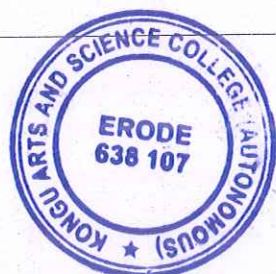


Sem	Course Code	CORE : I PROFESSIONAL ENGLISH - I	Total Marks: 100		Hours Per Week	Credits
			CIA: 50	ESE: 50		
I	21UAGCT101				4	4
<b>Course Objectives:</b>						
1. To develop the language skills of students by offering adequate practice in professional contexts.						
2. To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year Commerce and Management students.						
3. To focus on developing students' knowledge of domain specific registers and the required language skills.						
<b>Course Outcomes (CO): On completion of the course, students should be able to</b>						
CO 1	Recognise their own ability to improve their own competence and skills in using the language					K1 - K4
CO 2	Develop their competence in the use of English with particular reference to workplace situation with confidence and acceptable manner					
CO 3	Enhance the importance of negotiation strategies and thereby improve their LSRW skills					
CO 4	Create and develop their skills in interpreting visuals and presentations					
CO 5	Sharpen their critical thinking related to life and professional ethics					
<b>K1: Remember; K2: Understand; K3: Apply; K4: Analyze</b>						
<b>Unit – I</b>						
<b>Communication</b>						
Listening: Listening to instructions						
Speaking: Telephone etiquette and official phone conversations						
Reading: Short passages (3 passages selected from Commerce and Management)						
Writing: Letters and Emails in professional context						
Grammar in Context: Wh and Yes or no, Q tags, Imperatives						
Vocabulary: Word formation, Creating antonyms using Prefixes, Intensifying prefixes (E.g inflammable)						
Changing words using suffixes: Noun Ending, Adjectives Endings, Verb Endings						



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Unit - II	Description
	<p>Listening: Listening to process description</p> <p>Speaking: Role play Formal: With faculty and mentors in academic environment, work place communication- Informal: with peers in academic environment, workplace communication</p> <p>Reading: Reading passages in trade/ commerce/ management</p> <p>Writing: Writing sentences definition (e.g ledger) and extended definitions(e.g.accountancy) – picture description – Description of fashion and Beauty products ( A small Write up promoting the products/ an objective review of the product in 150-200 words)</p> <p>Grammar in Context: Connectives and Linkers</p> <p>Vocabulary: Synonyms(Register) – Compare and contrast expressions.</p>
Unit - III	Negotiation Strategies
	<p>Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)</p> <p>Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)</p> <p>Reading: Longer Reading text.(Comprehensive Passages)</p> <p>Writing: Essay Writing (250 words essay on topics related to commerce and management like recording business transactions)</p> <p>Grammar in Context: Active voice and passive voice - if conditional</p> <p>Vocabulary: Register specific – Collocations – Phrasal Verbs</p>
Unit - IV	Presentation Skills
	<p>Listening: Listening to presentation - Listening to lectures. Watching – documentaries ( Discovery / History channel)</p> <p>Speaking: Short talks. Making Formal Presentations (Power point)</p> <p>Reading: Reading a written speech by eminent personalities in the relevant field/ short poems/ short biography</p> <p>Writing: Writing Recommendations- Interpreting Visuals- Charts / Tables/ Flow Diagrams</p> <p>Grammar in Context: Models</p> <p>Vocabulary: Register specific – Single word substitution.</p>

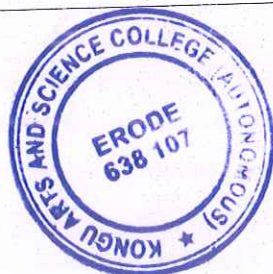


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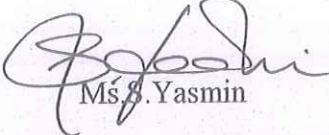



Unit - V	Critical Thinking Skills
<p>Listening: Listening to advertisements/ News and brief documentary films (with Subtitle).            Speaking: Simple problems and suggesting solutions.            Reading: Motivational stories and professional competence, professional ethics and life skills            (Subject – Specific)            Writing: Problem and Solution essay– Creative writing –Summary writing in 200 words            Grammar in Context: Make Simple Sentences            Vocabulary: Fixed Expressions..</p>	
<p><b><u>SKILL DEVELOPMENT ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. Design and demo of an advertisement copy for an illustrative product or service</li> <li>2. Profile &amp; Biography of an eminent personality ( PPT and or Short Talk)</li> <li>3. Identify a prospective entrepreneur and conceptualize a case study. ( Draft and presentation)</li> </ol>	
<p><b>TEXT BOOK</b></p>	
1.	Professional English for Commerce and Management-I - TANSCHÉ
<p><b>REFERENCE BOOKS</b></p>	
1.	Simon Sweeney, English for Business Communication, Student's Book, Second Edition, Cambridge University Press, 2003.
2.	Michael McCarthy, Felicity O'Dell, English Vocabulary in Use: Advanced, First South Asian Edition, Cambridge University Press, 2003.
<p><b>WEB RESOURCES</b></p>	
1	<a href="https://nptel.ac.in/courses/109/104/109104030/">https://nptel.ac.in/courses/109/104/109104030/</a>
2	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
3	<a href="http://www.autojini.com/blog/importance-of-branding-in-the-automobile-">http://www.autojini.com/blog/importance-of-branding-in-the-automobile-</a>
4	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
5	<a href="https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro">https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro</a>
6	<a href="http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-">http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-</a>



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Course Designed By	Verified By	Approved By HOD
Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam	 Ms. S. Yasmin	 Dr.K.K.A.Alaguappan
<b>QUESTION PAPER PATTERN</b>		
<b>SECTION - A (10 X 1 = 10 Marks)</b>	<b>SECTION - B (4 X 10 = 40 Marks)</b>	
(Vocabulary) (MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary - 20 Marks)	

**Mapping of COs with POs and PSOs**

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	S	S	M	M	S	S	S	S	S
CO 2	S	S	S	S	S	M	M	S	S	S	M	S
CO 3	S	S	M	M	M	M	S	S	S	M	S	S
CO 4	S	M	M	M	M	M	M	S	M	M	S	M
CO 5	S	S	S	S	M	S	S	S	M	M	S	S

S-Strong, M-Medium, L-Low



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Sem	Course code	CORE : III OFFICE AUTOMATION	Total Marks:100		Hours Per Week	Credits
I	21UAGCT103			CIA : 50	ESE :50	4

**Course Objectives:**

1. To make them understand the principles of software and hardware operations.
2. To Perform operations using MS-office system, Word, Excel, Power Point and Access working areas.
3. To train them to work on skill based activities in Office Automation system.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Outline the basic concepts of Computer and working Methodology of MS word.	K1-K4
CO 2	Apply the formula for entering in worksheet.	
CO 3	Demonstrate the Power point Presentation	
CO 4	Prepare about MS Access.	
CO 5	Outline the basic concepts of ERP.	

**K1 : Remember ; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit – I****Introduction to Computer & MS Word**

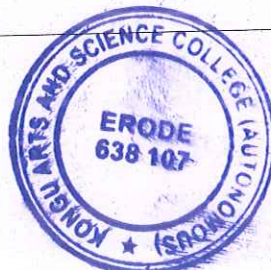
Introduction to Computer – History of Computers – Classification of Computers – Characteristics of Computers – Hardware and Software. MS Word – Creating a new document – Editing – Working with margins, Pages and line spacing - Adding Headers, Footers and Pages numbering – Printing documents – Mail Merge - Faxing and e-mailing documents – Adding Graphics to Documents.

**Unit – II****MS Excel**

MS Excel – Creating a new Work book – Entering data into the worksheet – Editing worksheet – Adding Cell borders and shading working with ranges -- Using Mathematical Function - Creating Chart- Managing and Printing documents

**Unit – III****MS PowerPoint**

MS PowerPoint – Creating a New presentation – Working with slides in different views – Printing presentation – Inserting, Deleting and Copy slides – Rearranging slides – Adding and Moving slides text – Adding Graphics to slide.

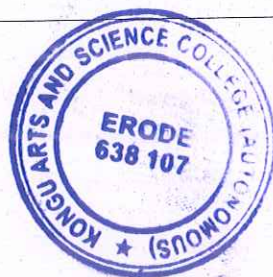


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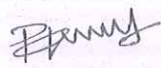
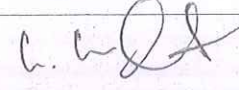

<b>Unit – IV</b>	<b>MS Access</b>
MS Access – Creating a New Database– Creating and Editing table – Entering and Editing data in table – Relationships between tables – Design and modifying a form – Sorting, Filtering and Indexing data – Creating a query – Customizing a report.	
<b>Unit – V</b>	<b>Enterprise Resource Planning (ERP)</b>
ERP – Introduction – Origin and Need for an ERP System – Significance – Principles – Enterprise Resource Planning - Evolution of ERP – Integrated System Approach - Business Benefits of ERP – ERP in Business process.	
<b><u>SKILL DEVELOPMENT ACTIVITIES</u></b>	
<ol style="list-style-type: none"> <li>1. Prepare model organization chart for various companies in word document</li> <li>2. Prepare a salary sheet in Excel.</li> <li>3. Incorporate Animations and Multimedia elements in power point presentation with their own topic.</li> </ol>	
<b>TEXT BOOKS</b>	
1	Sanjay Saxena, MS-Office 2000, Vikas Publishing House Private Ltd, New Delhi
2	Dr. P. Rizwan Ahmed, Office Automation, Margham Publications, Edition 2016.

<b>REFERENCE BOOKS</b>	
1	Sangita Sardana and Sunil Malhotra, Introduction to Information Technology, Kalyani Publishers, New Delhi, Edition 2015.
2	Alexis Leon & Mathew Leon, Introduction to Information technology, 2 <sup>nd</sup> Edition, Vikas Publications, 2009.
3	Mr. Kalpesh Patel, MS-Office 2010, Computer world publications, Gujarat, Edition 2014.
<b>WEB RESOURCES</b>	
1.	<a href="https://www.msuniv.ac.in/images/e-content/6.Computer%20Fundamentals%20and%20Office%20Automation.pdf">https://www.msuniv.ac.in/images/e-content/6.Computer%20Fundamentals%20and%20Office%20Automation.pdf</a>
2.	<a href="http://mcrhrdi.gov.in/group1-2019/Reading%20Material/IT/Computer%20Fundamentals%20&amp;%20Office%20Applications.pdf">http://mcrhrdi.gov.in/group1-2019/Reading%20Material/IT/Computer%20Fundamentals%20&amp;%20Office%20Applications.pdf</a>



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 Dr.P.Parvatham	 Ms.G.Gurusanthosini	 Dr.K.K.A.Alaguappan


QUESTION PAPER PATTERN		
SECTION – A	SECTION – B	SECTION – C
10 x 1=10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 3 = 15 Marks (Either or choice) Two questions from each unit	5 x 5 = 25 Marks (Either or choice) Two questions from each unit

**Mapping of COs with POs and PSOs:**

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	M	M	S	M	M	M	S	M	M	M	S	S
CO2	S	M	S	M	M	M	S	S	M	M	M	S
CO3	S	M	S	M	S	S	M	S	S	M	M	S
CO4	S	S	M	S	M	S	M	S	M	M	M	S
CO5	S	M	S	M	M	M	M	S	M	M	M	S

S-Strong, M-Medium, L-Low



  
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Sem	Course code	Allied Course – I BUSINESS MATHEMATICS	Total Marks:100		Hours Per Week	Credits
I	21UAGAT104			CIA: 25	ESE: 75	4

**Course Objectives:**

1. To understand the concepts of Business Mathematics and its applications.
2. Make the students to be ready for solving business problems using mathematical operations.
3. To understand and analyze the Linear Programming Problems with applications.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO1	Recall the set theory concepts and understand the concepts of arithmetic and geometric series.	K1-K4
CO2	Know the basic concepts of financial mathematics.	K1-K4
CO3	Understand and apply the matrix concepts and operations.	K1-K4
CO4	To gain knowledge on differential calculus.	K1-K4
CO5	Analyze the LPP using graphical and simplex methods.	K1-K4

**K1: Recall; K2: Understand; K3: Apply; K4: Analyze; K5: Evaluate; K6: Create.**

**Unit –I:**

**Series & Set Theory**

**Series:** Arithmetic Progression - Geometric Progression - Simple Problems.

**Set Theory:** Definition – Notation - Methods of Description of Sets – Types – Set Operations – Laws and Properties of Sets - Venn Diagrams - Simple Problems.

**Chapter 1& 3 :** Pages 1 – 7, 17-19, 28-29, 104-126

**Unit – II:**

**Time Value of Money**

Simple and Compound Interest-Sinking Fund – Discounting of Bills – True Discount – Banker's Discount - Banker's Gain - Cash Value - Present Value.

**Chapter 2 :**Pages 43 -61, 74-75, 77-87

**Unit – III:**

**Matrices**

**Matrix:** Definition - Basic Concepts – Matrix Operations - Determinants – Inverse of a Matrix – Rank of Matrix - Solution of Simultaneous Linear Equations by Matrix Inverse method.


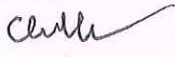
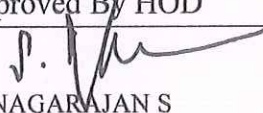
**Chapter 4 :** Pages 147 -166, 175-190



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<b>Unit – IV:</b>	<b>Basic Concepts of Differential Calculus</b>
<b>Differentiation:</b> Simple Differentiation – Successive Differentiation (Excluding Trigonometric Functions) - Simple Problems.	
<b>Uses of the Derivative:</b> Marginal Concepts - Maxima and Minima.	
<b>Chapter 6, 7 :</b> Pages 247-263, 269-272 ,282-284, 288- 294	
<b>Unit – V:</b>	<b>Linear Programming Problem</b>
Introduction - Mathematical Formulation – Graphical Method - Standard forms of the LPP - Simplex Method.	
<b>Chapter 9 :</b> Pages 328 -343, 346-366	
<b>TEXT BOOK</b>	
1	PA. Navnitham, “Business Mathematics & Statistics”, Jai Publishers, Trichy - 21, 2011.

<b>REFERENCE BOOKS</b>		
1	P.R.Vittal, “Business Mathematics and Statistics”, Margham Publications, 2004.	
2	Kanti Swarup, P.K.Gupta and Manmohan, “Operations Research”, Sultan Chand & Sons, New Delhi, 2011.	
Course Designed By	Verified By	Approved By HOD
 AMUDHAMALAR V	 RADHAMANI C	 NAGARAJAN S


<b>QUESTION PAPER PATTERN</b>		
<b>SECTION – A</b>	<b>SECTION – B</b>	<b>SECTION – C</b>
10 x 1=10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 5 = 25 Marks (Either or choice) Two questions from each unit	5x8 = 40 Marks (Either or choice) Two questions from each unit

**Mapping of COs with POs and PSOs:**

PO/PSO CO	PO							PSO				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	M	L	S	M	S	L	L	M	S
CO2	S	S	S	M	L	S	S	S	S	L	S	S
CO3	S	M	M	M	L	M	M	S	L	L	L	S
CO4	S	M	M	M	L	M	M	S	M	L	L	S
CO5	S	M	M	M	M	M	S	S	M	L	M	S

S-Strong, M-Medium, L-Low



  
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Sem	Course Code	CORE IV : PROFESSIONAL ENGLISH - II	Total Marks: 100		Hours Per Week	Credits
II	21UAGCT201		CIA: 50	ESE: 50	4	4

**Course Objectives:**

1. To develop their competence in the use of English with particular reference to the workplace situation.
2. To enhance the creativity of the students which will enable them to think of innovative ways to solve issues in the workplace.
3. To develop their competence and competitiveness and thereby improve their employability skills.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Identify the importance of linguistic competence in workplace environment.	K1 – K4
CO 2	Develop LSRW skills for academic and career purposes.	
CO 3	Illustration of digital competence for Vlogs and Webpage designing.	
CO 4	Application of digital competence for innovation and imagination in recent business scenario.	
CO 5	Applying the effective business correspondence with brevity and clarity at workplace.	

**K1: Remember; K2: Understand; K3: Apply; K4: Analyze****Unit – I Communicative Competence**

Listening: Listening to two talks/lectures by specialists on selected subject specific topics - (TED Talks) and answering comprehension exercises (inferential questions).

Speaking: Small group discussions (the discussions could be based on the listening and reading passages - open ended questions).

Reading: Two subject-based reading texts followed by comprehension activities/exercises.

Writing: Summary writing based on the reading passages.

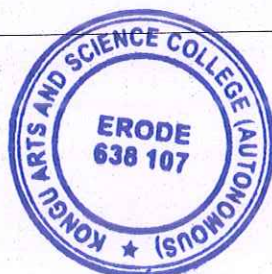
**Unit – II Persuasive Communication**

Listening: Listening to a product launch- sensitizing learners to the nuances of persuasive communication.

Speaking: Debates - Just-A Minute Activities

Reading: Reading texts on advertisements (on products relevant to the subject areas) and answering inferential questions.

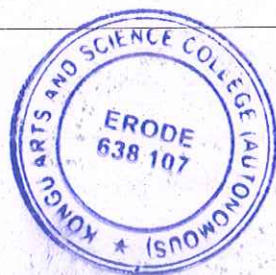
Writing: Dialogue writing- Writing an argumentative / persuasive essay.




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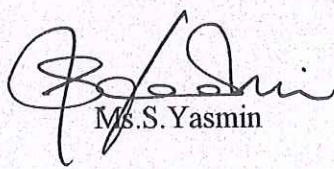



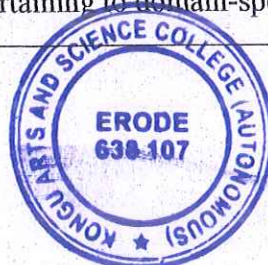
<b>Unit – III</b>	<b>Digital Competence</b>
<p>Listening: Listening to interviews (subject related).</p> <p>Speaking: Interviews with subject specialists (using video conferencing skills) - Creating Vlogs (How to become a vlogger and use vlogging to nurture interests – subject related).</p> <p>Reading: Selected sample of Web Page (subject area).</p> <p>Writing: Creating Web Pages-Reading Comprehension: Essay on Digital Competence for Academic and Professional Life.</p> <p>The essay will address all aspects of digital competence in relation to MS Office and how they can be utilized in relation to work in the subject area.</p>	
<b>Unit – IV</b>	<b>Creativity and Imagination</b>
<p>Listening: Listening to short (2 to 5 minutes) academic videos (prepared by EMRC/ other MOOC videos on Indian academic sites - E.g. <a href="https://www.youtube.com/watch?v=tpvicScuDy0">https://www.youtube.com/watch?v=tpvicScuDy0</a>).</p> <p>Speaking: Making oral presentations through short films - subject based.</p> <p>Reading: Essay on Creativity and Imagination (subject based).</p> <p>Writing - Basic Script Writing for short films (subject based) - Creating blogs, flyers and brochures (subject based) - Poster making - writing slogans/captions (subject based).</p>	
<b>Unit – V</b>	<b>Workplace Communication and Basics of Academic Writing</b>
<p>Speaking: Short academic presentation using PowerPoint.</p> <p>Reading and Writing: Product Profiles, Circulars, Minutes of Meeting.</p> <p>Writing an introduction, Paraphrasing, Punctuation (period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis), Capitalization (use of upper case)..</p>	
<b><u>SKILL DEVELOPMENT ACTIVITIES</u></b>	
<ol style="list-style-type: none"> <li>1. Role Play / Mock Interview</li> <li>2. Just- a – Minute Talk or One to One Student Interaction</li> <li>3. Application of Digital Competence : Mock panel Discussion of Entrepreneurs / Organize an Interview for Young Startups</li> </ol>	



  
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TEXT BOOKS			
1.	Professional English for Commerce and Management-II - TANSICHE. syllabus.b-u.ac.in/tansche/pecm1.pdf		
REFERENCE BOOKS			
1.	Alice Oshima & Ann Hogue, Writing Academic English, Second Edition, Addison Wesley Publishing Company, 1991.		
2.	Lyn R. Clark, Kenneth Zimmer, Joseph Tinervia, Business English and Communication, Seventh Edition, MacMillan / McGraw-Hill, Imprint 1991.		
WEB RESOURCES			
1.	<b>Book Material:</b> <a href="https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing">https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing</a>		
2.	<b>Unit 1 Video:</b> <a href="https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing">https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing</a> <b>Unit 2 Video:</b> <a href="https://drive.google.com/file/d/1TwRZvTSgIOel_YVtcepi_p6q9WV901F6Q/view?usp=sharing">https://drive.google.com/file/d/1TwRZvTSgIOel_YVtcepi_p6q9WV901F6Q/view?usp=sharing</a> <b>Unit 3 Video :</b> <a href="https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing">https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing</a> <b>Unit 4 Video</b> <a href="https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing">https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing</a> <b>Unit 5 Video</b> <a href="https://drive.google.com/file/d/11v2H_Uu9J_ZDrJLo3IN6-xligXJ5OkB/view?usp=sharing">https://drive.google.com/file/d/11v2H_Uu9J_ZDrJLo3IN6-xligXJ5OkB/view?usp=sharing</a>		
	Course Designed By	Verified By	Approved By HOD
	Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam	 Ms.S. Yasmin	 Dr.K.K.A.Alaguappan
QUESTION PAPER PATTERN			
	<b>SECTION - A</b> <b>(10 X 1 =10 Marks)</b>	<b>SECTION - B (4 X 10 = 40 Marks)</b>	
	(Vocabulary)(MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary - 20 Marks)	



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Mapping of COs with POs and PSOs:

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	M	S	M	M	S	S	S	M	S
CO 2	S	S	M	S	M	M	S	S	M	S	S	S
CO 3	S	S	S	M	S	M	M	S	M	S	S	S
CO 4	S	S	M	S	S	M	S	S	S	M	S	S
CO 5	S	S	S	M	M	M	M	S	M	S	S	S

S-Strong, M-Medium, L-Low



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Sem	Course code	CORE VI: COMPUTER PRACTICAL-I (OFFICE PACKAGE)	Total Marks:100		Hours Per Week	Credits
			CIA : 50	ESE :50		
II	21UAGCP203				4	4

**Course Objectives:**

1. To make the students familiarize in MS Office.
2. To enable the skill of database maintenance in every type of applications.
3. To get insight knowledge on Ms- Publisher.

Course Outcomes (CO): On completion of the course, students should be able to

CO 1	Apply knowledge on text alignment and preparation of bio-data.	<b>K1-K4</b>
CO 2	Assess with the preparation of Financial Statement and charts by using Ms-Excel.	
CO 3	Demonstrate about the presentation of slides.	
CO 4	Identify the preparation of employee data base and student data base.	
CO 5	Design Business card and Broucher using Ms-Publisher.	

**K1 : Remember ; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit –I****MS WORD**

1. Type an error free document and perform various formatting operations

Type a cost audit report and perform the following:

- a) Right alignment, Bold the important words.
- b) Center align the second paragraph and performs italics for the important words.
- c) Change third paragraph into two column paragraph.
- d) Insert page numbers at the bottom, insert date time and heading in the header Section.
- e) Character spacing for side headings


2. Identify an organization and prepare an organizational chart prevailing in that concern.

3. Prepare an invitation for the college Function using Text boxes and clip arts.

4. Prepare mail merge for an interview call letter.

5. Prepare Bio-Data by using wizard/Template.



  
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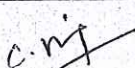
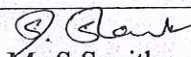

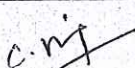
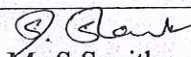

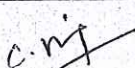
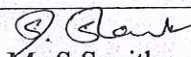

<b>Unit – II</b>	<b>MS EXCEL</b>
<p>1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result by using arithmetic &amp; logical functions and sorting.</p> <p>2. Prepare Final Accounts (Trading, Profit &amp; Loss Account and Balance Sheet) by using formula.</p> <p>3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.</p> <p>4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical logical functions.</p> <p>5. Prepare Salary Register for minimum five employees in Excel.</p>	
<b>Unit – III</b>	<b>MS POWER POINT</b>
<p>1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc.</p> <p>2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.</p> <p>3. Design slides for the headlines News of a popular TV Channel.</p> <p>4. Design Power Point Presentation for seminar using animation effect.</p> <p>5. Use of Charts, Diagrams, etc to display Sales, Revenue, Profit, etc.</p>	
<b>Unit – IV</b>	<b>MS ACCESS</b>
<p>1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.</p> <p>2. Create mailing labels for student database which should include at least three Table and must have atleast two fields with the following details:</p> <p>Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.</p>	




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Unit – V		MS PUBLISHER
1. Create a Business card using Ms-Publisher.		
2. Design a Birthday Card using Ms-Publisher.		
3. Design a Broucher using Ms-Publisher.		
<b>TEXT BOOK</b>		
1	Sanjay Saxena, MS Office 2007 in a Nutshell, Vikas Publishers..	

REFERENCE BOOKS								
1.	R.K.Taxali, “PC Software for windows made simple”, Tata McGraw Hill publications Private Limited							
2.	Mr. Kalpesh Patel,MS-Office 2010,Computer World Publications,Gujarat,Edition 2014							
WEB RESOURCES								
1	<a href="https://www.electricteacher.com/tutorials.htm">https://www.electricteacher.com/tutorials.htm</a>							
2	<a href="https://www.learningcomputer.com/microsoftword-tutorial/word2010/">https://www.learningcomputer.com/microsoftword-tutorial/word2010/</a>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Course Designed By</th> <th style="width: 33%;">Verified By</th> <th style="width: 33%;">Approved By HOD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">                       Dr.C.Vidhya                 </td> <td style="text-align: center;">                       Ms.S.Savitha                 </td> <td style="text-align: center;">                       Dr.K.K.A.Alaguappan                 </td> </tr> </tbody> </table>			Course Designed By	Verified By	Approved By HOD	 Dr.C.Vidhya	 Ms.S.Savitha	 Dr.K.K.A.Alaguappan
Course Designed By	Verified By	Approved By HOD						
 Dr.C.Vidhya	 Ms.S.Savitha	 Dr.K.K.A.Alaguappan						



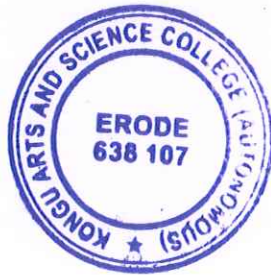
  
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CO3	S	M	S	M	M	M	S	M	M	M	S	S
CO4	S	S	S	M	M	S	S	S	S	M	S	S
CO5	S	S	S	M	M	M	S	S	M	M	S	S

S-Strong, M-Medium, L-Low



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Sem	Course Code	Allied Course – II	Total Marks:100		Hours Per Week	Credits
I	21UAGAT204	BUSINESS STATISTICS	CIA: 25	ESE:75	5	4

**Course Objectives:**

1. To understand the concepts of Business Statistics and its applications.
2. Make the students to be ready for solving business problems using statistical operations.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO1	Understand and interpret different types of data.	K1-K4
CO2	Know about the measures of central tendency and dispersion.	K1-K4
CO3	Gain the knowledge on correlation and regression analysis.	K1-K4
CO4	Analyze the test of index numbers.	K1-K4
CO5	Understand and apply the different methods in time series.	K1-K4

**K1: Recall; K2: Understand; K3: Apply; K4: Analyze; K5: Evaluate; K6: Create.**

**Unit – I :**

**Statistics**

Meaning - Scope and uses - Collection of Data - Primary and Secondary data - Methods of collection of Primary and Secondary Data - Classification and Tabulation - Presentation of data by Diagrams - Bar diagram and Pie diagram – Graphical Representation of Frequency Distribution.

**Chapter 1,3,5&6 : Pages 1 – 2, 9-17, 28-39, 60-64, 83-91, 98-118,124,131-146**

**Unit – II:**

**Measures of Central Tendency & Dispersion**

**Measures of Central Tendency:** Mean-Median-Mode- Geometric Mean-Harmonic Mean (Simple problems only).

**Measures of Dispersion:** Range, Quartile Deviation, Standard Deviation- Co-efficient of Variation

**Chapter 7, 8: Pages 159- 180, 196-209, 212-227, 251-260, 301 -310, 325-337, 360-368.**

**Unit – III:**

**Correlation and Regression Analysis**

**Correlation:** Meaning – Scatter Diagram-Karl Pearson's Co-efficient of Correlation – Properties - Spearman's Rank Correlation Co-efficient.

**Regression:** Meaning - Regression in Two Variables - Difference between Correlation and Regression - Properties.

**Chapter 12, 13: Pages 503-508, 515, 518-522, 540-552, 563-569.**



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<b>Unit – IV:</b>	<b>Index Numbers</b>
Meaning - Uses and Methods of Construction – Un-Weighted and Weighted Index numbers – Tests of an Index Number – Cost of Living Index.	
<b>Chapter 10: Pages 444-463, 467-471.</b>	
<b>Unit – V:</b>	<b>Analysis of Time Series</b>
Meaning – Components – Models – Methods of Estimating Secular Trend – Graphic, Semi-Average, Moving Average and Method of Least squares.	
<b>Chapter 14 : Pages 579-600</b>	
(The paper should have theory not more than 20% and the remaining 80% problems)	
<b>TEXT BOOK</b>	
1	PA.Navanitham, “Business Mathematics & Statistics”, Jai Publishers, Trichy-21, 2011.

<b>REFERENCE BOOKS</b>		
1	P.R.Vittal, ”Business Mathematics and Statistics”, Margham Publications, 2008.	
2	V.Sundaresan and S.D.Jayaseelan, “Introduction to Business Mathematics”, Sultan Chand Co&Ltd, New Delhi, 2012.	
Course Designed By	Verified By	Approved By HOD
V. Amudhamalar V AMUDHAMALAR V	Radhamani C RADHAMANI C	S. Nagarajan S NAGARAJAN S

<b>QUESTION PAPER PATTERN</b>		
<b>SECTION – A</b>	<b>SECTION – B</b>	<b>SECTION – C</b>
10 x 1 = 10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 5 = 25 Marks (Either or choice) Two questions from each unit	5x8 = 40 Marks (Either or choice) Two questions from each unit

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CO3	S	S	M	M	L	M	M	S	M	L	M	S
CO4	S	S	M	M	L	M	S	S	M	L	M	S
CO5	S	S	M	M	L	M	S	S	M	L	M	S

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