**Home Management & Housing I**

**Course Code: Maj/H.Eco-202**

**Credit hrs. 3(2+1)**

 **Checklist of Course Content**

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| **Course Content** | **Sources of Course Material** |
| **Theory:**  |  |
| Management; Definition of Management; Management Process; Motivations for Management  | **Book: Management Principles**<https://2012books.lardbucket.org/pdfs/management-principles-v1.0.pdf>**Lecture: Definition of Management, Management Process Motivation in Management**<https://docs.google.com/presentation/d/1Yd-Awiy-PLgw00H_yVAe-QCTGBJPxzUQ7I31NV33cEw/edit?usp=sharing>**Management Process (ppt)**<https://www.slideshare.net/sony_1/management-process-30417129>**Motivation in Management (ppt)**<https://www.slideshare.net/Jyothi19587/motivation-ppt-9434441>**Video Lecture:** **Process of Management** <https://study.com/academy/lesson/four-functions-of-management-planning-organizing-leading-controlling.html> |
| Decision Making; Importance; Relationship to Home Management | **Book: Principles of Management, Understanding Decision Making, chapter 11-3**<https://granite.pressbooks.pub/principlesmanagement/chapter/11-3-understanding-decision-making/>**The Decision making Process**<https://www.cliffsnotes.com/study-guides/principles-of-management/decision-making-and-problem-solving/the-decisionmaking-process>**Decision Making in Home Management**[https://steemit.com/life/@steemitdigest/home-management-101-proper-management-decision-making-and-the-factors-that-influence-home-management](https://steemit.com/life/%40steemitdigest/home-management-101-proper-management-decision-making-and-the-factors-that-influence-home-management)**Video Lectures:** <https://www.youtube.com/watch?v=Jg62oeEzMkU> |
| Family Life Cycle, Size and Composition  | **Lecture:** Family Life Cycle, Size and Composition [**https://drive.google.com/file/d/17ud\_bcoFeCzwZXbXsTVuLA7d-PcDgSmv/view?usp=sharing**](https://drive.google.com/file/d/17ud_bcoFeCzwZXbXsTVuLA7d-PcDgSmv/view?usp=sharing)**Family Lifecycle & stages**<https://docs.google.com/document/d/1-GpM0Iv_sv27uqXpH1wGtyOJ9vJ4Gnvpm79yzsWXy68/edit?usp=sharing>  |
| Resources; Definition, Types; Scarcity and Inter-Relationship of Resources; Management of Specific Resources  | **Book: Introduction to Home Management, Ch. 2, Family Resources**<https://www.anchor-publishing.com/document/317230>**Family Resources: Types and Characteristics**[**https://docs.google.com/document/d/1579Z0CzbhrAXigkAysZDWBBt7\_auNr8Z4dEkMEa-czQ/edit?usp=sharing**](https://docs.google.com/document/d/1579Z0CzbhrAXigkAysZDWBBt7_auNr8Z4dEkMEa-czQ/edit?usp=sharing)**Family Resource Management**<https://www.slideshare.net/gingtm/home-management-199923513>**Video lectures: Introduction to family resource management**<https://www.youtube.com/watch?v=Pqom8or_Luo>**Family resource Management**<https://www.youtube.com/watch?v=btn0VEIwocs> |
| Management of Income; Types of Income; Saving Importance and Methods  | **Income Management**<https://docs.google.com/document/d/1c8JfTK4aaHXPeHJjOrV1ZWWZcphJ8DELTc6A9vba9c4/edit?usp=sharing>**Income, Savings and budget Planning** [**https://docs.google.com/document/d/1WK4B85IIkVYif01nUyyiSD5aWxDYYQWhbGKijdE2eBc/edit?usp=sharing**](https://docs.google.com/document/d/1WK4B85IIkVYif01nUyyiSD5aWxDYYQWhbGKijdE2eBc/edit?usp=sharing)**Family Income Management (pdf)**<http://www.dl.edi-info.ir/Family%20financial%20management%20and%20economic%20strategies.pdf>**Managing the family income (ppt)**<https://www.slideshare.net/gingtm/managing-family-income-199924887> |
| Management of Time And Energy; Concept of Management Applied to Time and Energy; Guides to Time Management and Time Planning; Ways of Controlling Energy and Fatigue; Work Simplification in Relation to Making Task  | **Book: Time Management**<https://www.amanet.org/assets/1/6/time-management-mini.pdf>**Time & Energy Management**<https://docs.google.com/document/d/19DHfZl5Vcn-PUsa6GJ4lUXaEIYazamvfg87BMCiL_wI/edit?usp=sharing>**Ways of Controlling energy and fatigue**<https://mssociety.ca/library/document/wWmeNE1o0OUyRlgBFxkiZ28A73vb4rfL/original.pdf>**Energy Conservation**<https://www.stjoes.ca/patients-visitors/patient-education/a-e/PD%208278%20Energy%20Conservation.pdf> **Work Simplification in relation to making Task**<https://docs.google.com/document/d/1LMp41VJBOKOJwC4IDN1uPczKDF5T2s9z3J7c5VZERqc/edit?usp=sharing> |
| Kitchen and Storage; Type of Kitchen; Principle of Storage; Importance of Functional Storage  | **Book: Interiors: An Introduction, Ch6. Interior Space planning, kitchen & storage**[**https://drive.google.com/file/d/1eJHvFdUmv6exEAlxrp3gI-2AE\_ZOmhkE/view?usp=sharing**](https://drive.google.com/file/d/1eJHvFdUmv6exEAlxrp3gI-2AE_ZOmhkE/view?usp=sharing)**Kitchens and types of Kitchen**<https://drive.google.com/file/d/1MDzyGNSXUT2INFBXPwK_qHr2NvtGASEe/view?usp=sharing> **Basic Kitchen Design Principles**<https://drive.google.com/file/d/1vhBOfVwPqOxrlIStZLzNAWgIh163XtPc/view?usp=sharing> **Storage and Principles of Storage** [**https://docs.google.com/document/d/12JMR\_OL4EB4y1\_8LPqCdrDwqW23ch-wWWmRSuftYj4E/edit?usp=sharing**](https://docs.google.com/document/d/12JMR_OL4EB4y1_8LPqCdrDwqW23ch-wWWmRSuftYj4E/edit?usp=sharing) |
| Flower arrangement principles, types of flower arrangements – fresh and dry.  | **Book: Simple flower arrangement step by step Designs and techniques**<http://dl.booktolearn.com/ebooks2/doityourself/9781465415882_Simple_Flower_Arranging_6cbd.pdf>**Principles of Flower Arrangements**<https://www.baxtercountymg.com/uploads/8/4/4/5/84459238/principles_of_floral_arrangement.pdf><http://www.rirs.org/Flowerar-UnivIllinoiscoopex.pdf>**Fresh flower arrangement**<https://www.slideshare.net/SunilKumar148/flower-arrangements-33437848>**Dry Flower Arrangement**<https://naldc.nal.usda.gov/download/IND79001336/PDF>  |
| Selection, care and maintenance of utensils, equipment and electrical appliances.  | **Use & maintenance of kitchen equipment**<https://gltnhs-tle.weebly.com/lesson-13.html>**Selection, care and maintenance of utensils, equipment and electrical appliances**.<https://docs.google.com/document/d/1CAOOqNA4HbLCnGCNs1kycrwoZcYDNICHdXPrcdw7WYE/edit?usp=sharing> **Use, maintenance and storage of kitchen tools and equipment (ppt)**<https://www.slideshare.net/dwansta1/usemaintenance-and-storage-of-kitchen-tools-and-equipment> |