Size, Save and Save As, Print Preview and Printing, Find and Replace, Page Numbers, Headers and Footers, Changing Margins, Using Preset Tabs, Showing Hidden Characters, Checking Spelling, Finding Help, Typing a Business Letter, Formatting the Paragraphs, Double-Spacing and Single Spacing, Moving and Copying Text, Creating a Poster, Using Word Art, Drawing Tools, Clip Art, Copying a Picture from a File.	Lecture Method, Discussion
3	1 September 2023	23 September 2023	What is a Spreadsheet and why would I use One? Create a Simple Spreadsheet, Common, Definitions: Rows, Columns, and Cell, formatting a Cell, Demonstration of Advanced Features (by Instructor), Charts, Graphs, Formulas, Sort, Find, and Filter. Basics of	Lecture Method,

			Microsoft Power Point, how to make power point presentation.	
4	25 September 2023	20 October 2023	What's so great about the Internet? Basic Navigating inside and between WebPages, Copying Text and Graphics from the Web, Bookmarks, Search Engines and how to perform Searches, how to Evaluate Websites? The Internet – Intranets and Extranets – World Wide Web – Voice Over IP (VoIP) – The Internet Standards – The HTTP Protocol – Audio and Video Standards –Managing E-Business Infrastructure	Lecture Method, Discussion, Assignments Allotted.
5.	21 October 2023	18 November 2023	Web Services and Service-Oriented Architecture – (SOA)– New Access Devices – Future of the Internet InfrastructureUse of Excel spreadsheet, working with worksheet-editing and formatting, using formulas – statistical, mathematical, logical, Presentation software – making presentation, auto content wizard, adding text to the slides, power point views, add graphics, inserting videos, moving slides, animation and sound, design templates etc	Lecture Method, Presentations, Revision

Name of Teacher: Ms. Amanjot Kaur Hira

Department: Commerce

Subject: Management Concepts and Practices (BBA 104)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	24 July 2023	31 July 2023	Introduction: Concept of Management, Process, Principles, Levels, Functions and Significance of Management, Management Vs. Administration, Role of Managers. Evolution of Management Thought: Classical, Neo-Classical Theory, Behavioural Sciences, Approach, Quantitative, Systems and Contingency Approach, Modern Management Thought (Likert, Drucker, Porter, Prahalad).	Lecture Method, Class Discussion, Online sources
2	1 August 2023	31 August 2023	Planning: Concept, Process and Significance, Types, Relationship between Planning and Controlling. Decision Making; Concept, Types and Process, Effective Decision, Rationality in Decision Making, MBO.	Lecture Method, Discussion. Online sources Assignments
3	1 September 2023	30 September 2023	Organization: Concept, Process and Significance, Principles, Organization Design and Classical Theory, Departmentation, Bases, Span of Control (Classical Theory and Situational Approach), Delegation of Authority, Principles, Centralization and Decentralization, Line and Staff Organization.	Lecture Method, Discussion. Practical examples Assignments
4	1 October 2023	31 October 2023	Direction and Motivation: Concept, Principles, Effective Supervision, Techniques. Leadership: Concept, Difference between Leadership & Management,	Lecture Method, Discussion, Assignments
5	1 November 2023	18 November 2023	Theories of Leadership- (Trait Theory, Behavioural Theory, Managerial Grid), Situational Theory, Contemporary Issues in Leadership (Transformational, Transaction, Charismatic and Visionary Leadership). Coordination: Concepts, Importance, Internal – External Coordination. Control: Concept, Steps, Types of Controlling, Techniques of Controlling. Management in Perspective (A	Lecture Method, Discussion, Assignments

			Brief Overview) Management of Strategic Change, Knowledge Management, Learning Organization, Managing Diversity.	
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Name of the Teacher – Dr. Meenu Singla

Department - Commerce

Subject- Financial Accounting (BBA 105)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	24 July 2023	31 July 2023	Meaning and Uses of Accounting Information: Objectives and Nature of Accounting, Definition and Functions of Accounting, Book Keeping and Accounting, Interrelationship of Accounting with other Disciplines, Branches of Accounting, Limitations of Accounting. Accounting Equation.	Chalk and Talk Student discussion Notes
2	1 August 2023	31 August 2023	Accounting Principles, Accounting Concepts and Conventions, Accounting cycle, Basics of GST, Journals, Ledger, and Trial Balance. Depreciation Provisions and Reserves	Lecture Method, Discussion. Class Test
3	1 September 2023	30 September 2023	Final Accounts- Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern. Accounting for Issue and Forfeiture of Shares,	Lecture Method, Discussion. Numerical practice
4	1 October 2023	31 October 2023	Reissue of Shares, Employee Stock Option Plan, Right Issue and Bonus Shares. Accounting for Issue and Redemption of Debenture, Final Accounts of Companies	Lecture Method, Discussion, Numerical practice
5	1 November 2023	18 November 2023	Assignments Submission Revision of the entire syllabus	Lecture Method, Numerical Practice