

UNIVERSITY OF MADRAS
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER - II

SKILL ENHANCEMENT COURSE

SEC-3: TIME MANAGEMENT

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
118S2C	2				2	2	25	75	100
Learning Objectives									
LO1	To learn time management and importance								
LO2	To understand prioritizing goal								
LO3	To know styles of time management								
LO4	To learn handle demands and schedule and control events								
LO5	To Learn to manage self								
Prerequisites: Must have studied commerce in XII									
Unit	Contents								No. of Hours
I	Nature of time management and its importance. Goal setting, goal alignment.								6
II	Prioritizing goal. The urgent versus- important dilemma. From goal to task.								6
III	Four times styles- advantages and limitations.								6
IV	Handle demands, schedule of events, control time.								6
V	Manage self, art of delegation and outsource								6
TOTAL								30	

UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP SYLLABUS WITH EFFECT FROM 2023-2024

CO	Course Outcomes
CO1	Understand the concept of time and goal setting
CO2	Learn to prioritize the goals
CO3	Apply various techniques of time management
CO4	Adapt the techniques of delegation and demand handling
CO5	Manage self effectively
Reference Books	
1	NagasudhaRavinuthala (2005) – The art of time management, ICFAI books, ICFAI university press
2	Robert W. Bly (2005) – 101 ways to make every second count, jaico publishing house
3	Harvard business essentials (2005)- Time ,management, Harvard business school press, boston.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.coursera.org/learn/work-smarter-not-harder
2	https://www.udemy.com/course/productivity-and-time-management/
3	https://www.udemy.com/course/time_task_management/
4	https://www.udemy.com/course/practical-time-management-nabielec/
5	https://www.udemy.com/course/do-more-stress-less/