

SFA1101	BUSINESS COMMUNICATION	L	T	P	Credits	Total Marks
		4	0	0	3	100

COURSE OBJECTIVES

- To acquire and develop good communication skills requisite for business correspondence and reporting.
- To develop an understanding of common business and commercial concepts.
- To keep abreast with developments in the business and commercial world.

UNIT 1 INTRODUCTION**9 Hrs.**

Communication,- Introduction, principles - Network - Process - Problems - Barriers - Types of Communication skills, Interpersonal Skills, Listening Skills, Emotional Intelligence.

UNIT 2 SENTENCE TYPES AND WORD POWER**9 Hrs.**

Sentence: Definition, Classification of sentence based on connotation - Sentence Structure - Types of Clauses - Types of sentences. Speech - Rules for converting Direct speech into Indirect speech - Change in pronouns - Punctuation in Direct speech - Active Passive Voice: Introduction, Changing Active voice to Passive voice Verbs Voice: Active or passive - Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes.

UNIT 3 COMPREHENSION PASSAGES AND NOTE MAKING**9 Hrs.**

Comprehension Passages - Introduction to Comprehension Passages - Points to ponder, Sample Passages with answers - Introduction to Note Making - Significance of Note Making - Detailed Format ♣ Heading (Title) - Steps to Comprehend and summarize text v. Helpful Hints vi. Sample Passages with Notes.

UNIT 4 DEVELOPING WRITING SKILLS**9 Hrs.**

Introduction to Basic Writing, Process of writing, Styles of Writing, Significance of writing skills for students, Writing Conventions, Characteristics of good writing, Do's and Don'ts of good writing - Précis Writing, Features of good Précis writing, Do's and Don'ts of Précis writing - Article Writing, Essential elements of Article Writing - Detailed Format.

UNIT 5 TYPES OF COMMUNICATION**9 Hrs.**

Internal and External Communications - Answering Telephone Calls - Enquiries Preparation of speeches Communication through letters- Layout of a letter - Letter Formats - Application for appointment - Reference letters - Appointment letters - Orders.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Demonstrate comprehension of business and economic texts;
- CO2 - Develop listening skills in the field of business and economics;
- CO3 - Express business concepts by reformulating them in their own words while summarizing.
- CO4 - Illustrate Skills in writing notes in all business situations
- CO5 - Apply knowledge in Grammar in Business letters
- CO6 - Distinguish different types of Communication

TEXT / REFERERNECE BOOKS

1. Rajendra Pal & J.S.Korlahalli, Essentials of Business Communication, Sultan Chand & Sons.
2. Shirley Taylor - Communication for Business -Pearson Longman - 2018
3. CAG.Sekar and CA B.Saravanaprasath, Business Law, Business Correspondence and Reporting Wolters Kluwer, Gurgaon, Hariyana, 2018.
4. AshaKaul, Effective Business Communication, PHI Publications, 2015.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks Compulsory**20 Marks****PART B:** 5 Questions covering all units with or without sub- divisions out of which 4 Questions to be answered, each carrying 20 marks**80 Marks**

SFA1201	BUSINESS CORRESPONDENCE	L	T	P	Credits	Total Marks
		4	0	0	3	100

COURSE OBJECTIVES

- To acquire and develop good communication skills requisite for business correspondence and reporting.
- To develop an understanding of common business and commercial concepts.
- To keep abreast with developments in the business and commercial world.

UNIT 1 COMMUNICATION THROUGH LETTERS**9 Hrs.**

Definition- Methods - Types- Principles of effective communication - **Business Letter** - Layout (Examples of banking, Insurance, & Agency Letters) - **Kinds of Business Letters: Enquiry and Reply - Order Letters - Sales Letters - Sales Letters - Dealing with non-payment problems** (Collection Letters) - Complaints - Circular Letters.

UNIT 2 OFFICIAL COMMUNICATION**09 Hrs.**

Application Letters - **Curriculum Vitae - Invitation to Interview - Acknowledgement** - Offer Letter - Letter of acceptance - Letter of Resignation - Testimonial.

UNIT 3 REPORTS AND RESUME WRITING**9 Hrs.**

Basic characteristics of Report - types of reports - **Reporting for a Meeting/Assembly, Reporting for a Newspaper, Reporting for a Magazine Structure - Formal Report, Informal report** - Checklist for compiling reports – Resume - Essential elements of Resume-**Resume writing Tips and Conventions.**

UNIT 4 FACE TO FACE COMMUNICATION**9 Hrs.**

Basic skills and techniques for talking to people in business situation - Telephonic conversation- **Role Play** - Body Language - Communicating With Body language, Facial Expressions, **Body Language in Business**, Improve Your Body Language.

UNIT 5 MODERN FORMS OF COMMUNICATION AND MEETINGS**9 Hrs.**

Fax - Video Conferencing - Internet - Websites and their use in Business. E-mail - Principles of E-mail Etiquette; Overcoming Problems in E-mail Communication - How to Write a Formal Mail? **Writing Effective Mails**, Essential elements of Mails, Tips and Conventions of Mails – Meetings – Notice – Agenda - **Drafting Minutes - Action Taken Report.**

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Understand comprehension of business and economic texts.
- CO2 - Develop listening skills in the field of business and economics.
- CO3 - Express business concepts by reformulating them in their own words while summarizing.
- CO4 - Prepare Resume to submit to different employers.
- CO5 - Analyze Reports and understands preparation of reports.
- CO6 - Distinguish different forms of communication and importance of each mode of communication.

TEXT / REFERERNC E BOOKS

1. Rajendra Pal & J.S.Korlahalli, Essentials of Business Communication, Sultan Chand & Sons, 2018
Shirley Taylor, Communication for Business, Pearson Longman, 2005.
2. CAG.Sekar and CAB Saravanaprasath, Business Law, Business Correspondence and Reporting, Wolters Kluwer, Gurgaon, Hariyana, 2018
3. Asha Kaul, Effective Business Communication, PHI Publications, 2015.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks Compulsory**20 Marks**

PART B: 5 Questions covering all units with or without sub- divisions out of which 4 Questions to be answered, each carrying 20 marks

80 Marks

SFA1302	ELEMENTS OF TAXATION	L	T	P	Credits	Total Marks
		4	1	0	4	100

COURSE OBJECTIVES

- To develop an understanding of the provisions of income-tax law and goods and services tax law.
- To acquire the ability to apply such knowledge to make computations and address application oriented issues.
- To Impart various Concepts and procedures in Indirect Taxation.

UNIT 1 INTRODUCTION TO INCOME TAX**9 Hrs.**

Basic Concepts - **Income tax law**; Introduction - Important definitions in the Income tax Act, 1961 - Concept of previous year and assessment year - **Basis of Charge and Rates of Tax**.

UNIT 2 RESIDENTIAL STATUS AND SCOPE OF TOTAL INCOME**9 Hrs.**

Residential status in India - **Individuals** [Resident and ordinarily resident / Resident but not ordinarily resident / non - resident] - **HUFs** [Resident and ordinarily resident / Resident but not ordinarily resident / non - resident] - **Firms & AOPs** [Resident / Non - resident - Companies [Resident / Non - resident] - Scope of Total Income.

UNIT 3 HEADS OF INCOME - SALARIES AND INCOME FROM HOUSE PROPERTY**9 Hrs.**

Income from Salary - Meaning of Salary - **Computation of Taxable Salary** - Deductions - Allowable and not allowable - Standard deduction - **Valuation and Tax treatment of perquisites** - Income from house property - Chargeability - **Computation of Annual Value** - Standard deduction - Deduction of Interest and others.

UNIT 4 HEADS OF INCOME - CAPITAL GAINS**9 Hrs.**

Capital Asset - Chargeability - Short term and long term Capital gains - **Computation of Capital Gains** - **Computation of Indexed cost of acquisition & Improvement** - Exemptions under sections 54, 54B, 54D, 54EC, 54EE & 54F, **Computation of Tax on capital gains**.

UNIT 5 CONCEPT OF INDIRECT TAXES - GST**9 Hrs.**

Introduction - **Concept of GST in India** - Need for GST - **Framework of GST** - Benefits & constitutional provisions - Concept of Supply under GST - Composite & Mixed supplies - **Charge of GST** - Levy and collection - Composition Levy - Exemptions - Time & Value of Supply.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Explain the sections and provisions of Income tax Act.
- CO2 - Examine the basic concepts of tax rates, liability, penalties and prosecution.
- CO3 - Distinguish taxable income and exempted income.
- CO4 - Compute individual tax and deductions.
- CO5 - Exhibit sophisticated knowledge related to tax accounting rules and regulations.
- CO6 - Analyze and resolve tax problems.

TEXT / REFERENCE BOOKS

1. Gaur.V.P. & Narang.D.B., Income Tax Law and Practice, Kalyani Publishers, 2019.
2. Vinodh K.Singhania and Kapil Singhania, Direct Taxes, Taxman Allied Services Pvt. Ltd., 2019.
3. CAG.Sekar, Taxation, Wolters Kluwer, Gurgaon, Hariyana, 2019.
4. Dr. Yogendra Bangar, Dr. Vandana Bangar, Taxation, Law Book World, 2019.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 20 Questions of 1 - 2 marks (All Questions are Compulsory)**30 Marks**

PART B: 8 Questions covering all units with or without sub- divisions out of which 2 Questions compulsory (14 Marks each) 6 questions to be answered, from the remaining 8 Questions (each carrying 7 marks)

70 Marks

SFA1402	TAXATION - LAW AND PRACTICE	L	T	P	Credits	Total Marks
		4	2	0	4	100

COURSE OBJECTIVES

- To acquaint the students with basic principles underlying the provisions of direct and indirect tax laws.
- To develop a broad understanding of the tax laws and accepted tax practices.
- To introduce practical aspects of tax planning as an important managerial decision-making process.

UNIT 1 INCOMES WHICH DO NOT FORM PART OF TOTAL INCOME**9 Hrs.**

Fully Exempted Income & Partially Exempted Income - Agricultural Income - Compensation on account of disaster - Pensions - Subsidies - Share of income by a partner - Bhopal Gas disaster Victims compensation - PF and superannuation fund payments - Gratuity - Payment from NPS trust - Specified Income of a Sikkimese Individual - LTA, Pension & Retrenchment compensation - HRA - Clubbed income of a minor child. Tax holiday for newly established units in Special Economic Zone.

UNIT 2 HEADS OF INCOME - PROFITS AND GAINS FROM BUSINESS OR PROFESSION**9 Hrs.**

Meaning of Business and Profession - Chargeability under section 28 - Expenditures allowed as deduction - Inadmissible expenses - Expenditures not allowed as deduction in certain circumstances - Income credited in P&L but treated separately - Deemed Income.

UNIT 3 HEADS OF INCOME - INCOME FROM OTHER SOURCES**9 Hrs.**

Ambit and scope - Dividend Income - Casual Income - Interest on compensation - Chargeability under specific circumstances - Deductions allowable under section 57 - Computation of tax for certain special items.

UNIT 4 OTHER PROVISIONS AND COMPUTATION OF TOTAL INCOME**9 Hrs.**

Income of other persons included in assessee's total income - Aggregation of Income - set off and carry forward of losses - Deductions from Gross total Income - **Computation of Total Income and Tax Payable** - Advance Tax, Tax Deduction at source - Introduction to Tax collected at source - Provisions for filing of return of income & Self-assessment.

UNIT 5 COMPUTATION OF GST LIABILITY**09 Hrs.**

Concept of Input Tax Credit - Registration, Requirements and Provision - Tax Invoices, Debit Notes & Credit Notes, E Way Bill - Payment of Tax & Computation of Interest on delayed payment - Furnishing of returns - Miscellaneous provisions.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Explain incomes not forming part of total income
- CO2 - Calculate income from business or profession
- CO3 - Discuss income from other sources
- CO4 - Compute individual tax and deductions
- CO5 - Examine the requirement for TDS / TCS / Advance Tax / Filing of returns
- CO6 - Understand the provisions of GST Act such as Input Tax Credit, E way Bill and filing of returns

TEXT / REFERENCE BOOKS

1. Gaur V.P. & Narang D.B., Income Tax Law and Practice, Kalyani Publishers, 2019.
2. VinodhK.Singhania and KapilSinghania, Direct Taxes, Taxman Allied Services Pvt. Ltd., 2019.
3. CAG.Sekar, Taxation, Wolters Kluwer, Gurgaon, Hariyana, 2019.
4. Dr. YogendraBangar, Dr. Vandana Bangar, Taxation, Law Book World, 2019.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 20 Questions of 1 - 2 marks (All Questions are Compulsory)**30 Marks**

PART B: 8 Questions covering all units with or without sub- divisions out of which 2 Questions compulsory (14 Marks each) 6 questions to be answered, from the remaining 8 Questions (each carrying 7 marks)

70 Marks

SFA1502	PRINCIPLES OF AUDITING	L	T	P	Credits	Total Marks
		5	2	0	3	100

COURSE OBJECTIVES

- To develop an understanding of the concept in auditing and of the generally accepted auditing procedures
- To explain the techniques and skills and acquire the ability to apply the same in audit and attestation engagements
- To impart the Responsibilities of Auditors

UNIT 1 NATURE, OBJECTIVE AND SCOPE OF AUDIT**9 Hrs.**

Auditing Concepts - Nature, objective and scope of Audit - Relationship of auditing with other disciplines - Standard Setting Process - Role of International Auditing and Assurance Standards Board (IAASB) - Standards on Auditing - Guidance - Engagement Standards - Qualities of Auditor.

UNIT 2 AUDIT STRATEGY, AUDIT PLANNING AND AUDIT PROGRAMME**9 Hrs.**

Audit Strategy - Audit planning - Audit programme - Audit Plan and Programme - Quality of audit work - Delegation and supervision of audit work - Materiality and Audit Plan - Revision - Documenting - Performance Materiality.

UNIT 3 AUDIT DOCUMENTATION AND AUDIT EVIDENCE**9 Hrs.**

Concept of Audit Documentation - Nature & Purpose of Audit - Form, Content & Extent of Audit Documentation - Completion Memorandum; Ownership and custody of Audit Documentation - Audit procedures for obtaining audit evidence - External confirmation procedures - Management's refusal - Negative Confirmations - Audit evidence about opening balances - Accounting policies - Reporting - Meaning of Related Party - Nature - Relationships & Transactions - Subsequent Events - Responsibilities of the Auditor with regard to Going Concern Assumption.

UNIT 4 RISK ASSESSMENT AND INTERNAL CONTROL**9 Hrs.**

Audit Risk, Identifying and Assessing the Risk of Material Misstatement, Risk Assessment procedures; Understanding the entity and its environment - Internal control - Documenting the Risks - Evaluation - Testing - Internal Control and IT Environment - Materiality and audit risk - Internal audit - Basics of Standards - Basics of Internal Financial Control and reporting requirements.

UNIT 5 FRAUD AND RESPONSIBILITIES OF THE AUDITOR**9 Hrs.**

Responsibility for the Prevention and Detection of Fraud - Factors - Risks of Material Misstatement Due to Fraud - Communication of Fraud - Provisions of the Companies Act 2013 on fraud.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Understand the need for external audits and other types of assurance services.
- CO2 - Appreciate the duties of auditors and other assurance providers.
- CO3 - Explain the concepts of 'independence', 'audit evidence', 'audit risk' and 'materiality'.
- CO4 - Distinguishes between compliance and substantive testing.
- CO5 - Plan audit for an entity.
- CO6 - Describe prevention and detection of fraud.

TEXT / REFERENCE BOOKS

1. CA Surbhi Bansal, Auditing & Assurance, Best Word Publications, 2018.
2. CA Pawan Kumar K.Ch, Auditing & Assurance, S. Chand Publications, 2013.
3. CAG. Sekar and CA B.Saravanaprasath, Auditing & Assurance, Wolters Kluwer, Gurgaon, Haryana, 2018.
4. CA Panaj Garg, Auditing & Assurance, Taxmann, 2018.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 20 Questions of 1 - 2 marks (All Questions are Compulsory)**30 Marks**

PART B: 8 Questions covering all units with or without sub- divisions out of which 2 Questions compulsory (14 Marks each) 6 questions to be answered, from the remaining 8 Questions (each carrying 7 marks)

70 Marks

SFA1602	AUDITING AND ASSURANCE	L	T	P	Credits	Total Marks
		6	1	0	3	100

COURSE OBJECTIVES

- To develop an understanding of the concepts in auditing in an automated environment.
- To appreciate audit sampling and analytical procedures.
- To prepare audit reports for different entities.

UNIT 1 AUDIT IN AN AUTOMATED ENVIRONMENT**9 Hrs.**

Key features - Impact of IT related Risks - Impact on Controls - Internal Financial Controls as per Regulatory requirements - Types of Controls - Audit approach - Understanding and documenting Automated environment - Testing methods, **data analytics for audit, assessing and reporting audit findings.**

UNIT 2 AUDIT SAMPLING AND ANALYTICAL PROCEDURES**09 Hrs.**

Meaning - Designing - Types of sampling - Sample Size - selection method - Meaning - nature - purpose and timing of analytical procedures - Substantive analytical procedures - **Designing and performing analytical procedures prior to Audit - investigating the results of analytical procedures.**

UNIT 3 AUDIT OF ITEMS OF FINANCIAL STATEMENTS**9 Hrs.**

Audit of sale of Products and Services - Audit of Interest Income, Rental Income, Dividend Income, Net gain/loss on sale of Investments etc. - Audit of Purchases, Employee benefits expenses, Depreciation, Interest expense, Expenditure on Power & Fuel, Rent, Repair to building etc.)

UNIT 4 THE COMPANY AUDIT AND AUDIT REPORT**09 Hrs.**

Eligibility - Qualifications - Disqualifications - Appointment - Removal of auditors - Remuneration - Powers and duties of auditors - Branch audit - Joint audit - Audit and Auditors and Rules - Audit Report - basic elements - Types of Modified Opinion - Circumstances - Qualification - Disclaimer - Adverse opinion - Nature of Comparative Information - Corresponding Figure - Comparative Financial Statements.

UNIT 5 AUDIT OF BANKS AND OTHER ENTITIES**09 Hrs.**

Understanding of accounting system in Banks - Audit Approach - Audit of Revenue items - Advances and NPAs - Audit of Different Types of Entities - Appointment of Auditor - Audit Procedure - Audit Report - Government - Local bodies and not - for - profit organizations - Partnership Firms - Audit of different type of undertakings - LLPs.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Discuss the procedure of auditing in automated environment.
- CO2 - Explain audit sampling and analytical procedures.
- CO3 - Evaluate the techniques for auditing financial statements.
- CO4 - Understands company audit.
- CO5 - Prepare audit report.
- CO6 - Design a plan for audit of Banks and other entities.

TEXT / REFERENCE BOOKS

1. CA Surbhi Bansal, Auditing & Assurance, Best Word Publications, 2018.
2. CA Pawan Kumar K.Ch, Auditing & Assurance, S. Chand Publications, 2013.
3. CAG. Sekar and CA B.Saravanaprasath, Auditing & Assurance, Wolters Kluwer, Gurgaon, Hariyana, 2018.
4. CA Panaj Garg, Auditing & Assurance, Taxmann, 2018.

END SEMESTER EXAMINATION PATTERN QUESTION PAPER**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 20 Questions of 1 - 2 marks (All Questions are Compulsory)**30 Marks**

PART B: 8 Questions covering all units with or without sub- divisions out of which 2 Questions compulsory (14 Marks each) 6 questions to be answered, from the remaining 8 Questions (each carrying 7 marks)

70 Marks

SFA1605	INTERNSHIP TRAINING	L	T	P	Credits	Total Marks
		0	0	0	2	100

COURSE OBJECTIVES

- To have practical exposure in the functional areas for finance and accounting of manufacturing, trading and service enterprises.
- To prepare a project report based on the training.
- To present the knowledge acquired to the panel of examiners.

During the sixth semester each student shall undergo Professional training accounting to 30 working days, for which he/she shall be permitted to report to the company on two working days in a week. The training report presentation by the student shall be conducted as part of the University examinations of the 6th Semester. The report presentation carries 100 marks. On evaluation, 50 marks shall be awarded by the internal examiner and 50 marks by the external examiner based on the presentation of the student to the Board of Examiners.

The following are mandatory regarding the assessment of Students Professional Training Programme:

1. The student shall maintain a log book on daily basis.
2. At the end of the professional training the student shall submit a training report along with the log book maintained during the period of training on the functional areas of the company.
3. A training report will be submitted to the Department, in the prescribed format for the purpose of valuation.
4. The training report will be assessed by a panel of examiners comprising of both internal and external examiners.

S74APROJ	PROJECT WORK	L	T	P	Credits	Total Marks
		0	0	0	6	100

The objective of the project work is to make use of the knowledge gained by the student at various stages of the degree course. Students will also be permitted to undertake industrial/consultancy project work, outside the department, in Industries/Research labs. There shall be three assessments during the semester by a review committee. The students shall make three presentations on the progress made before the committee at various stages of the project work. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three reviews, shall be taken in to account. There will be a viva-voce examination at the end of the Project work, conducted by one internal examiner and one external examiner. The total marks secured will be the sum of marks secured in the project reviews and Viva-Voce Examination. Each student is required to submit a Project report on the project assigned to him by the department. The report should be based on the information available in the literature or data obtained by the student by way of experiments conducted in the laboratory/industry

The following are mandatory regarding the assessment of Students during Project Work:

1. The student shall maintain a log book on daily basis.
2. At the end of the professional training the student shall submit a training report along with the log book maintained during the period of project work on the functional areas of the company.
3. A project report will be submitted to the Department, in the prescribed format for the purpose of valuation.

S74APT	PROFESSIONAL TRAINING	L	T	P	Credits	Total Marks
		0	0	0	3	100

While class room learning provides the fundamental theory and principles, Professional Training offers an opportunity to hone them by exposing the students to practicing Managers and practical corporate environment which will enhance their employability. Students are required to undergo "Professional Training" for a period of 4 weeks in any commercial or non-commercial organization of Private or Government sector in any one functional area of their specialization. Students need to complete the "Professional Training" before the commencement of the 6th semester and submit a written report summarizing their work experience which will be evaluated through a viva-voce examination. "Professional Training" carries 2 credits. In lieu of "Professional Training" students can undergo and complete, with the prior approval from the Department, certification courses offered by reputed institutions during the First Level course period. This will also carry 2 credits as an alternative to Internship.

The following are mandatory regarding the assessment of Students Professional Training Programme:

- a. The student shall maintain a log book on daily basis.
- b. At the end of the professional training the student shall submit a training report along with the log book maintained during the period of training on the functional areas of the company.
- c. A training report will be submitted to the Department, in the prescribed format for the purpose of valuation.

SBAA1101	BUSINESS COMMUNICATION	L	T	P	Credits	Total Marks
		4	0	0	4	100

COURSE OBJECTIVES

- To understand and demonstrate writing and speaking processes through invention and presentation.
- To understand the importance of specifying audience and to select appropriate communication choices.
- To understand and apply modes of expression in communication.

UNIT 1 INTRODUCTION**9 Hrs.**

Understanding Communication, the Communication Process, Barriers to Communication, the Importance of Communication in the Workplace - Types of Communication - Verbal and Non-Verbal Communication Classification of Communication Channels - Listening Process, Guidelines for Listening process, **Strategies for Effective Listening, Listening in a Business Context.**

UNIT 2 MEETING**9 Hrs.**

Types of meeting - **how to conduct Seminars and conference, How to conduct meeting,** Barriers and how to overcome, Mock meeting in class, How to conduct a Seminars - GD presentation, guide lines for delivery, informative and persuasive, **Agenda, Minutes** - difference between meeting and GD- Preparation of speeches.

UNIT 3 EFFECTIVE WRITING**9 Hrs.**

Meaning, Objectives, Types of written communication Merits and demerits of Written Communication - Types of business letters, Layout of a business letter and styles of layout, **Practice letter - Resume, Practice letter- Enquiries and replies, Practice letter - Orders and Replies, Practice letter - Complaints, claim and Adjustment.**

UNIT 4 VERBAL COMMUNICATION**9 Hrs.**

Report Writing-Importance, Features, Types, Forms, **Drafting a Report writing;** Role of Technology - **Various Communication Devices - Telephone - Cell Phones - Video Conferencing - Intercom - Dictaphone - EPABX - Public address system - Visual aids** - ETC - Cost effectiveness of various devices.

UNIT 5 NONVERBAL COMMUNICATION**9 Hrs.**

Nature, Types, **Functions of body language, facial expression, Effective use of face to face telephonic conversation, Recent trends in communication- E-mail , MMS, Video conferencing** , Understanding cultural effects on communication , Cultural sensitiveness and cultural context; **Inter-cultural factors in interactions; Adapting to global business.**

Max. 45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Apply business communication strategies and principles to prepare effective communication.
- CO2 - Identify ethical, legal, cultural, and global issues affecting business communication.
- CO3 - Utilize analytical and problem solving skills appropriate to business communication.
- CO4 - Participate in team activities that lead to the development of collaborative work skills.
- CO5 - Select appropriate organizational formats and channels used in developing business messages.
- CO6 - Compose and revise accurate business documents using computer technology.

TEXT / REFERENCE BOOKS

1. Bovee and Thill: Business Communication Today, Tata McGraw Hill, New Delhi.
2. Randall E. Magors: Business Communication; Harper and Row, New York.
3. Webster's Guide to Effective Letter Writing, Harper and Row, New York.
4. Balasubramanyam: Business Communications; Vikas Publishing House, Delhi.
5. Kaul: Business Communication; Prentice Hall, New Delhi.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks each - No choice**20 Marks****PART B:** 2 Questions from each unit of internal choice, each carrying 16 marks**80 Marks**

SBAA1503	BUSINESS ETHICS AND CSR	L	T	P	Credits	Total Marks
		4	0	0	4	100

COURSE OBJECTIVES

- To understand the importance of business ethics.
- To classify the ethical issues facing businesses.
- To familiarise the concepts and challenges of incorporating social responsibility into corporate strategy.

UNIT 1 INTRODUCTION**9 Hrs.**

Business ethics -Definition- nature - **Characteristics, Ethical theories-Causes of unethical behavior; Ethical abuses- Work ethics; Code of conduct;- Public good**

UNIT 2 ETHICS THEORY AND BEYOND**9 Hrs.**

Management of Ethics - Ethics analysis [Hosmer model]; Ethical dilemma; **Ethics in practice ethics for managers; Role and function of ethical managers-** Comparative ethical behaviour of managers; **Code of ethics;** Competitiveness, organizational size, profitability and ethics; Cost of ethics in Corporate ethics evaluation. Business and ecological / environmental issues in the Indian context and case studies

UNIT 3 LEGAL ASPECTS OF ETHICS**9 Hrs.**

Political - legal environment; **Provisions of the Indian constitution pertaining to Business;** Political setup - major characteristics and their implications for business; Prominent features of MRTP & FERA. **Social - cultural environment and their impact on business operations,** Salient features of Indian culture and value- Economic Environment,-Main features of Economic Planning with respect to business

UNIT 4 CORPORATE SOCIAL RESPONSIBILITY**9 Hrs.**

Corporate social responsibility: **Meaning, Evolution of corporate social responsibility,** Limits of corporate social responsibility, Voluntary responsibility Vs. Legal requirements, Profit maximization vs. social responsibility.

UNIT 5 SOCIALLY RESPONSIVE MANAGEMENT**9 Hrs.**

Strategies of response, **formulating socially responsive strategies, Implementing social responsiveness, making a social strategy work,** Conceptual framework of social responsibilities of business, **SWOT analysis for evaluating organizational framework for discharging social responsibility, Financial incentives for social responsibility, Role of self-regulation in discharge of social responsibility.**

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Understand the ethical aspects in all areas of business.
- CO2 - Discuss the social responsibility of business.
- CO3 - Critically analyse legal aspects of ethics in business.
- CO4 - Evaluate CSR initiatives.
- CO5 - Develop appropriate CSR alternatives.
- CO6 - Apply ethical principles in managing and decisions making.

TEXT / REFERENCE BOOKS

1. A.C. Fernando-Business Ethics, Prentice Hall, Latest Edition.
2. Andrew Crane and Dark Matter- Business Ethics, Oxford Publications.
3. M. Jennings -Business Ethics, Latest Edition.
4. Hartman-Business Ethics, Latest Edition.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks each - No choice**20 Marks****PART B:** 2 Questions from each unit of internal choice, each carrying 16 marks**80 Marks.**

SBAA2501	MS-OFFICE LAB	L	T	P	Credits	Total Marks
		0	0	2	1	100

I. MS WORD**Creating Business Documents using the following facilities:**

1. Text Manipulations
2. Usage of Numbering, Bullets, Footer and Headers
3. Usage of Spell check, Find & Replace
4. Text Formatting
5. Picture insertion and alignment
6. Creation of documents, using templates
7. Mail Merge Concepts
8. Copying Text & Pictures from Excel

II. MS-EXCEL**Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression using the following facilities:**

9. Cell Editing
10. Usage of Formulae and Built-in Functions
11. Data Sorting (both number and alphabets)
12. worksheet Preparation
13. Drawing Graphs
14. Usage of Auto Formatting

III. MS-POWER POINT**Creating Business Presentations using following facilities**

15. Inserting Tables, Images, texts, Symbols, Clip arts, Pictures, and New Slides
16. Frame movements of the above
17. Preparation of Organization Charts
18. Presentation using Wizards
19. Usage of design templates Slides,
20. Design; Transition; Animation; and Slideshow

S28APROJ	PROJECT WORK	L	T	P	Credits	Total Marks
		0	0	0	6	100

The objective of the project work is to make use of the knowledge gained by the student at various stages of the degree course. Students will also be permitted to undertake industrial/consultancy project work, outside the department, in Industries/Research labs. There shall be three assessments during the semester by a review committee. The students shall make three presentations on the progress made before the committee at various stages of the project work. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three reviews, shall be taken in to account. There will be a viva-voce examination at the end of the Project work, conducted by one internal examiner and one external examiner. The total marks secured will be the sum of marks secured in the project reviews and Viva-Voce Examination. Each student is required to submit a Project report on the project assigned to him by the department. The report should be based on the information available in the literature or data obtained by the student by way of experiments conducted in the laboratory/industry

The following are mandatory regarding the assessment of Students during Project Work:

1. The student shall maintain a log book on daily basis.
2. At the end of the professional training the student shall submit a training report along with the log book maintained during the period of project work on the functional areas of the company.
3. A project report will be submitted to the Department, in the prescribed format for the purpose of valuation.

S28APT	PROFESSIONAL TRAINING	L	T	P	Credits	Total Marks
		0	0	0	3	100

While class room learning provides the fundamental theory and principles, Professional Training offers an opportunity to hone them by exposing the students to practicing Managers and practical corporate environment which will enhance their employability. Students are required to undergo "Professional Training" for a period of 4 weeks in any commercial or non-commercial organization of Private or Government sector in any one functional area of their specialization. Students need to complete the "Professional Training" before the commencement of the 6th semester and submit a written report summarizing their work experience which will be evaluated through a viva-voce examination. "Professional Training" carries 2 credits. In lieu of "Professional Training" students can undergo and complete, with the prior approval from the Department, certification courses offered by reputed institutions during the First Level course period. This will also carry 2 credits as an alternative to Internship.

The following are mandatory regarding the assessment of Students Professional Training Programme:

- a. The student shall maintain a log book on daily basis.
- b. At the end of the professional training the student shall submit a training report along with the log book maintained during the period of training on the functional areas of the company.
- c. A training report will be submitted to the Department, in the prescribed format for the purpose of valuation.

SBAA1101	BUSINESS COMMUNICATION	L	T	P	Credits	Total Marks
		4	0	0	4	100

COURSE OBJECTIVES

- To understand and demonstrate writing and speaking processes through invention and presentation.
- To understand the importance of specifying audience and to select appropriate communication choices.
- To understand and apply modes of expression in communication.

UNIT 1 INTRODUCTION**9 Hrs.**

Understanding Communication, the Communication Process, Barriers to Communication, the Importance of Communication in the Workplace - Types of Communication - Verbal and Non-Verbal Communication Classification of Communication Channels - Listening Process, Guidelines for Listening process, **Strategies for Effective Listening, Listening in a Business Context**

UNIT 2 MEETING**9 Hrs.**

Types of meeting - **how to conduct Seminars and conference, How to conduct meeting**, Barriers and how to overcome, Mock meeting in class, How to conduct a Seminars - GD presentation, guide lines for delivery, informative and persuasive, **Agenda, Minutes** - difference between meeting and GD- Preparation of speeches.

UNIT 3 EFFECTIVE WRITING**9 Hrs.**

Meaning, Objectives, Types of written communication Merits and demerits of Written Communication - Types of business letters, Layout of a business letter and styles of layout, **Practice letter - Resume, Practice letter- Enquiries and replies, Practice letter - Orders and Replies, Practice letter - Complaints, claim and Adjustment.**

UNIT 4 VERBAL COMMUNICATION**9 Hrs.**

Report Writing -Importance, Features, Types, Forms,, **Drafting a Report writing**; Role of Technology - **Various Communication Devices - Telephone - Cell Phones - Video Conferencing - Intercom - Dictaphone - EPABX - Public address system - Visual aids** - ETC - Cost effectiveness of various devices

UNIT 5 NONVERBAL COMMUNICATION**9 Hrs.**

Nature, Types, **Functions of body language, facial expression, Effective use of face to face telephonic conversation, Recent trends in communication- E-mail , MMS, Video conferencing** ,Understanding cultural effects on communication , Cultural sensitiveness and cultural context; **Inter-cultural factors in interactions; Adapting to global business**

Max. 45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Apply business communication strategies and principles to prepare effective communication.
- CO2 - Identify ethical, legal, cultural, and global issues affecting business communication.
- CO3 - Utilize analytical and problem solving skills appropriate to business communication.
- CO4 - Participate in team activities that lead to the development of collaborative work skills.
- CO5 - Select appropriate organizational formats and channels used in developing business messages.
- CO6 - Compose and revise accurate business documents using computer technology.

TEXT / REFERENCE BOOKS

1. Bovee and Thill: Business Communication Today, Tata McGraw Hill, New Delhi.
2. Randall E. Magors: Business Communication; Harper and Row, New York.
3. Webster's Guide to Effective Letter Writing, Harper and Row, New York.
4. Balasubramanyam: Business Communications; Vikas Publishing House, Delhi.
5. Kaul: Business Communication; Prentice Hall, New Delhi.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN**Max. Marks : 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks each - No choice**20 Marks****PART B:** 2 Questions from each unit of internal choice, each carrying 16 marks**80 Marks**

SBAA2501	MS-OFFICE LAB	L	T	P	Credits	Total Marks
		0	0	2	1	100

I. MS WORD

Creating Business Documents using the following facilities:

1. Text Manipulations
2. Usage of Numbering, Bullets, Footer and Headers
3. Usage of Spell check, Find & Replace
4. Text Formatting
5. Picture insertion and alignment
6. Creation of documents, using templates
7. Mail Merge Concepts
8. Copying Text & Pictures from Excel

II. MS-EXCEL

Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression using the following facilities:

9. Cell Editing
10. Usage of Formulae and Built-in Functions
11. Data Sorting (both number and alphabets)
12. worksheet Preparation
13. Drawing Graphs
14. Usage of Auto Formatting

III. MS-POWER POINT

Creating Business Presentations using following facilities

15. Inserting Tables, Images, texts, Symbols, Clip arts, Pictures, and New Slides
16. Frame movements of the above
17. Preparation of Organization Charts
18. Presentation using Wizards
19. Usage of design templates Slides,
20. Design; Transition; Animation; and Slideshow

SBAA3011	ENTREPRENEURSHIP ESSENTIALS	L	T	P	Credits	Total Marks
		4	0	0	4	100

COURSE OBJECTIVES

- To orient the learner toward entrepreneurship as a career option and creative thinking.
- To gain the knowledge about the concepts and role of business houses.
- To identify the sources of new ideas.

UNIT 1 INTRODUCTION**9 Hrs.**

Meaning, elements, determinants and importance of entrepreneurship and creative behavior; **Entrepreneurship and creative response to the society' problems and at work;** Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship and social entrepreneurship.

UNIT 2 ENTREPRENEURSHIP AND MSME**9 Hrs.**

Concept of business groups and role of business houses and family business in India; **The contemporary role models in Indian business: their values, business philosophy and behavioural orientations;** Conflict in family business and its resolution.

UNIT 3 PUBLIC AND PRIVATE SYSTEM**9 Hrs.**

Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, **Role of industries/entrepreneur's associations and self-help groups,** The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.

UNIT 4 SOURCES OF BUSINESS IDEAS AND TESTS OF FEASIBILITY**9 Hrs.**

Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered); **Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.**

UNIT 5 MOBILISING RESOURCES**9 Hrs.**

Mobilizing resources for start-up. Accommodation and utilities; **Preliminary contracts with the vendors, suppliers, bankers, principal customers;** Contract management.

Max.45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Understand the nature of entrepreneurship.
- CO2 - Describe the function of the entrepreneur.
- CO3 - Build an entrepreneurial business idea.
- CO4 - Assess opportunities and constraints for new business ideas.
- CO5 - Identify personal attributes that enable best use of entrepreneurial opportunities.
- CO6 - Design strategies for successful implementation of ideas.

TEXT / REFERENCE BOOKS

1. Kuratko and Rao, Entrepreneurship: A South Asian Perspective, Cengage Learning, 1st Edition, 2012.
2. Robert Hisrich, Michael Peters, Dean Shepherd, Entrepreneurship, McGraw Hill Education, 8th Edition, 2013.
3. Desai, Vasant. Dynamics of Entrepreneurial Development and Management, Mumbai Himalaya Publishing House, 6th Edition, 2011.
4. Holt, David H. Entrepreneurship: New Venture Creation. Pearson, 2016.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 10 Questions of 2 marks each - No choice**20 Marks****PART B:** 2 Questions from each unit of internal choice, each carrying 16 marks**80 Marks**

S41APROJ1	MINI PROJECT	L	T	P	Credits	Total Marks
		0	0	0	5	100

The objective of the final project work is to make use of the knowledge gained by the student at various stages of the degree course. Students will also be permitted to undertake industrial/consultancy project work, outside the department, in Industries/Research labs.

There shall be three reviews during the semester by a review committee. The students shall make three presentations on the progress made before the committee at various stages of the project work. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three reviews, shall be taken in to account. There will be a viva-voce examination at the end of the mini project work, conducted by one internal examiner and one external examiner. The total marks secured will be the sum of marks secured in the project reviews and Viva-Voce Examination.

Each student is required to submit a Project report on the project assigned to him by the department. The report should be based on the information available in the literature or data obtained by the student by way of experiments conducted in the laboratory / industry.

The time period for the project work is one month.

S41APROJ2	FINAL PROJECT	L	T	P	Credits	Total Marks
		0	0	0	10	100

The objective of the final project work is to make use of the knowledge gained by the student at various stages of the degree course. Students will also be permitted to undertake industrial/consultancy project work, outside the department, in Industries / Research labs.

There shall be three assessments during the semester by a review committee. The students shall make three presentations on the progress made before the committee at various stages of the project work. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three reviews, shall be taken in to account. There will be a viva-voce examination at the end of the Project work, conducted by one internal examiner and one external examiner. The total marks secured will be the sum of marks secured in the project reviews and Viva-Voce Examination.

Each student is required to submit a Project report on the project assigned to him by the department. The report should be based on the information available in the literature or data obtained by the student by way of experiments conducted in the laboratory/industry.

The time period for the project work is three months.

SBAA5105	ENTREPRENEURSHIP AND BUSINESS VENTURING	L	T	P	Credits	Total Marks
		4	0	0	4	100

COURSE OBJECTIVES

- To understand the concepts of entrepreneurship, enterprise and business venturing.
- To identify elements of a business plan.
- To prepare a project report and know the sources of finance.

UNIT 1 INTRODUCTION**9 Hrs.**

Meaning of entrepreneur - **Functions of an Entrepreneur** - Types of Entrepreneur - Intrapreneur- an emerging class - Concept of Entrepreneurship - Evolution of Entrepreneurship - **Development of Entrepreneurship** - Entrepreneurial Culture - Stages in entrepreneurial process.

UNIT 2 BUSINESS PLANNING PROCESS**9 Hrs.**

Meaning of business plan - Business plan process - Advantages of business planning - Marketing plan - Production/operations plan - Organization plan - Financial plan - Final Project Report with Feasibility Study - preparing a model project report for starting a new venture.

UNIT 3 CRAFTING BUSINESS MODELS AND LEAN START-UPS**9 Hrs.**

Introduction to business models; Creating value propositions-conventional industry logic, value innovation logic; customer focused innovation; **building and analyzing business models; Business model canvas, Introduction to lean startups, Business Pitching.**

UNIT 4 BUSINESS VENTURING**9 Hrs.**

Creating and organizing the venture - Product development - The founding team - Organizational, legal and ethical issues - Operations management - **Start-up costs** - Financing the new venture - **New venture marketing** - Planning for growth.

UNIT 5 ENTREPRENEURSHIP DEVELOPMENT AND GOVERNMENT**9 Hrs.**

A brief overview of financial institutions in India - Central level and state level institutions - SIDBI - NABARD - IDBI - SIDCO - Indian Institute of Entrepreneurship - DIC - Single Window - Latest Industrial Policy of Government of India - **Role of Central Government and State Government in promoting Entrepreneurship - Women Entrepreneurs** - Role, Problems and Prospects.

Max. 45 Hrs.**COURSE OUTCOMES**

On completion of the course, student will be able to

- CO1 - Think critically about the entrepreneurial process in several contexts
- CO2 - Analyze the milestones and related challenges in developing a new venture.
- CO3 - Create a business plan.
- CO4 - Discuss the key issues related to new venture creation.
- CO5 - Apply concepts and techniques in a variety of settings for the entrepreneurial process.
- CO6 - Design.

TEXT / REFERENCE BOOKS

1. David H.Holt, Entrepreneurship: New Venture Creation, Pearson Education, 2016.
2. Khanka S.S., Entrepreneurial Development, S.Chand & Company Ltd., New Delhi, 2012.
3. Vasant Desai, Dynamics of Entrepreneurial Development and Management, Himalaya Publications House, New Delhi, 2018.
4. Yescombe E.R., Principles of Project Finance, Academic Press; 2nd Edition, 2017.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN**Max. Marks: 100****Exam Duration: 3 Hrs.****PART A:** 5 Questions to be answered out of 8 Questions, each Question carrying 6 marks**30 Marks****PART B:** 2 Questions from each unit of internal choice, each carrying 10 marks**50 Marks****PART C:** 1 Compulsory - Question / Case Study, carrying 20 marks**20 Marks**

SBAA6101	TALLY LAB	L	T	P	Credits	Total Marks
		0	0	2	1	100

COURSE OBJECTIVES

- To familiarize with the basic concepts, of Accounting
- To make the students proficient towards creating the accounting records and extract the financial statements
- To impart practical training on this software so that the students could apply its various aspect in their day to day business/professional activities.

SUGGESTED LIST OF EXPERIMENTS

1. Introduction to Tally
2. Creation, Alteration and Deletion of Company
3. Creation/Alteration of Multiple Ledgers/Groups
4. Preparation of Trial Balance
5. Preparation of Profit And Loss Account and Balance sheet - Ledger Balances
6. Preparation of Profit And Loss Account and Balance sheet - Accounting Vouchers
7. Inventory Vouchers
8. Cost Category and Centres
9. Payroll

COURSE OUTCOMES

On completion of the course, student will be able to

- CO1 - Have an understanding of basic Accounting concepts and principles
- CO2 - Set up Company Configurations, Charts of Accounts and record financial transactions
- CO3 - Generate Accounting and Inventory Masters, Vouchers and Basic Reports in Tally
- CO4 - Get familiar with the Technological Advantages like Cost Centers and Categories
- CO5 - Have an understanding of the concept and features of Payroll Accounting and be able to generate Payroll reports
- CO6 - Acquire hands-on experience in the use of Tally accounting package.

TEXT / REFERENCE BOOKS

1. Rajesh Chheda, Learn Tally. ERP 9 with GST, 2nd Edition, Software, 2018.
2. Tally education Pvt. Ltd., Official Guide to Financial accounting using Tally, ERP 9 With GST, BPB publication, 2018.
3. Singh S. and Mehra N., Tally ERP 9: Software for Business and Accounts, V&S Publishers, 2014.
4. Asok K Nadhani , Implementing Tally, BPB Publication, 4th Edition, 2018.

SBAA6201	SPSS LAB	L	T	P	Credits	Total Marks
		0	0	2	1	100

SUGGESTED LIST OF EXPERIMENTS

1. Creation and alteration of a file
2. Measure of Central Tendency
3. Result Analysis
4. Investment analysis
5. Frequency analysis - Preparation of charts and diagrams
6. T - Test
7. One way ANOVA
8. Two way ANOVA
9. Regression
10. Correlation - Bi-variate and multi-variate
11. Rank Correlation
12. Cross tabulation and Chi-square test

SBAA6301	MS-OFFICE LAB	L	T	P	Credits	Total Marks
		0	0	2	1	100

I. MS WORD**Creating Business Documents using the following facilities:**

1. Text Manipulations
2. Usage of Numbering, Bullets, Footer and Headers
3. Usage of Spell check, Find & Replace
4. Text Formatting
5. Picture insertion and alignment
6. Creation of documents, using templates
7. Mail Merge Concepts
8. Copying Text & Pictures from Excel

II. MS-EXCEL

Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression using the following facilities:

9. Cell Editing
10. Usage of Formulae and Built-in Functions
11. Data Sorting (both number and alphabets)
12. Worksheet Preparation
13. Drawing Graphs
14. Usage of Auto Formatting

III. MS-POWER POINT**Creating Business Presentations using following facilities:**

15. Inserting Tables, Images, texts, Symbols, Clip arts, Pictures, and New Slides
16. Frame movements of the above
17. Preparation of Organization Charts
18. Presentation using Wizards
19. Usage of design templates Slides,
20. Design; Transition; Animation; and Slideshow