

S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
(An Autonomous Institution)



Syllabus and Examination Scheme of Value Added Courses

**DEPARTMENT OF BACHELOR OF BUSINESS
ADMINISTRATION**

S. S. Jain Subodh P.G. College (Autonomous)

Bachelor of Business Administration (BBA)

Value Added Courses

Scheme of Examination

Non-credit course

Total of End Sem. Exam - 50

Internal Assessment - Nil

Maximum Marks - 50

Minimum Marks - 20

Examination Question Paper Pattern for Value Added Course

30 marks Objective/Multiple Choice/One word type questions

20 marks Project work/Assignment/ Class test/ Practical/Field work/Project report etc.

Bachelor of Business Administration

Course Type: Value Added Course

Course Title: Time Management

Credit Scheme

Course Credits	No. of Hours per Week	Total No. of Teaching Hours	End Semester Exam	Time Allowed End Sem Exams (Hrs)
0 Credits	2 Hours	30 Hours	50 Marks	2

Objectives:

1. To help students establish priorities based upon values and goals.
2. To help the students to identify the time wasters and discover ways to overcome it.

Syllabus:

Unit I

Introduction to Time Management: Meaning, Characteristics, Objectives, Importance, Steps of Time Management, Basic Principles of Time Management

Time Wasters: Causes of Time Wasters, Ways to Overcome Time Wasters (15 Hours)

Unit II

Time Management Strategies: Setting SMART Goals,

Organising and Planning Ahead: Daily to-do Lists, Scheduling Tasks, Weekly Plans, Time Boxing-Cross between a Calendar and a to-do list, **Prioritizing Effectively:** 80-20 Rule, Urgent/Important Matrix (Eisenhower Method), The Priority Matrix (Steven Covey), Delegate.

Dealing with Distractions: Procrastination and Avoiding Distractions (15 Hours)

Books Recommended:

1. The Seven Habits of Effective People by Stephen R. Covey Simon Schuster Publishers,1990
2. Managing Time for a Competitive Edge by Bharti R.L. , S. Chand
3. Graham Roberts- Phelps, Handbook of Time Management Working Smarter, New Delhi,Crest Publishing Huuse,2003
4. Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico Publishing,2001

Learning Outcome of the Course:

1. Ability to demonstrate self-management by setting reasonable boundaries.
2. Development of understanding to analyse and evaluate how to spend and utilize time.

Bachelor of Business Administration

Value Added Course –II

Course Type: Value Added Course

Course Title: Essentials of Presentation and Public Speaking

Credit Scheme

Course Credits	No. of Hours per Week	Total No. of Teaching Hours	End Semester Exam	Time Allowed End Sem Exams (Hrs)
0 Credits	2 Hours	30 Hours	50 Marks	2

Objectives:

1. To develop and strengthen skills in preparing and presenting public oral presentations in a variety of situations.
2. To equip students with techniques for polishing and mastering presentation delivery.

Syllabus:

Unit I

Introduction to Power Point Presentation: Concept, Importance, Types of PowerPoint Presentations and Slides in the Presentation, Preparation of PowerPoint Presentation, Use of Aids in PowerPoint Presentation, Do's and Don'ts of PowerPoint Presentation, Body Language during Presentation, Barriers in Delivery of Power Point Presentation (15 Hours)

Unit II

Introduction to Public Speaking: Basic elements of presentation and public speaking, Types of Speech, **Four Modes of Speech Delivery:** Extemporaneous, Impromptu, Memorization, Reading, **Four Types of Speeches:** Informative, Demonstrative, Persuasive, Entertaining. Barriers of Presentation and Public Speaking, Methods for Overcoming the Fear and Obstacles during Presentation, Importance of Rehearsals (15 Hours)

Books Recommended:

1. Theobald, Theo-Develop Ypur Presentation Skills: How to inspire and Improve with Clarity and Confidence, Kogan Page
2. Patil, Shailesh-Handbook on Public Speaking, Presentation and Communication, notionpress.com
3. Steele, William R.-Presentation Skills 201:How to Take it to the Next Level as a Confident, Engaging Presenter

4. Saxena, Sanjay – MS Office, Vikas Publishing
5. Saxena, Sanjay – MS Office XP for Everyone, Sultan Chand
6. Taxali, R.K. – PC Software for Windows 98, Tata McGraw hills, New Delhi

Learning Outcome of the Course:

1. Ability to communicate with clarity and improvement in presentation skills
2. Skills to plan and structure an effective presentation, effective delivery methods and how to overcome anxiety, fear and nervousness when making a presentation.