



Bachelor of Business Administration (BBA General)
Semester - II

Course Code	UM02CBBA72	Title of the Course	TIME MANAGEMENT
Total Credits of the Course	03	Hours per Week	03

Course Objectives	<ol style="list-style-type: none">1. The Course is designed to understand the importance of Time Management.2. It is helpful to establish priorities based upon values and goals.3. It helps to demonstrate self-management by setting reasonable boundaries.4. It also exposes the students to analyse and evaluate how they spend their time.5. It helps the students to identify time wasters and discover ways to overcome it.
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Course Content		
Unit	Description	Weightage (%)
1.	Introduction to Time Management Meaning, characteristics, objectives of Time Management Importance of Time Management Benefits of Time Management Basic Principles of Time Management	25 %
2.	Typical Time Wasters Causes of Time Wasters Office environment , Meetings – Telephone calls Visitors – Poor delegation Inability to say “No” Internet – Televisions Procrastination	25 %
3.	Time Management Tools Ways to overcome Time Wasters Time Management Planning Components Time Management Strategies TIME TECH System Budget – best tools for Time Management	25 %
4.	Application of Time Management Learning Time Management Practical Experience and Games on; Goal Setting	25 %



	Prioritizing Weekly Plan Creative Time Management idea	
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Teaching-Learning Methodology	These are Teacher's and Learners Centric Methods and it facilitate student learning and overall comprehension of material, and to measure student learning through both formal and informal forms of assessment, like interactive / participated methods, group projects, student portfolios, and class participation and in the student-cantered classroom, teaching and assessment are connected.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes	
1.	The Students will understand the concept of Time Management, objectives, importance, benefits and principles of Time Management.
2.	The Students will acquire knowledge regarding different time wasters and will be able to identify typical time wasters and its causes.
3.	The Students will be able to identify ways to overcome time wasters and will learn about time management planning components, strategies, Time Tech System and explore TimeManagement tools.
4.	The Students will understand application of time management and will learn about practical experience on goal setting, prioritizing, weekly plan andcreative time management ideas.



Suggested References	
Sr. No.	References
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
5.	The seven habits of effective people by Stephen R. Covey Simon , Schuster Publishers,1990

On-line resources to be used if available as reference material
On-line Resources
https://youtu.be/xItNGPRBQKg
https://youtu.be/KJLHIOIdqA4
https://youtu.be/QzhaziGs6lQ
https://youtu.be/Ux69_UreKcU
https://youtu.be/Ex0sQ8xaQ0M
https://youtu.be/rUO8Qvcs7cY
https://youtu.be/SHiSe6-mOiY
https://youtu.be/mOM6XjY6NqE
https://youtu.be/UA5hfZoV7QE