**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>  **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> |