**Syllabus for Master of Business Administration, 1st Semester**

**Subject Name: DCS-III Subject Code: 4519208**

**With effective from academic year 2018-19**

# Learning Outcomes:

|  |  |
| --- | --- |
| **Learning Outcome Component** | **Learning Outcome (Learner will be able to)** |
| Business Environment and Domain Knowledge (BEDK) | * *Develop* critical thinking practice as a necessary ingredient in decision-making capabilities. * *Evaluate* business situations through the detailed understanding of learning from case studies. |
| Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI) | * *Inculcate* the habit of analysis as a routine and seek and know the reasoning behind any situation, decision, data, information, news, etc. * *Use* MS Word and MS Excel to enhance work productivity. * *Demonstrate* how to apply an analysis framework to an in-depth case example indicating necessary connections   formed during analysis. |
| Global Exposure and Cross- Cultural Understanding (GECCU) | * *Assess* global management practices through case studies of MNCs and foreign institutions. |
| Social Responsiveness and Ethics (SRE) | * *Develop* critical thinking to assess the ethical concerns in any business decision making situations. * *Judge* the appropriateness of business etiquettes specific to any social interaction in business settings. |
| Effective Communication (EC) | * *Develop* excellent listening, speaking and writing skills backed by creative, critical and lateral thinking. * Effectively *use* MS Word and MS Excel for generating reports and communicating information. * *Use* the norms of business etiquettes to communicate a professional behaviour. |
| Leadership and Teamwork (LT) | * *Develop* as managers who know how to think, i.e. how to become independent, self-directed thinkers and   learners. |

1. **Course Duration:** The course duration is of **20 sessions of 60 minutes each.**

# Course Contents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Module No:** | **Module Content** | **No. of Sessions** | **50 Marks (External Evaluation)** |
| **I** | **Creative and Critical Thinking**   * Creative thinking   + Meaning   + Top creative thinking skills   + Ways to develop creative thinking skills * Critical thinking   + Meaning   + Critical thinking characteristics   + Barriers to critical thinking   o Ways to improve critical thinking | 07 | 17 |
| **II** | **Case Study Learning**   * Introduction to Case Study * Types of cases | 05 | 12 |
|  | * Case Elements * Preparing for case based learning |  |  |
| **III** | **Business Etiquettes**   * Introductions, telephone, e-mail, meetings | 02 | 05 |
| **IV** | **MS – Word, MS – Excel**   * MS-Word   + Home     - Format Painter, table of content, font, paragraph, select, find-replace   + Insert     - Cover page, blank page, page break, comment, header – footer     - Table     - Shapes & symbols     - Hyperlink     - Page number   + Design     - Document formatting     - Page border and color     - Theme, watermark   + Layout     - Margins, orientation     - Indent, spacing, columns   + References     - Table of content     - Insert footnote and endnote     - Insert citation     - Cross-reference * MS-Excel   + Home     - Merge and center, wrap text, number     - Editing     - Cells   + Insert     - Table, pivot table     - Charts   + Page Layout     - Margins, orientation, size, print area     - Indent, spacing, columns   + Formula     - Auto sum     - Statistical     - Lookup   + Data     - Sort, Filter   + Review     - Protect Sheet | 07 | 16 |

1. **Pedagogy:**
   * ICT enabled Classroom teaching
   * Case study
   * Interactive class room activities, discussions, games
   * Self-assessment tests for creativity and critical thinking
   * Computer lab practice

# Evaluation:

Students shall be evaluated on the following components:

|  |  |  |
| --- | --- | --- |
| **A** | **End –Semester Examination** | **(External Assessment - 50 Marks)** |