

St. John's College, Palayamkottai

Department of BBA

COURSE ACADEMIC PLAN(2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	Environment of business
Course Code	SABA11
Class	I year (2019-2020)
Semester	Odd
Staff Name	J.Sheeba
Credits	4
L. Hours /P. Hours	4 / WK
Total 60Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 50 Hrs (5 units; $5 \times 10 = 50$; 10Hrs /unit)	

Course Objectives

- To analyse the overall business environment and evaluate its various components in business decision making
- provides an analysis and examination of significant contemporary ethical issues and challenges existing throughout the professional business arena
- To know the minor and major factors affecting the business in various streams
- To acquire in-depth knowledge about legal environment etc.

Syllabus

Unit – I Business Environment - Concept-Significance - Types-Internal - External - Micro - Macro Environment -Environmental Analysis .

Unit – II Business and Culture: Elements Of Culture –Traditional Value and Its Impact – Caste And Communities - Impact Of Foreign Culture.

Unit – III Business and Society: Social Responsibilities Of Business - Responsibilities To Shareholders, To Customer, To The Community and To The Government - Business Ethics

Unit- IV Business and Government: State Regulations On Business – Industrial Policy 1991 and Industrial Licensing Policy 1991 – Technology – Import Of Technology – Impact of Technological Changes on Business.

Unit – V Global Environment: Concept – Liberalisation, Privatisation and Globalisation - Meaning – Features - Merits and Demerits.

Course Calendar

Hour allotment	Class Schedule
	Odd Semester Begin on 17.06.2019
1-L1	Welcoming of First year
2-L2	UNIT I An overview of Business Environment
3- L3	Meaning and definition, objectives
4-L4	importance and uses of study of business environment
5-L5	Concept and meaning of Environmental analysis
6-L6	process of environmental analysis
7-L7	limitations of environmental analysis,
8- P1	environmental factors
9- L8	The Micro environment of business.
10- L9	macro environment of business
11-L10	UNIT II Introduction of Business and Culture
12-L11	Elements Of Culture
13-L12	Traditional Value
14-L13	Impact of Traditional Value
15-L14	Allotting portion for Internal Test-I
	Internal Test I begins 24.07.2019
16-L15	Caste And Communities
17-IT-1	Revision of last units
18-L16	Internal Test-I
19-L17	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
20-L18	Impact of Caste And Communities in business
21- L19	Impact Of Foreign Culture.
22- P2	College level meeting/Cell function
23-L20	UNIT III Introduction of Business and Society
24-L21	Social Responsibilities Of Business
25-L22	Responsibilities To Shareholders
26-L23	Responsibilities To Customer
27-L24	To The Community and To The Government
28-L25	Business Ethics
29-L26	Unit- IV Business and Government
30-L27	State Regulations On Business
31-L28	Industrial Policy 1991 and Industrial Licensing Policy 1991

32-L29	Technology – Import Of Technology
33-L30	Impact of Technological Changes on Business.
34- P3	Assignment on new trends in technology
35-L31	Revision of important topics
36-L32	Allotting portion for Internal Test-II
	Internal Test II begins(28.08.2019)
37- L33	Unit – V Global Environment:
38- IT-II	Internal Test-II
39-L34	nature of globalization,
40-L35	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
41-L36	causes of globalization
42- L37	strategies for globalization
43- L38	Concept – Liberalisation
44- P4	College level meeting/ function
45-L39	Privatisation and Globalisation
46-L40	Globalization of Indian Business
47-L41	Features - Merits and Demerits
48-L42	Monetary policy Meaning, objectives
49-L43	fiscal policy – Meaning, objectives
50-L44	Allotting portion for Internal Test-III
	Internal Test III begins(27.09.2019)
51 L45	EXIM policy – meaning
52- L46	Revision
53-IT-III	Internal Test-III
54-L47	Written assignment on various challenges faced by different business segments in India
55-L48	Test Paper distribution and result analysis
	Entering Internal Test-III Marks into University portal
56- MT	Model Test 14-10-2019
57-MT	Model Test
58-MT	Model Test
59- L49	Model test paper distribution and previous year university question paper discussion
60-L50	Feedback of the Course, analysis and report preparation
	Last Working day on 23.11.2018

Course Outcomes

Learning Outcomes	COs of the course ‘ENVIRONMENT OF BUSINESS’
CO1	Familiarize with the nature of business environment and its components.
CO2	The students will be able to demonstrate and develop conceptual framework of business environment and generate interest in international business.
CO3	Understand the definition of ethics and the importance and role of ethical behavior in the business world today.

- # Blended Learning Assignment on new trends in technology. Caselet on various MSMEs using PPT, video, library resources, ICT techniques, E-learning resources, Google classroom, study tour, etc.,
- # For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.
- # For slow learner : special care taken, motivate the advanced learner to support the slow learner to study.To attend the remedial classes.
- # Extension activity : Motivate student to take classes for school students.

HOD Signature

Staff Signature

Principal

St. John's College, Palayamkottai

Department of BBA

COURSE ACADEMIC PLAN(2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	Business statistics
Course Code	SMBA12
Class	I year (2019-2020)
Semester	Odd
Staff Name	J.Sheeba
Credits	6
L. Hours /P. Hours	6 / WK
Total 90 Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 80 Hrs (5 units; $5 \times 16 = 80$; 16Hrs /unit)	

Course Objectives

- To develop the students ability to deal with numerical and quantitative issues in business
- To enable the use of statistical, graphical and algebraic techniques wherever relevant
- To have a proper understanding of Statistical applications in Economics and Management

Syllabus

MSU/2017-18/UG-Colleges/Part-III (B.B.A.)/ Semester-I / Ppr.no.4/ Core-2 BUSINESS STATISTICS

UNIT – I: Nature and Scope Of Statistics – Use of Statistics In Business And Industries – Collection Of Data – Methods – Kinds of data – Relative Merits And Demerits – Graphic and Diagrammatic Representation Of Data – Bar Charts – Pie Diagram – Line Graphs – Sampling.

UNIT – II: Classification And Tabulation Of Data – Frequency Distribution Graphic Representation - Histogram, Frequency Polygon And Curve – Measures Of Central Tendency – Mean, Median – Ogive Curves, Modes, Geometric Mean And Harmonic Mean.

UNIT – III: Dispersion – Purpose – Range , Quartile Deviation, Mean Deviation And Standard Deviation- Co-Efficient Of Variation.

UNIT – IV: Simple Correlation and Regression – Definition - Addition and Multiplication – Probability – Simple problems.

UNIT – V: Index Number – Meaning And Uses, Construction Of Index Numbers – Methods Of Index Numbers – Time series – Definition – Components – Estimating the Trend and Seasonal Variations – Business forecasting - Meaning and Uses.

Course Calendar

Hour allotment	Class Schedule
	Odd Semester Begin on 17.06.2019
1-L1	Welcoming of First year
2-L2	UNIT – I: Nature and Scope Of Statistics
3- L3	Use of Statistics In Business And Industries
4-L4	Collection Of Data – Methods
5-L5	Kinds of data – Relative Merits And Demerits
6-L6	Graphic and Diagrammatic Representation Of Data,
7-L7	Bar Charts with problems
8-L8	Pie Diagram with sample problems
9-L9	Line Graphs with problems
10-P1	Sampling
11-L10	UNIT – II: Classification And Tabulation Of Data
12-L11	Frequency Distribution Graphic Representation
13-L12	Histogram
14-L13	Frequency Polygon And Curve
15-L14	Measures Of Central Tendency – Mean, sample problems
16-L15	Calculation of Median
17-L16	Ogive Curves
18-L17	Calculation of Modes
19-L18	Geometric Mean
20-L19	Introduction of harmonic mean
21-L20	Harmonic mean with problems
22-L21	Harmonic mean with problems
23-L22	Allotting portion for Internal Test-I
	Internal Test I begins (24.07.2019)
24-L23	Internal Test-I
25-L24	Internal test
26-IT-1	Internal test
27-L25	first two units revision
28-L26	Calculation of mean median mode
29-L27	Calculation of mean median mode

30-L28	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
31- L29	UnitIII. Introduction and purpose of Dispersion
32- L30	Calculation of Range
33- L31	Calculation of Quartile Deviation
34-P2	Problems of Quartile Deviation
35- L32	Mean Deviation
36- L33	Sample problems of Mean Deviation
37- L34	Standard Deviation
38- L35	Sample problems Standard Deviation
39- L36	Problems of Standard Deviation
40- L37	Co-Efficient Of Variation.
41- L38	Calculation of Co-Efficient Of Variation
42- L39	Unit IV Introduction of Correlation and Definition
43- L40	Sample problems of Correlation
44- L41	Introduction of Regression and Definition
45- L42	Sample problems of Regression
46- L43	Sample problems of Regression
47- L44	Probability Addition methods of Probability
48- L45	Problems of Probability
49- L46	Addition methods of Probability
50- L47	Samples problem
51- P3	Multiplication – Probability
52- L48	Samples problem
53- L49	Problems of Multiplication Probability
54- L50	Working out important problems
55- L51	Revision of fourth unit
56-L52	Allotting portion for Internal Test-II
	Internal Test II begins(28.08.2019)
57-L53	Internal Test-II
58-L54	Revision of 3 & 4 unit
59-IT-II	Internal Test-II
60- L55	Internal Test-II
61- L56	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
62- L57	Unit v – Introduction of index number
63- L58	Index Number – Meaning And Uses
64- L59	Construction Of Index Numbers
65- L60	Methods Of Index Numbers
66- L61	Sample problems
67- L62	Problems related to methods
68- L63	Introduction of Time series
69- L64	Definition and importance
70- L65	Components
71- L66	Concept of trend variation
72- L67	Concept of seasonal variation
73- L68	Estimating trend variation
74-P4	College level meeting/ function

75- L69	Problems of trend variation
76- L70	Problems of seasonal variation
77- L71	Working out the problems of seasonal variation
78- L72	Taught about Business forecasting
79- L73	Allotting portion for Internal Test-III
	Internal Test III begins(27.10.2019)
80- L74	Internal Test-III
81- L75	Uses of Business forecasting
82-IT-III	Revision of all the important methods
83- L76	Internal Test-III
84- L77	Internal Test-III
85- L78	Test Paper distribution and result analysis
	Entering Internal Test-III Marks into University portal
86- L79	Model Test 14-10-2019
87-MT	Model Test
88-MT	Model Test
89-MT	Model test paper distribution and previous year university question paper discussion
90-L-80	Feedback of the Course, analysis and report preparation
	Last Working day

Course Outcomes

Learning Outcomes	COs of the course “BUSINESS STATISTICS ”
CO1	Describe and discuss the key terminology, concepts tools and techniques used in business statistical analysis
CO2	Critically evaluate the underlying assumptions of analysis tools
CO3	Understand and critically discuss the issues surrounding sampling and significance
CO4	Discuss critically the uses and limitations of statistical analysis
CO5	Solve a range of problems using the techniques covered
CO6	Conduct basic statistical analysis of data.

- # Blended Learning : using PPT, video, library resources, ICT techniques, E-learning resources, Google classroom, study tour, etc.,
- # For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.
- # For slow learner : special care taken, motivate the advanced learner to support the slow learner to study.To attend the remedial classes.
- # Extension activity : Motivate student to take classes for school students.

HOD Signature

Staff Signature

Principal

St. John's College, Palayamkottai

Department of BBA

COURSE ACADEMIC PLAN(2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	Commercial Correspondence
Course Code	SMBAIL
Class	I year (2019-2020)
Semester	Odd
Staff Name	Dr.D.Joel Selvakumar
Credits	6
L. Hours /P. Hours	6 / WK
Total 90 Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 80 Hrs (5 units; $5 \times 16 = 80$; 16Hrs /unit)	

Course Objectives

- It explain the principles as well as the practice of business correspondence
- To guide the students to learn and how to write business letter

Syllabus

MSU/2017-18/UG-Colleges/Part-III (B.B.A)/ Semester-I / Ppr.no.3/ Core-1 COMMERCIAL CORRESPONDENCE UNIT- I Communication – Meaning – Definition – Process/Element – Principles of effective communication - Importance – Modern communication devices – Barriers of communication – Measures to Overcome the Barriers.

UNIT – II Structure of a business letter – Kinds of Business Letters — Letter of Enquiry – Quotations – Offers – Order letters – Trade Reference - Execution of order – Cancellation of an order.

UNIT – III Complaint letters – Adjustment and Settlements – Circular letters.

UNIT – IV Collection letters – Series Of Collection Letter – Sales letters – Three P's of Sales Letters – Functions of Sales Letters.

UNIT – V Banking letters – Importance – Principles – Functions of bank – Asking for Overdraft and Loans – Correspondence with Head office and Other Banks - Status enquiries – Replies and their types – Bank references - Job Applications

Course Calendar

Hour allotment	Class Schedule
	Odd Semester Begin on 17.06.2019
1-L1	Unit-I; Meaning of communication, why do we communicate
2-L2	Business communication
3- L3	Objective of business communication
4-L4	Role of communication in business
5-L5	7C's communication
6-L6	4S's of communication
7-L7	Complex nature of human communication
8-L8	Process and elements of communication
9-L9	Principles of effective communication
10-P1	Types of communication-
11-L10	-verbal communication
12-L11	-Non verbal communication
13-L12	-formal communication
14-L13	-Informal communication
15-L14	Barriers of communication
16-L15	Measure to overcome the barrier in communication
17-L16	Modern communication devices
18-L17	Unit-II -Business letter
19-L18	Structure of business letter
20-L19	Purpose of business letter
21-L20	Essential of business letter
22-L21	Kinds of business letter
23-L22	Allotting portion for Internal Test-I
	Internal Test I begins(24.07.2019)
24-L23	Letter of Enquiry
25-L24	How to write an enquiry letter
26-IT-1	Internal test
27-L25	Reply to enquiry letter
28-L26	Write an enquiry letter about internship opportunity
29-L27	class work – enquiry about place some order
30-L28	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
31- L29	Reply letter regarding fire extinguisher
32- L30	Letter of quotation
33- L31	Points while drafting a quotation
34-P2	Quotation of acceptance
35- L32	Letter of order
36- L33	Class work
37- L34	Letter of execution of order
38- L35	Class work
39- L36	Letter of cancellation of order
40- L37	Class work
41- L38	Letter of trade reference

42- L39	Class work
43- L40	Unit-III Letter of complaint
44- L41	Class work
45- L42	Letter of adjustment and settlement
46- L43	Class work
47- L44	Circular letter
48- L45	Class work
49- L46	Unit-IV Collection letter
50- L47	Class work
51- P3	Points to be series of collection letter
52- L48	Sales letter
53- L49	Sales letter for introducing new product
54- L50	Class work
55- L51	Three P's of sales letter
56-L52	Allotting portion for Internal Test-II
	Internal Test II begins(28.08.2019)
57-L53	Internal Test-II
58-L54	Revision of 3 & 4 unit
59-IT-II	Internal Test-II
60- L55	Internal Test-II
61- L56	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
62- L57	Function of sales letter
63- L58	Unit-V Banking letter
64- L59	Importance of banking letter
65- L60	Principles of banking correspondence
66- L61	Functions of bank
67- L62	Letter for asking overdraft and loans
68- L63	Class work
69- L64	Correspondence with head office and other bank
70- L65	Specimen of bank correspondence for opening an account
71- L66	Reply from the bank for the above request
72- L67	Status enquiry from bank
73- L68	Replies to the status enquiry and types
74-P4	College level meeting/ function
75- L69	Bank reference
76- L70	Class work
77- L71	Job application
78- L72	Specimen letter for job application
79- L73	Allotting portion for Internal Test-III
	Internal Test III begins(27.10.2019)
80- L74	Revision
81- L75	Revision
82-IT-III	Internal test III
83- L76	Revision chapter 2 and 3
84- L77	Revision chapter 4
85- L78	Test Paper distribution and result analysis
	Entering Internal Test-III Marks into University portal

86- L79	Model Test 14-10-2019
87-MT	Model Test
88-MT	Model Test
89-MT	Model test paper distribution and previous year university question paper discussion
90-L-80	Feedback of the Course, analysis and report preparation
	Last Working day

Course Outcomes

Learning Outcomes	COs of the course “<COMMERCIAL CORRESPONDENCE >”
CO1	Student learned the importance of communication in business and life
CO2	Practice how to communicate effectively
CO3	Learned to write various business letter
CO4	Learned to write application and resume preparation

Blended Learning : using PPT, video, library resources, ICT techniques, E-learning resources, Google classroom, study tour, etc.,

For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.

For slow learner : special care taken, motivate the advanced learner to support the slow learner to study. To attend the remedial classes.

Extension activity : Motivate student to take classes for school students.

HOD Signature

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Principal

St. John's College, Palayamkottai

Department of BBA

COURSE ACADEMIC PLAN (2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	Business organisation
Course Code	SMBA2I
Class	I year (2019-2020)
Semester	even
Staff Name	Dr.D.Joel Selvakumar
Credits	6
L. Hours /P. Hours	6 / WK
Total 90 Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 80 Hrs (5 units; $5 \times 16 = 80$; 16Hrs /unit)	

Course Objectives

- students must learn the various concept of business like industry, commerce and trade
- they know the various forms of business organisation
- they must learn the registration procedure of firm and companies

Syllabus

MSU/2017-18/UG-Colleges/Part-III (B.B.A.)/ Semester-II / Ppr.no.9/ Core-3

BUSINESS ORGANIZATION UNIT- I: Fundamental Concepts – Concept Of Business, Trade, Industry And Commerce - Business – Features Of Business, Trade – Classification – Industry – Classification – Commerce – Relationship Between Trade, Industry And Commerce – Business Organization - Concept – Functions Of Business. **UNIT – II:** Forms Of Business Organization – Classification – Factors Influencing The Choice Of Suitable Form Of Organization – Business Organization – Sole Proprietorship - Meaning – Characteristics -Advantages And Disadvantages. Partnership – Meaning - Characteristics - Kinds Of Partners – Registration Of Partnership – Partnership Deed – Rights And Obligation of Partners - Joint Family Business – Meaning – Characteristics - Advantages And Limitations. **UNIT -III:** Joint Stock Company- Meaning - Characteristics – Advantages - Kinds Of Companies – Different Between Private Companies And Public Companies – Promotion Of A Company – Promotion - Stages – Promoters – Characteristics – Registration – Capital Subscription – Commencement Of Business – Preparation Of Important Documents- Memorandum Of Association – Significance - Clauses –

Articles Of Association - Contents – Prospectus – Contents – Statement In-Lieu Of Prospectus.
UNIT – IV: Company Meeting – Types Of Meeting – Agenda – Resolutions – Alterations Of Memorandum And Articles – Minutes.

UNIT – V: Co-Operative Sector Enterprises – Meaning – Definition – Features - Merits And Demerits – Multinational Companies.

Course Calendar

Hour allotment	Class Schedule
1-L1	Unit-I fundamental concept of business
2-L2	Concept of trade, industry ,commerce
3- L3	Characteristics of business
4-L4	Components of business- industry and commerce
5-L5	Industry
6-L6	commerce
7-L7	Trade and its classification
8-L8	Elements of business system
9-L9	Features of business system
10-P1	Objective of business
11-L10	Function of business
12-L11	Essential of a successful business
13-L12	Qualities of successful business man
14-L13	Social responsibility of business
15-L14	Relation between trade, industry and commerce
16-L15	Unit-II forms of business organisation
17-L16	Factor influencing the choice of suitable form of organisation
18-L17	Classification of business organisation
19-L18	Sole proprietorship
20-L19	Partnership
21-L20	Difference between sole proprietorship and partnership
22-L21	Kinds of partner
23-L22	Allotting portion for Internal Test-I
	Internal Test I begins 23.01.2020
24-L23	Registration of partnership
25-L24	Partnership deed
26-IT-1	Internal test
27-L25	Rights and obligation of partners
28-L26	Joint family business
29-L27	Difference between partnership business and joint hindu family business
30-L28	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
31- L29	Unit-III Company
32- L30	Feature and characteristics of a company

33- L31	Kinds of company
34-P2	Kinds of company
35- L32	Difference between company and partnership
36- L33	Difference between public company and private company
37- L34	Privileges of private company
38- L35	Joint stock company
39- L36	Merits and demerits of joint stock company
40- L37	Promotion of a company
41- L38	Stages of promotion
42- L39	Promoter, function of promoter,
43- L40	Rights , duties , liabilities and legal position of the promoter
44- L41	Problems in the promotion
45- L42	Stages in the promotion
46- L43	Types of promoter
47- L44	Company registration
48- L45	Capital subscription
49- L46	Commencement of business
50- L47	Memorandum of association
51- P3	Purpose and contents of memorandum of association
52- L48	Article of association
53- L49	Contents of article of association
54- L50	Prospectus
55- L51	Contents of prospectus
56-L52	Allotting portion for Internal Test-II
	Internal Test II begins 24.02.2020
57-L53	Statement in lieu of prospectus
58-L54	Difference between memorandum and article of association
59-IT-II	Internal Test-II
60- L55	Revision
61- L56	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
62- L57	Unit-IV company meeting
63- L58	Classification of company meeting
64- L59	Shareholder's meeting
65- L60	Director's meeting
66- L61	Creditors and debenture holder meeting
67- L62	Legal provision regarding annual general meeting
68- L63	Legal provision regarding the board meeting
69- L64	Agenda
70- L65	Resolution
71- L66	Alteration of memorandum and article
72- L67	Minutes
73- L68	Unit-IV Co-operative sector enterprises
74-P4	College level meeting/ function
75- L69	Features of co-operative enterprises
76- L70	Merits and demerits of co-operative enterprises
77- L71	Multinational companies
78- L72	Revision

79- L73	Allotting portion for Internal Test-III
	Internal Test III begins 23.03.2020
80- L74	Internal Test-III
81- L75	Revision
82-IT-III	Revision
83- L76	Internal Test-III
84- L77	Internal Test-III
85- L78	Test Paper distribution and result analysis
	Entering Internal Test-III Marks into University portal
86- L79	Model Test 03.04.2020
87-MT	Model Test
88-MT	Model Test
89-MT	Model test paper distribution and previous year university question paper discussion
90-L-80	Feedback of the Course, analysis and report preparation
	Last Working day

Course Outcomes

Learning Outcomes	COs of the course “Business organisation”
CO1	Students learned the various concept of business organisation
CO2	They learned the various forms of business
CO3	They know the registration of firm and company
CO4	They learned various meeting held in companies

- # Blended Learning : using PPT, video, library resources, ICT techniques, E-learning resources, Google classroom, study tour, etc.,
- # For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.
- # For slow learner : special care taken, motivate the advanced learner to support the slow learner to study.To attend the remedial classes.
- # Extension activity : Motivate student to take classes for school students.

HOD Signature

Staff Signature

Principal

St. John's College, Palayamkottai

Department of Commerce

COURSE ACADEMIC PLAN(2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	Office management
Course Code	SABA21
Class	I year (2019-2020)
Semester	Even
Staff Name	J.Sheeba
Credits	4
L. Hours /P. Hours	4 / WK
Total 60Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 50 Hrs (5 units; $5 \times 10 = 50$; 10Hrs /unit)	

Course Objectives

- To develop the knowledge, skills and capabilities for being an effective and efficient office administrator
- To Understand the range of responsibilities and skills required by the office manager
- To Create and apply a checklist of systems and procedures to aid the smooth running of the office
- To Apply assertive communication and problem-solving skills

Syllabus

MSU/2017-18/UG-Colleges/Part-III (B.B.A.)/ Semester-II / Ppr.no.11/Allied-II

OFFICE MANAGEMENT

Unit – I Office – Meaning and Importance – Functions of Office – Office Manager – Qualities of a Manager – Functions of an Office Manager.

Unit – II Office Environment : Office layout – Objectives – Open office and Private office – Advantages and Disadvantages – Physical Conditions of the Office

Unit – III Mail Handling – Centralised and Decentralised Mail Handling –Filing – Advantages – Objectives - Types of Filing.

Unit – IV Indexing – Meaning – Types of index – Advantages and Disadvantages – Office forms - Meaning – Types of forms – Objectives and its Advantages .

Unit – V Office Appliances – Meaning – Importance – Factors in Selecting Office Machines – Modern devices – MIS – Components of MIS.

REFERNCE BOOKS:

1. Commercial correspondence and Office management – R.S.N.Pillai and Baghavathi
2. Office Management – R.K. Chopra
3. Office Management – Prasanta K. Ghosh
4. Office Organisation and Management – S. P. Arora
5. Business Communication (Text, cases and Laboratory Manual) –

C.S.C. Krishnamacharyulu And Lalitha Ramakrishnan

Course Calendar

Hour allotment	Class Schedule
	Even Semester Begin on 2.12.2019
1-L1	Unit – I Office – Meaning and Importance
2-L2	Primary Functions of Office
3- L3	Secondary Functions of Office
4-L4	Functions of modern Office
5-L5	Taught about Office Manager
6-L6	Qualities of a Manager
7-L7	Functions of an Office Manager
8- P1	Organisational skills
9- L8	Communication and other interpersonal skills
10- L9	Unit – II introduction ofOffice Environment
11-L10	Office layout
12-L11	Physical Conditions of the Office
13-L12	Open office
14-L13	Private office
15-L14	Allotting portion for Internal Test-I
	Internal Test I begins(23.01.2020)
16-L15	Advantages and Disadvantages
17-IT-1	Revision of last two units
18-L16	Internal Test-I
19-L17	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
20-L18	Unit – III Mail Handling
21- L19	Centralised Mail Handling
22- P2	College level meeting/Cell function

23-L20	Decentralised Mail Handling
24-L21	Filing
25-L22	Advantages
26-L23	Objectives
27-L24	Types of filing
28-L25	Unit – IV Indexing
29-L26	Meaning and importance
30-L27	Types of index
31-L28	Advantages and Disadvantages
32-L29	Introduction of Office forms
33-L30	Types of forms
34- P3	Parents teacher meeting
35-L31	Objectives
36-L32	Allotting portion for Internal Test-II
	Internal Test II begins 24.02.2020
37- L33	Internal Test-II
38- IT-II	Advantages
39-L34	Revision of 3 &4 units
40-L35	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
41-L36	Unit – V Office Appliances – meaning
42- L37	Importance
43- L38	Factors in Selecting Office Machines
44- P4	College level meeting/ function
45-L39	Modern devices
46-L40	MIS
47-L41	Components of MIS
48-L42	Class seminar for students
49-L43	Class seminar for students
50-L44	Allotting portion for Internal Test-III
	Internal Test III begins 23.03.2020
51 L45	Internal Test-III
52- L46	Internal Test-III
53-IT-III	Revision of last unit
54-L47	Internal Test-III
55-L48	Test Paper distribution and result analysis
	Entering Internal Test-III Marks into University portal
56- MT	Model Test 03.04.2020
57-MT	Model Test
58-MT	Model Test
59- L49	Model test paper distribution and previous year university question paper discussion
60-L50	Feedback of the Course, analysis and report preparation
	Last Working day on 27.04.2020

Course Outcomes

Learning Outcomes	COs of the course “OFFICE MANAGEMENT ”
CO1	Plan and organize work
CO2	Handle office documents and a diary with appropriate confidentiality
CO3	Controlling and evaluating ordering and distribution of office resources
CO4	Understand the various administrative systems required by an organisation
CO5	Using electronic filing systems
CO6	Developing filing systems
CO7	Improving telephone skills
CO8	Match the type of communication with the appropriate method

Blended Learning : using PPT, video, library resources, ICT techniques, E-learning resources, Google classroom, study tour, etc.,

For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.

For slow learner : special care taken, motivate the advanced learner to support the slow learner to study.To attend the remedial classes.

HOD Signature

Staff Signature

Principal

St. John's College, Palayamkottai

Department of BBA

COURSE ACADEMIC PLAN (2019-2020)

(Prepared by staff member handling the course)

Programme Name	BBA
Course Name	BUSINESS MATHEMATICS
Course Code	SMBA22
Class	I year (2019-2020)
Semester	Even
Staff Name	J.Sheeba
Credits	6
L. Hours /P. Hours	6 / WK
Total 90 Hrs/Sem Internal Test-3 Hrs Model Test-3 Hrs Dept. Meetings-2 Hrs College Meetings-2 Hrs Remaining 80 Hrs (5 units; $5 \times 16 = 80$; 16Hrs /unit)	

Course Objectives

- .develop abstract,logical and critical thinking and the ability to reflect critically upon their work and the work of others
- Evaluate and select financial arrangements which are best for you as a consumer.
- Use the results of mathematical calculations to help evaluate various options in reaching financial decisions, whether personal or business-related

Syllabus

MSU/2017-18/UG-Colleges/Part-III (B.B.A.)/ Semester-II / Ppr.no.10/ Core-4

BUSINESS MATHEMATICS

UNIT –I Elements of co-ordinate Geometry: Distance between two points – Equation of straight line slope -Intercept For Slope And One Point Form, Two Point Form Of The Equation – Point Of Equation- Point Of Intersection Of Two Lines – Break Even Analysis.

UNIT-II Differential Calculus (Trigonometrical functions are excluded): The Derivative Of A Function – Marginal Interpretation Of The Derivative – Differentiation Rules – Sum Rule, Product Rule, Quotient Rule, Function Of A Function Rule – Differential Co-Efficient Of Simple Functions Which Occur Normally In Business Situations.

UNIT-III Criteria For Maxima And Minima (Single Variable Case Only) - Simple Application Problems In Maxima And Minima Cost Lost Size (Instantaneous Production And No - Shortage).

UNIT-IV Commercial Arithmetic – Simple And Compound Interest- Annuity.

UNIT – V Matrices: Definition and Notation – Addition of Matrices – Multiplication of Matrices – Matrix Inversion – Solving A System Of Linear Equations Using Matrix Inversion- Testing Consistency Of Linear Equations.

Reference Books: 1 .An introduction to Business Mathematics – V.Sundaresan and S.D.Jeyaseelan.

2. Mathematical methods – Dr.P.Thangavelu and Prof.K.Vallinayagam.

3. Mathematics with applications in Management and Economics – EARL K.BROWN, RICHARD D.IRWIN INC.

Course Calendar

Hour allotment	Class Schedule
	Even Semester Begin on 23.01.2020
1-L1	UNIT – I: Elements of co-ordinate Geometry
2-L2	Distance between two points
3- L3	Equation of straight line slope
4-L4	Intercept For Slope
5-L5	One Point FormOf The Equation
6-L6	Two Point Form Of The Equation
7-L7	Point Of Equation
8-L8	Point Of Intersection Of Two Lines
9-L9	Sample problems
10-P1	Break Even Analysis
11-L10	Sample problems
12-L11	UNIT – II Introduction of Differential Calculus
13-L12	The Derivative Of A Function
14-L13	Marginal Interpretation Of The Derivative
15-L14	Differentiation Rules
16-L15	Sum Rule with problems
17-L16	Product Rule with problems
18-L17	Quotient Rule
19-L18	problems
20-L19	Function Of A Function Rule
21-L20	Sample problems
22-L21	Differential Co-Efficient Of Simple Functions Which Occur Normally In Business Situations.
23-L22	Allotting portion for Internal Test-I
	Internal Test I begins 23.01.2020

24-L23	Sample problems of Quotient Rule
25-L24	Internal Test-I
26-IT-1	Internal Test-I
27-L25	Class seminar
28-L26	Revision of sum product Quotient problems
29-L27	Internal Test-I
30-L28	Test Paper distribution and result analysis
	Entering Internal Test-I Marks into University portal
31- L29	UNIT – III Criteria For Maxima And Minima
32- L30	Problems of maxima
33- L31	Worked out some problems
34-P2	College level meeting/Cell function
35- L32	Problems of minima
36- L33	Problems
37- L34	Functions of Maxima And Minima
38- L35	Optimization
39- L36	Simple Application Problems In Maxima And Minima Cost Lost Size
40- L37	problems
41- L38	UNIT – IV introduction Of Commercial Arithmetic
42- L39	Calculation of Percentages
43- L40	Calculation of Trade
44- L41	Sample problems
45- L42	Calculation of cash discount
46- L43	Sample problems
47- L44	Introduction of Simple interest
48- L45	Problems of ordinary Simple interest
49- L46	Problems of ordinary exact Simple interest
50- L47	Introduction of Compound interest
51- P3	Problems of Compound interest
52- L48	Nominal rate and effective rate of interest
53- L49	Sample problems
54- L50	Calculation of rate of interest
55- L51	Annuity
56-L52	Allotting portion for Internal Test-II
	Internal Test II begins 24.02.2020
57-L53	Revision of problems
58-L54	Assignment given
59-IT-II	Internal Test-II
60- L55	Internal Test-II
61- L56	Test Paper distribution and result analysis
	Entering Internal Test-II Marks into University portal
62- L57	UNIT – V Basic concepts of Matrices
63- L58	Types of Matrices
64- L59	Addition of Matrices
65- L60	Multiplication of Matrices
66- L61	Problems of Multiplication of Matrices
67- L62	Matrix Inversion
68- L63	Problems of Matrix Inversion

69- L64	Adjoint of Matrix
70- L65	Problems of Adjoint of Matrix
71- L66	A System Of Linear Equations Using Matrix Inversion
72- L67	Solution of a system of linear equation
73- L68	Class seminar
74-P4	College level meeting/ function
75- L69	Testing Consistency Of Linear Equations.
76- L70	Input output analysis
77- L71	Crammers rule
78- L72	Sample problems
79- L73	Allotting portion for Internal Test-III
	Internal Test III begins 23.03.2020
80- L74	Internal Test-III
81- L75	Revision
82-IT-III	Internal Test-III
83- L76	Internal Test-III
84- L77	Test Paper distribution and result analysis
85- L78	Revision
	Entering Internal Test-III Marks into University portal
86- L79	Model Test 03.04.2020
87-MT	Model Test
88-MT	Model Test
89-MT	Model test paper distribution and previous year university question paper discussion
90-L-80	Feedback of the Course, analysis and report preparation
	Last Working day on 23.11.2018

Course Outcomes

Learning Outcomes	COs of the course Business Mathematics
CO1	Understand what each procedure, manipulation, simplification, and solution means on a conceptual level.
CO2	Analyze problems in economics, business, and accounting to determine appropriate methods for solving them using business math concepts and applications.
CO3	solve problems in the areas of business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit,
CO4	define basic terms in the areas of business calculus and financial mathematics,
CO5	explain basic methods of business calculus, types and methods of interest account and their basic applications in practice
CO6	connect acquired knowledge and skills with practical problems in economic practice.

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- # For Advanced Learner : use library books, E- books, motivate student to prepare for higher study.
- # For slow learner : special care taken, motivate the advanced learner to support the slow learner to study. To attend the remedial classes.
- # Extension activity : Motivate student to take classes for school students.

HOD Signature

Staff Signature

Principal