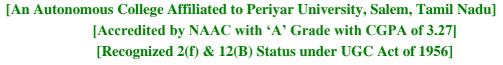


SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE (Autonomous)





Website: www.svmcugi.com E-mail: svmbba@gmail.com

BACHELOR OF BUSINESS ADMINISTRATION WITH COMPUTER APPLICATIONS (BBA (CA)) CHOICE BASED CREDIT SYSTEM (CBCS)

REGULATIONS AND SYLLABUS FOR

BBA CA PROGRAMME (SEMESTER PATTERN)

(For Students Admitted in the College from the Academic Year 2020-2021 Onwards)



Programme Outcomes (POs

PO1	Student can acquire comprehensive knowledge in Fundamentals of									
	Management, Accounting, Business Laws, Business Organization, Human									
	Resources Management, Marketing, Economics and Computer Skills.									
PO2	Designed for capacity building to various avenues of employment,									
	entrepreneurship and higher education.									
PO3	Acquire the core competencies of business acumen, analytical & critical thinking									
	and communication skills and employ empirical approach for effective team									
	building, crisis management and business solutions.									
PO4	Apply the knowledge and skills thrive on the evolving challenges of trade &									
	industry.									
PO5	Analyze the challenges of the dynamic world with a global outlook.									
PO6	Sensitized to ethical and moral issues in business to be more socially									
	responsible.									

Programme Specific Outcomes (PSOs)

PSO1	Develop conceptual and practical knowledge in the field of business and
	management.
PSO2	Provide strong analytical and critical thinking foundation enabling problem
	solving skills in the various disciplines of management.
PSO3	Demonstrate leadership qualities to take the business/firm to greater heights.
PSO4	Enhance the employability and professional skills to become successful
	manager/executives in reputed firms.
PSO5	Manage their business more successfully and also to identify new business
	opportunities and marketing avenues to establish start-ups.
PSO6	Strengthen the ability to learn continuously to adapt to the dynamic challenges
	of the business world and lead business with conscience-moral, ethical and
	environmental values.



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

Bachelor of Business Administration (BBA (CA))
Course Pattern and Syllabus – CBCS

(For Students Admitted in the College from the Academic Year 2020-2021 Onwards)

Sl.	Part	Nature of	Course Code	Name of the Course	Hours /	Credits	Marks							
No	1 art	Course	Course Coue	Name of the Course	Week	Credits	CIA	ESE	Total					
	SEMESTER I													
1	I	Languages	20UTA1F01	Tamil – I	6	3	25	75	100					
2	II	Languages	20UEN1F01	English – I	6	3	25	75	100					
3		Core - I	20UBX1C01	Principles of Management	5	4	25	75	100					
4	III	Core - II	20UBX1C02	Introduction to Computer Technology	5	4	25	75	100					
5		Allied - I	20UBX1A01	Business Mathematics and Statistics	6	4	25	75	100					
6	IV	Value Education	20UVE101	Yoga	2	2	25	75	100					
			Total		30	20	150	450	600					
				SEMESTER II										
7	I	Languages	20UTA2F02	Tamil – II	6	3	25	75	100					
8	II	Languages	20UEN2F02	English – II	6	3	25	75	100					
9		Core - III	20UBX2C03	Organizational Behavior	5	4	25	75	100					
10	III	Core - IV	20UBX2C04	Office Automation	4	4	25	75	100					
11	111	Practical - I	20UBX2P01	MS – Office Practical	3	2	40	60	100					
12		Allied - II	20UBX2A02	Managerial Economics	4	4	25	75	100					
13	IV	Common Paper	20UES201	Environmental Studies	2	2	25	75	100					
			Total		30	22	190	510	700					
	SEMESTER – III													





14		Core - V	20UBX3C05	Business Communication	6	4	25	75	100
15	III	Core - VI	20UBX3C06	Financial & Cost Accounting	6	4	25	75	100
16		Core - VII	20UBX3C07	E-Business	6	4	25	75	100
17		Allied - III	20UBX3A03	Operations Research	4	3	25	75	100
18		SBEC - I	20UBX3S01	Fundamentals of Insurance	2	2	25	75	100
19	IV	SBEC - II	20UBX3S02	Life Skill Education	2	2	25	75	100
20		SBEC - III	20UBX3SP01	Campus to Corporate - (Viva-Voce)	2	2	-	100	100
21	IV	NMEC – I For Other Department	20UBX3N01	Principles of Management	2	2	25	75	100
			Total		30	23	175	625	800
				SEMESTER – IV					
22		Core - VIII	20UBX4C08	Production and Material Management	4	3	25	75	100
23	III	Core - IX	20UBX4C09	Management Accounting	5	4	25	75	100
24		Core - X	20UBX4C10	Business Law	5	4	25	75	100
25		Core – X1	20UBX4C11	HTML and Web Design	5	4	25	75	100
26		SBEC - IV	20UBX4S03	Export and Import Documentation	2	2	25	75	100
27	IV	SBEC – V	20UBX4S04	Practice of Business Relations	2	2	25	75	100
28	1 V	SBEC - VI	20UBX4SP02	In plant Training – (Viva -Voce)	2	2	-	100	100
29		NMEC - II		Human Resource Management	2	2	25	75	100
30		Practical -II		HTML and Web Design Practical	3	2	40	60	100
			Total		30	25	215	685	900
				SEMESTER – V					





31		Core - XII	20UBX5C12	Business Policy and Strategy	5	4	25	75	100
30		Core - XIII	20UBX5C13	RDBMS and Oracle	5	4	25	75	100
31		Core - XIV	20UBX5C14	Financial Management	5	4	25	75	100
32		Core-XV	20UBX5C15	Fundamental of Research Methodology	5	4	25	75	100
33	,,,	Core- XVI	20UBX5C16	Management Information System	4	3	25	75	100
34	III	Practical - III	20UBX5P03	RDBMS and Oracle Practical	3	2	40	60	100
			20UBX5E01	Service Marketing					
			20UBX5E02	Industrial Relations					100
			20UBX5E03	Multimedia		3	25	75	
35		Electives-I	20UBX5E04	Total Quality Management	3				
				Data Base					
			20UBX5E05	Management System					
			Total		30	24	190	510	700
				SEMESTER – VI					
36		Core – XVII	20UBX6C17	SEMESTER – VI Marketing Management	5	4	25	75	100
36			20UBX6C17 20UBX6C18		5	4	25 25	75 75	100
				Marketing Management Financial Institutions and					
37		Core – XVIII	20UBX6C18	Marketing Management Financial Institutions and Services Human Resources Management	6	4	25	75	100
37		Core - XVIII	20UBX6C18 20UBX6C19	Marketing Management Financial Institutions and Services Human Resources Management Visual Basic	6 5	4	25 25	75 75	100
37 38 39		Core - XVIII Core - XIX Core - XX	20UBX6C18 20UBX6C19 20UBX6C20	Marketing Management Financial Institutions and Services Human Resources Management Visual Basic	6 5 5	4 4	25 25 25	75 75 75	100
37 38 39 40		Core - XVIII Core - XIX Core - XX Project	20UBX6C18 20UBX6C19 20UBX6C20 20UBX6PR1	Marketing Management Financial Institutions and Services Human Resources Management Visual Basic Project Work	6 5 5 2	4 4 4	25 25 25 -	75 75 75 100	100 100 100 100
37 38 39 40		Core - XVIII Core - XIX Core - XX Project	20UBX6C18 20UBX6C19 20UBX6C20 20UBX6PR1 20UBX6P04	Marketing Management Financial Institutions and Services Human Resources Management Visual Basic Project Work Visual Basic Practical Retail Marketing	6 5 5 2	4 4 4	25 25 25 -	75 75 75 100	100 100 100 100



			20UBX6E09	development Investment					
			200311020)	Management					
			20UBX6E10	Merchandising					
			200210210	Management					
43	V			Extension Activities		1			
			Total		30	26	165	535	700
	Grand Total			180	140	1085	3315	4400	

Note:

CBCS – Choice Based Credit system

CIA – Continuous Internal Assessment

ESE – End of Semester Examinations

SWAYAM —Study Webs of Active-Learning for Young Aspiring Minds

NPTEL —National Programme on Technology Enhanced Learning

Major Elective Courses

- 1. Financial Accounting
- 2. Service Marketing
- 3. Retail Marketing Management

Non-Major Elective Courses

- 1. Principles of Management
- 2. Human Resources Management



List of Extension Activities

- 1. National Cade Corps (NCC)
- 2. National Service Scheme (NSS)
- 3. Youth Red Cross (YRC)
- 4. Physical Education (PYE)
- 5. Eco Club (ECC)
- 6. Red Ribbon Club (RRC)
- 7. Women Empowerment Cell (WEC)



PROGRAMME SYLLABUS



	Program: BBA (CA)									
Core – I		Cou	rse Code: 20UBX1C0)	Fitle: Principles of Ianagement					
Semester I	Hours/	Week	Total Hours 75	Credits 4	Total Marks 100					

- 1. To enable the students to study the evolution of Management.
- 2. To study the functions and principles of management.
- 3. To learn the application of the principles in an organization.
- 4. To enable the effective and barriers communication in the organization
- 5. To study the system and process of effective controlling in the organization.

UNIT – I

Management – Definition – Importance – Nature – Scope and Functions – Levels of Management – Roles of a Manager – Managerial Skills – Principles of Management. Evolution of Management Thoughts – Contributions of F.W. Taylor – Henry Fayol – Management Vs. Administration.

UNIT - II

Planning – Meaning and Definition - Importance – Advantage – Steps in Planning – Types of Plans – Management by Objectives (MBO) - Definition – Process – Merits – Limitations. Decision Making – Definition – Types of Decision – Process of Decision Making.

UNIT - III

Organisation – Definition - Need for Organisation – Classification of Organisation – Process – Organizational Structure – Line Functional, Line & Staff Organisation. Span of Management or Control – Factor Determining Span of Control – Delegation – Centralisation and Decentralisation.

UNIT - IV

Directing – Meaning, Elements, Nature, Importance, Principles – Leadership – Definition – Styles of Leadership – Qualities for Effective Leadership. Motivation – Meaning – Theories of Motivation – Maslow's Need Hierarchy Theory, – Herzberg's Two Factor Theory and their



Comparison.

UNIT - V

Co-coordinating – Definition – Importance – Need – Principles – Approaches to Achieve Effective Co-ordination. Controlling – Meaning – Elements and Significance – Modern Trends in control Process – Control Technique.

Text Books

- 1. C.B. Gupta, Business Organization & Management, Sultan Chand & Sons, 2006.
- 2. L.M. Prasad, Principles of Management, Sultan Chand & Sons, 1999.

Reference Books

- 1. Dingar Pagare, Business Management, Sulthan Chand & Sons, 2006.
- 2. Koontz and O. Donnel, Essentials of Management, McGraw Hill, 2010.
- 3. T.Ramasamy, Principles of Management, Macmillan India Ltd., 2005.
- 4. J. Jayashankar, Principal of Management, Margham Publications, 2009.

Course Outcomes (COs)

On successful completion of the course, the students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Students will be able to have clear understanding of managerial	K1 & K2
	functions like planning, and have same basic knowledge on	
	international aspect of management.	
CO2	Understand the planning process in the organization.	K2 & K3
CO3	Apply the concept of organization.	K3 & K4
CO4	Demonstrate the ability to directing, leadership and	K5 & k6
	communicate effectively	
CO5	Evaluate isolates issues and formulate best control methods.	K6



PO CO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	M	S
CO2	M	M	M	S	S
CO3	M	S	S	S	M
CO4	S	M	S	S	M
CO5	S	S	S	S	S

 $S-Strong \hspace{1cm} M-Medium \hspace{1cm} L-Low$



	Program: BBA (CA)									
Core – I	Core – II Course Code: 20UBX1C02 Computer Technology									
Semester Hours/V		Week	Total Hours 75		Credits 4	Total Marks 100				

- 1. To know the integration and application of business information's through computers.
- 2. To know about analyze a problem, decide whether it can or should be solved by a computer, and provide an appropriate solution.
- 3. To know about the major components of applications software in the areas of Data communications, and Internet.

UNIT-I

Introduction to Computer: Definition, characteristics, Importance of computers- Generation of computers- Types of computer systems - Micro, Mini, Mainframe and Super Computers, Analog, Digital and Hybrid computers.

UNIT-II

Computer Organization: ALU, CU, Input, Output, Units. Memory units- Auxiliary Storage Devices - Magnetic Tape - Hard Disk - Floppy Disk- CD-ROM. Memory Organization - RAM, ROM, EPROM and EEPROM.

UNIT-III

Computer Software -Operating System and its functions - Types of Operating System - Computer Networks: Components of a Computer Network - Communication Media - Types of Networks - Network Topologies.

UNIT-IV

Internet and www. Electronic Mail: Introduction - E-mail - Domain Name and Addresses - advantages and disadvantages of Internets - Intranet - Extranet.

UNIT-V

Internet of Things- Introduction – Features of IoT – History of IoT – Applications of IoT – Advantages and Disadvantages of IoT – Components of IoT – Challenges of IoT.



Text Books

- Alexis Leon and Mathews Leon, Fundamentals of Information Technology, Vikas Publishing House Pvt Ltd, 2016.
- 2. Peter Norton, Introduction to Computer, 2nd Edition, TMH, 2019.
- 3. JP Tam, Internet of Things Basics: For Beginners: Fast and Easy Way to Learn, Kindle Edition, 2020.

Reference Books

- 1. S.P. Rajagopalan, Computer Applications in Business, Vikas Publishing House Pvt. Ltd, 2018.
- 2. Alexis leon and mathews Leon, Fundamentals of Computer Science and Communication Engineering, Vikas Publishing House Pvt Ltd, 2016.

Course Outcomes (COs)

On successful completion of the course, the students will be able to

СО	CO Statement	Knowledge
Number	CO Statement	Level
CO1	Bridge the fundamental concepts of computers with the present level of knowledge of the students.	K2
CO2	Familiarize operating systems, programming languages, peripheral devices, networking, multimedia and internet	K1 & K2
СОЗ	Identify categories of programs, system software and applications. Organize and work with files and folders.	K4
CO4	Describe the usage of computers and why computers are essential components in business and Society.	К3
CO5	Solve common business problems using appropriate Information Technology applications and systems.	K5



PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	S	M	M	M
CO2	M	S	M	S	S
CO3	S	S	M	M	M
CO4	M	S	S	M	S
CO5	S	M	S	S	S

 $S-Strong \hspace{1cm} M-Medium \hspace{1cm} L-Low$



Program: BBA (CA)						
Allied –	Allied – I Course Code: 20UBX1A01				Course Title: Business Mathematics and Statistics	
Semester I	Hours/	Week	Total Hours 90	Cred 4	lits	Total Marks 100

1. To enable the students to acquire knowledge of business correspondence.

UNIT - I

Series: Sequence – Series – Arithmetic Progression – Geometric Progression – Harmonic Progression (Simple Problems Only).

UNIT - II

Matrices: Fundamental ideas about Matrices and their Operational Rules – Matrix Addition and Multiplication – Inverse of Square Matrices of not more than Order Third – Solving Simultaneous Equations.

UNIT - III

Description Statistics: Meaning and Definition of Statistics – Scope and Limitations Statistical Survey – Source and Collection of Data – Classification and Tabulation – Presentation of Statistical Report.

UNIT - IV

Diagrams and Graphs – Measures of Central Tendency – Arithmetic, Geometric, Harmonic Mean – Median – Mode – Combined Mean.

UNIT - V

Measures of Variations – Absolute and Relative Measures – Range – Mean Deviation – Standard Deviation. Measures of Variations – Absolute and Relative measures – Range – Mean Deviation – Quartile Deviation – Standard Deviation. Measures of Skewness – Kurtosis – Lorenz Curve.

Text Books



- 1. S.P. Gupta, Statistical Methods Sulthan Chand & Sons, 7th Edition, New Delhi, 2014.
- 2. P.R. Vittal, Business Mathematics and Statistics, Margham Publications, 2016.

Reference Books

- 1. R.S.N. Pillai & Mrs. Bagavathi, Statistics, Sulthan Chand & Sons, New Delhi, 2019.
- 2. Dr. P.R. Vittal, Business Mathematics and Statistics, Tata McGraw-Hill, 2016.
- 3. Sharma, Business Statistics, Margham Publications, 5th Edition, Chennai, 2020
- 4. Dr. S.P. Gupta & Dr. M.P. Gupta, Business Statistics, Sulthan Chand & Sons, New Delhi, 7th Edition, 2014.
- 5. RSN Pillai & V. Bagavathi, Statistics, Sulthan Chand & Sons, New Delhi, 2016.

Course Outcomes (COs)

On successful completion of the course, the students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Learn about Arithmetic Progression, Geometric Progression	K1 & K2
	and Harmonic Progression.	
CO2	Apply Fundamental ideas about matrices and their operational	К3
	rules.	
CO3	Understand source, collection of data and apply for practical	K3 & K4
	life.	
CO4	Plot and interpret straight line graphs, apply them to business	K5
	decision-making and discuss the significant features of non-	
	linear graphs.	
CO5	Demonstrate correct usage of measures of central tendency and	K6
	measures of dispersion to describe data and perform analysis of	
	data based on the results of these measures.	



PO	PO1	PO2	PO3	PO4	PO5
co					
CO1	M	M	M	S	S
CO2	M	M	S	S	M
CO3	M	S	S	M	S
CO4	M	S	S	S	M
CO5	M	S	S	S	S

 $S-Strong \hspace{1cm} M-Medium \hspace{1cm} L-Low$



Program: BBA (CA)						
Core – III Course			rse Code: 20UBX2C03 Course Title: Organisat Behaviour		ŭ	
Semester II	Hours/	Week	Total Hours 75	Credits 4	Total Marks 100	

- 1. To understand the fundamental concepts of Organisational Behaviour
- 2. To help the students to develop cognizance of the importance of human behaviour.
- 3. To enable students to describe how people behave under different conditions and understand why people behave as they do.
- 4. To enable students to synthesize related information and evaluate options for the most logical and optimal solution such that they would be able to predict and control human behavior and improve results.

UNIT-I

Meaning – Objectives and Nature of Organizational Behaviour – Disciplines Contribution to Organizational Behaviour. Learning – Meaning – Factors Determining Learning – Perception – Factors Determining Perception – Hawthorne Experiments and their Importance.

UNIT - II

Individual Behaviour – Factors – Personality – Types of Personality – Determinants of Personality – Attitude- Factors Influence Formation of Attitude. Group Behaviour – Meaning – Type of Groups – Formation – Group Dynamics – Group Cohesiveness – Conflict: Types of Conflict – Resolution of Conflict.

UNIT – III

Morale – Meaning – Benefits – Measurement, Job Satisfaction – Meaning and Factors Job – Enrichment – Job Enlargement – Stress – Causes – Managing Stress – Motivation – Financial and Non – Financial Motivation.

UNIT - IV

Organisational Culture - Meaning - Characteristics of Organisational Culture - Types of



Organisational Culture. Organisational Climate – Meaning – Determinants of Organisational Climate - Measures to Develop a Sound Organizational Climate – Types of Organisational Climate.

UNIT - V

Organizational Change – Meaning – Nature – Causes of Change – Resistance to Change – Overcoming the Resistance – Counseling – Importance of Counseling – Types of Counseling – Counseling Guidance.

Text Books

- 1. LM. Prasad, Organisational Behaviour, Sulthan Chand & Sons, New Delhi, 2012.
- 2. Khanka, Organisational Behaviour, Sulthan Chand & Sons, New Delhi, 2010.

Reference Books

- 1. Fred Luthans, Organisational Behaviour, McGrawHill, 2002.
- 2. J. Jayasankar, Organisational Behaviour, Margham Publications, Chennai, 2013.
- 3. P. Robbins Stephen, Organisational Behaviour, Prentice Hall, New Delhi, 2009.
- 4. Keith Devis & John W. Newstrom, OB Human Behaviour at Work, TMH, 1989.

Course Outcomes (COs)

On successful completion of the course, the students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Identify the study of Human Behaviour in organization.	K1 & K2
CO2	Describe the personality and its determinate of personality.	K2 & K3
CO3	Appreciate different views of how people are motivated.	K3 & K4
CO4	Understand the concept of organisational culture and climate.	K5
CO5	Identify the organization change and steps in managing change.	K6



PO	PO1	PO2	PO3	PO4	PO5
co					
CO1	S	S	M	S	M
CO2	M	M	S	S	S
CO3	M	M	S	S	M
CO4	M	S	S	S	S
CO5	S	S	S	M	S

 $S-Strong \hspace{1cm} M-Medium \hspace{1cm} L-Low$



Program: BBA (CA)							
Core - IV Course Code: 20UBX2C04)4	Course Title: Office Automation		
Semester II	Hours/	Week	Total Hours 60		Credits 4	Total Marks 100	

- 1. To be proficient in important Microsoft Office programs.
- 2. To be able to create documents for printing and sharing.
- 3. To be able to create and share spreadsheet and presentations.
- 4. To be able to Create and share Databases.

UNIT I

Introducing the 2007 Microsoft Office System: Time for Something New – A new Look – Important Systems: Help and Security.

UNIT II

MS-Word 2007: Exploring Word 2007- Changing the Look of Text – Changing the Look of a Document – Presenting Information in Columns and Tables.

UNIT III

MS-Excel 2007: Setting Up Workbook – Working with data and Data Table – Performing Calculations on Data – Changing Document Appearance – Chart.

UNIT IV

MS-Access 2007: Creating Database – Locating Specific Information – Keeping Your Information Accurate.

UNIT V

MS-PowerPoint 2007: Starting New Presentation – Working with Slide Text – Adjusting Slide Layout – Animation Schemes and Effects - Creating Organization Charts.

TEXT BOOKS

1. 2007 Microsoft® Office System Step by Step Joyce Cox, Joan Preppernau, Steve Lambert, and Curtis Frye. Microsoft Press, 2007.



2. First Look 2007 Office System by Katherine Murray Published by Microsoft Press, A Division of Microsoft Corporation, 2007.

Course Outcomes (COs)

On successful completion of the course, the students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Students will create documents that demonstrate proficiency in the use of word processing, spreadsheet, database, and presentation applications.	K1 & K6
CO2	Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.	K3 & K4
СОЗ	It gives you the ability to use your computer for desktop publishing.	K5
CO4	They can know about menus, toolbars, task panes, and a familiar-feeling design.	K2 & K4

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyze, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	M
CO2	S	S	M	M	S
CO3	M	S	S	M	M
CO4	M	M	S	S	S

S-Strong M-Medium L-Low



Program: BBA (CA)						
Practical -	Practical - I Course Code: 20UBX2P01			Cours	Course Title: MS-Office Practical	
Semester II	Hours/	Week	Total Hours 45	Credits 2	Total Marks 100	

- 1. To educate MS-office system
- 2. To train them to work on the comment based activities in MS-office system.

MS-Word

- 1. a). Starting Ms-Word, Create, Save, Print (with Options), Close and Edit `Document.
 - b). Study of Ms-Word, Menu / Tool Bars.
- 2. a) Create a document, Save it and edit the document as follows,
 - i. Find, Replace options
 - ii. Cut, Copy, Paste options
 - iii. Undo, Redo options
 - b). Format the document using Bold, Underling and Italic.
 - c). Change Character size using the font dialog box.
 - d). Formatting Paragraph Center, Left align, and Right align.
 - e). Formatting Paragraph and line spacing using Bullets and Numbering in Paragraphs.
 - f). Creating, Hearing Paragraphs.
- 3. Using tab setting, enhancing the documents (Header, Footer, Page Setup Border, Opening and Closing Toolbars, Print preview)
- 4. Creating Tables in a document, selecting rows and columns sort the record by using tables, format painter and AutoFormat.

MS-Excel

- 1. (a) Create a worksheet, Move /Copy/ insert and delete rows & columns. (Usage of Cut, Paste Commands copying a single cell, Copying arrange of data, Filling up cell, Undo command, Inserting a row, column, Deleting rows and columns.)
 - (b) Formatting worksheets
- 2. (a) Database concept Database record file and field name creating and sorting a



database and maintaining a database(Data Form)

- (b) Using auto filter, advanced filter.
- (c) Creating subtotals and grand totals using database functions.
- 3. (a) Creating Charts.
- 4. (a) Using date, time and Math Functions.
 - (b) Maths Functions

MS-PowerPoint

- 1. Creating a Presentation using Auto Content Wizard.
- 2. Different Views in PowerPoint presentation.
- 3. Setting Animations effects/grouping/ungrouping/cropping Power Point objects.
- 4. Creating an organizational chart in PowerPoint.

MS-Access

- 1. Create a New Data Base and Table
- 2. Opening, Entering, Sorting, Deleting Records in Table

Course Outcomes (COs)

On successful completion of the course, the students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Operate MS-Office operations	К3
CO2	Gain practical exposure on Word, Spread sheet, Power point presentation and Access	K4 & K5

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyze, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	S	S
CO2	S	S	S	M	M

S – Strong

M - Medium

L-Low



Program: BBA (CA)										
Allied - II		Course Code: 20UBX2A02			Course Title: Managerial Economics					
Semester II	Hours/	Week	Total Hours 60		Credits 4	Total Marks 100				

- 1. To be acquainted with the basic concepts of economics.
- 2. To identify the applications and limitations of economics laws in decision making and problem solving.
- 3. To provide knowledge on different types of markets
- 4. To help students be equipped with economic tools for business analysis.
- 5. Understand the roles of managers in firms.
- 6. Analyze the demands and supply conditions and assess the position of a company.
- 7. Design competition strategies, including costing, planning, product differentiation and market environment.

UNIT - I

Business Economics- Meaning, Objectives, Nature and Scope of Business Economics – Basic Economic Problems – Relationship between Micro and Macro Economics.

UNIT -II

Demand Analysis- Demand Schedule – Demand Curve- Elasticity of Demand - Types - Measurement - its Importance - Demand Forecasting- Different types of Demand Forecasting and Methods.

UNIT-III

Factors of Production – Law of Returns – Law of Variable Proportions – Law of Returns to Scale – Economics of Large Scale Production.

UNIT-IV

Cost and Revenue Analysis – Different types of Cost and their Relations to each other – Average Cost – Marginal Cost – Various Types of Revenue Curve Short Term and Long



Term – Diagrammatic Representation.

UNIT-V

Market Structure and Pricing – Pricing Under Perfect Competition – Pricing Under Monopoly – Monopolistic Competition.

TEXT BOOKS:

- 1. S.Sankaran, Business Economics, Margham Publications, Chennai, 2006.
- 2. M. John Kennedy, Economics for Business, HPH, 2008.

REFERENCE BOOKS:

- 1. R.L. Varshney & K.L. Maheshhwari, Managerial Economics, Sultan Chand & Sons, 2010.
- 2. P.L Mehta, Managerial Economics, Sultan Chand & Sons, 2013.
- 3. R.K.Lekhi, kalyani, Managerial Economic, Kalyani Publishers, Ludhiana, 2014.
- 4. V.R. Palanivelu & A. Kannan, Business Economics, Himalaya Publishing Pvt Ltd, 2015.

Course Outcomes (COs):

On completion of the course, students should be able to

CO	COStatement	Knowledge
Number	CO Statement	Level
CO1	Understand about nature and scope of economics and relationship between micro and macro-economics.	K1 & K2
CO2	Gain the knowledge about demand analysis and demand forecast.	K2 & K3
CO3	Understand factors of productions and economics of large scale of productions.	K4
CO4	Understand about cost functions and difference between short run and long run cost functions.	K5
CO5	Acquire knowledge about the market structure and pricing.	K6



PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	S	M	S	S
CO3	S	S	S	S	S
CO4	M	S	S	M	S
CO5	S	S	S	S	S

S-Strong M-Medium L-Low