



FATIMA COLLEGE (AUTONOMOUS), MADURAI – 18
DEPARTMENT OF BUSINESS ADMINISTRATION
BBA
SYLLABUS FOR THE YEAR 2020 -2021

Sem	Sub Code	Title of the paper	Hrs	Cr	Test	A	Q	Int	Ext	Total
I	19TSLC1/ 19DSLC1/ 19RSLC1 19ELC1	Part I Tamil/Hindi/French	5	3				40	60	100
		Part II English	5	3				40	60	100
		Core Subject								
	19U1CC1	Business communication/	6	4				40	60	100
		Business Correspondence	6	4				40	60	100
	19U1CC2	Fundamentals of Management								
		Allied Subject								
	19U1AC1	Business statistics/Fundamentals of Statistics	5	5				40	60	100
		Non Major Elective						40	60	100
	19U1NME 1	Soft Skills Development	2	2				40	60	100
		Ethical Studies			15	5	5	25	-	50
	19G1VE1	Total	1 30	22						
II	19TSLC2/ 19DSLC2/ 19RSLC2 19ELC2	Part I Tamil/Hindi/French	5	3				40	60	100
		Part II English	5	3				40	60	100
		Core Subject								
	19U2CC3	Financial Accounting /								
		Introduction to Financial Accounting	6	4				40	60	100
	19U2CC4	Managerial Economics	6	4				40	60	100
		Allied Subject								
	19U2AC2	Mathematics for Management	5	5				40	60	100
		Non Major Elective								
	19U2NME 2	Soft Skills Development	2	2				40	60	100
		Ethical Studies	1		15	5	5	25	-	50
	19G2VE2	Total	30	22						

III	19E3WN1	<u>Part II</u> English for Digital Era	5	3				40	60	100
		<u>Core Subject</u>								
	19U3CC5	Organisational Behaviour	5	4				40	60	100
	19U3CC6	Marketing Management	6	4				40	60	100
	19U3CC7	Cost Accounting	6	4				40	60	100
		<u>Allied Subject</u>								
	19K3ACU 3	Business Correspondence/ Business Communication (offered to B.Com CA-Dept)	5	5				40	60	100
			2	2				40	60	100
	19U3SB1	Soft Skills Development- Campus To Corporate	1					50		
	19G3EE1	Environmental Awareness	1		20	5		25	-	50
19G3VE3	Ethical studies (Outside the curriculum)			15	5	5	25		50	
IV	19E4WN2	<u>Part II</u> English for Digital Era(to be confirmed)	5	3				40	60	100
		<u>Core Subject</u>	5	4				40	60	100
	19U4CC8	Employee Management								
	19U4CC9	Operations Management								
	19U4CC10	Management Accounting Theory & Practice	6	4				40	60	100
			6	4				40	60	100
		<u>Allied Subject</u>								
	19K4ACU 4	Principles of Marketing (Offered to B.Com with Comp. Appln. Dept)	5	5				40	60	100
		<u>Skill Based Subject</u>								
	19U4SB2	Soft Skills Development- Interpersonal Skills and Team Building	2	2				40	60	100
19G4EE2	Environmental Awareness	1	2				50	-	100	
19G4VE4	Ethical studies (Outside the curriculum)	1		15	5	5	25	-	50	

V	U5CC13	<u>Core Subject</u> Financial Management	5	4	15	5	5	25	75	100
	U5CC14	Tax Laws								
	U5CC15	Case Analysis								
	U5CC16	Business Law	5	4	15	5	5	25	75	100
		<u>Major Elective</u>	5	4	15	5	5	25	75	100
	U5ME1	International Business Management	5	4	15	5	5	25	75	100
		(OR)								
	U5ME2	Strategic Management	5	5	15	5	5	25	75	100
		<u>Skill Based Subject</u>								
	U5SB3	Soft Skills Development- 1. Leadership Skills								
VI	U5SB4	2. Employability Skills I	2	2				50	50	100
			2	2				50	50	100
	G5VE5	Ethical Studies	1		15	5	5	25	-	50
		<u>Core Subject</u>								
	U6CC17	Operations Research	6	4	15	5	5	25	75	100
	U6CC18	Entrepreneurship	5	4	15	5	5	25	75	100
	U6CC19	Environment of Business	5	4	15	5	5	25	75	100
		<u>Major Elective</u>								
	U6ME3	Retail Management								
	U6ME4	(OR) Consumer Behaviour	5	5	15	5	5	25	75	100
	U6ME5	Industrial Relations								
		(OR)								
	U6ME6	Training and Development	5	5	15	5	5	25	75	100
		<u>Skill Based Subject</u>								
		Soft Skills Development-								
	U6SB5	Competitive Examination Skills	2	2				50	50	100
			2	2				50	50	100
	U6SB6	2. Psychological Inputs for Self Development	1		15	5	5	25		50
	G6VE6	Ethical Studies								
		Part V		1						
TOTAL				140						

IV SEMESTER
MANAGEMENT ACCOUNTING - U4CC10
(For the year 2019)

6Hours / Week

Credits: 4

COURSE OBJECTIVE:

The objective of the course is to familiarize the students with the basic management accounting concepts and their applications in managerial decision making.

COURSE OUTCOME:

1. To recall financial accounting and to outline management accounting and financial statement analysis.
2. To identify the different types of ratios and explain its applications
3. To prepare funds flow and cash flow statements.
4. To apply the managerial applications of CVP analysis
5. To assess the various variances such as material cost, price, usage, mix and yield variances.
6. To evaluate the various budgets such as production, flexible, cash, sales and zero based budgets

Unit 1. Introduction

[15 Hours]

Management Accounting – Concept – Growth – Differences between Financial Accounting and Management Accounting – Need and importance of management accounting- financial Statement Analysis – Format for Classification – Limitations

Unit 2. Ratio Analysis

[15Hours]

Important Ratios and their Interpretations – Profitability ratios – Turnover ratios – Financial ratios – uses of ratios.

Unit 3. Fund Flow and Cash Flow

[15 Hours]

Funds flow Analysis – Cash Flow Analysis (simple problems with two or three adjustments only), Difference between fund flow and cash flow analysis

Unit 4. Marginal Costing

[15 Hours]

Marginal Costing – Break – Even Analysis – advantages- managerial applications of CVP analysis.

Unit 5. Standard Costing and Budgetary Control

[15 Hours]

Material Variance – Calculation of Material Price Variance , Material Usage Variance, Material Mix Variance – Material Yield Variance – Material Cost Variance.

Budgetary control – Production Budget – Flexible budget – Cash budget – Sales budget – Zero base budgeting, Limitations.

Unit 6: Dynamics:

1. Study the Union Budget and comment on it.
2. Evaluate the company/business, on the basis of profitability ratios, turnover ratios and financial ratios for the present financial year.
3. Look into the problems of companies/business and make decisions based on marginal costing technique.

Self Study:

Unit-1- Need and importance of management accounting

Unit-2- Uses of ratios

Unit-3- Difference between fund flow and cash flow analysis

Unit-4- Advantages of break-even analysis

Unit-5- Limitations of Budgets

Text Book

Principles of Management Accounting – Goyal, Shiv N – Manmohan ,SahityaBhawan Publishers, Agra.- 1979

Reference: Management Accounting- Sharma & Gupta. Kalyani Publishers, New Delhi 2016

E-Resources: www.ddegjust.ac.in/studymaterial/mcom/mc-105.pdf,
www.investopedia.com/terms/m/managerialaccounting.asp

II B.B.A
SEMESTER –IV
(For the year 2020)

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WEEK	CREDITS
USBA	19U4CC10	MANAGEMENT ACCOUNTING THEORY & PRACTICE	CHALK/TALK	6	4

COURSE DESCRIPTION

The course is designed to expose the students towards various tools of management accounting such as financial statement analysis, ratio analysis, funds flow and cash flow analysis, marginal costing budgetary control and standard costing.

COURSE OBJECTIVES

The objective of the course is to familiarize the students with the basic management accounting concepts and their applications in managerial decision making.

UNIT –I INTRODUCTION

(20 HRS.)

Management Accounting – Concept – Growth – Differences between Financial Accounting and Management Accounting – Need and importance of management accounting- Financial Statement Analysis – Format for Classification – Limitations

UNIT –II RATIO ANALYSIS

(20 HRS.)

Important Ratios and their Interpretations – Profitability ratios – Turnover ratios – Financial ratios – uses of ratios.

UNIT –III FUNDS FLOW AND CASH FLOW

(20 HRS.) Funds flow

Analysis – Cash Flow Analysis (simple problems with two or three adjustments only), Difference between fund flow analysis.

UNIT –IV MARGINAL COSTING

(15 HRS.)

Marginal Costing – Break – Even Analysis – advantages- managerial applications of CVP analysis

UNIT –V STANDARD COSTING AND BUDGETORY CONTROL (15 HRS.)

Meaning of standards, standard costing and variance

Material Variance – Calculation of Material Price Variance , Material Usage Variance, Material Mix Variance – Material Yield Variance – Material Cost Variance.

Budgetary control – Production Budget – Flexible budget – Cash budget – Sales budget – Zero base budgeting, Limitations.

UNIT –VI DYNAMISM (Evaluation Pattern-CIA only)

1. Study the Union Budget and comment on it.
2. Evaluate the company/business, on the basis of profitability ratios, turnover ratios and financial ratios for the present financial year.
3. Look into the problems of companies/business, and make decisions based on marginal costing technique
4. social implications

TEXT BOOK:

Principles of Management Accounting Dr. S.N. Maheswari. Sulthan Chand & Sons New Delhi.

REFERENCES:

1. Management Accounting- Sharma & Gupta. Kalyani Publishers, New Delhi 2016
2. Management Accounting theory and practice- Dr.A.Murthy and Dr.S.Gurusamy.

**V SEMESTER
CASE ANALYSIS – U5CC15**

(For 2k17 batch for the year 2019)

5 Hours / Week

Credits: 4

COURSE OBJECTIVE:

The main objective of this course is to make the students get into the habit of diagnosing problems, analysing and evaluating alternatives and formulating workable plans of actions through classroom participation and discussion.

COURSE OUTCOMES:

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

1. Enhanced ability to critically analyse a business strategy
2. Improved ability to integrate of ideas from the range of business and economics disciplines that are components of a business strategy
3. Ability to development new strategies that lead to competitive advantage
4. Appreciation of the need to provide strong justification and support for strategic choices
5. Understanding of the team-based approach to problem identification and resolution

One case per week has to be discussed by the students. Approximately 12-13 cases will be discussed during the semester. The cases should be distributed by the teacher concerned on the different functional areas of the management.

The students should be trained to discuss the cases in small groups and develop analytical thinking and to present the findings to the common class. The chairmanship should be rotated among the students. This is to develop conference leadership. They should also be trained to write case reports.

The examiner should give a case or case let and asks the students to identify the problem in the case. Analyse the causes and suggest suitable alternative courses of action after considering the relative merits and demerits of each alternative.

AREA OF CASES DEALT:

- i. General Management Cases
- ii. Cases from Organisational Behaviour
- iii. Cases From Marketing Management iv) Cases from Human Resource Management

III B.B.A
SEMESTER –V
For the year 2020

10% Added

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WEEK	CREDITS
USBA	U5CC15	CASE ANALYSIS	Lecture	5	4

COURSE DESCRIPTION

The course is designed to expose the students to analyse the hypothetical and real time cases in different areas of management.

COURSE OBJECTIVE

To impart the knowledge and skill for diagnosing problems, analysing and evaluating alternatives and formulating workable plans of actions through classroom participation and discussion.

One case per week has to be discussed by the students. Approximately 12-13 cases will be discussed during the semester. The cases should be distributed by the teacher concerned on the different functional areas of the management.

The students should be trained to discuss the cases in small groups and develop analytical thinking and to present the findings to the common class. The chairmanship should be rotated among the students. This is to develop conference leadership. They should also be trained to write case reports.

The examiner should give a case or case let and asks the students to identify the problem in the case. Analyse the causes and suggest suitable alternative courses of action after considering the relative merits and demerits of each alternative.

DYNAMISM(Evaluation Pattern-CIA only)

Current cases of Industry/Business from newspaper and magazine are included.

AREA OF CASES DEALT:

1. General Management Cases
2. Cases from Organisational Behaviour
3. Cases from Marketing Management
4. Cases from Human Resource Management

**V SEMESTER
INTERNATIONAL BUSINESS MANAGEMENT – U5ME1**

(For the year 2019)

5 Hours / Week

Credits: 5

OBJECTIVE:

As the scope of the business is being widened to global level, the aim of this subject is to provide the basic concepts (like WTO, GATT) of global business.

COURSE OUTCOMES:

- To explain the concept of globalisation and internationalization.
- To compare between international corporation, multinational company, global company and transnational corporate.
- To demonstrate the need of international production and human resource management.
- To compile the functions of International marketing
- To apply the techniques of International risk management.

Unit 1. Introduction [15 Hours]

Globalisation – Features – Components of Globalisation – Advantages and Disadvantages of Globalisation - WTO – Introduction – GATT – Establishment of WTO – Organisation structure – Dumping - WTO & Anti dumping measures – India & WTO.

International Business – Introduction – Evolution – Nature – Why go International? – Stages – Approaches – Advantages – Problems.

Unit 2. MNCs [15 Hours]

MNCs – Definition – Difference between IC, MNC, GC & TNC – Advantages & Disadvantages – Control over MNCs – Modes of Entry – MNCs in India.

Unit 3. International Production & HRM [15 Hours]

International Production – Introduction – Generic Strategies – Acquisition of Resources – Location decisions.

International Human Resource management – Functions of HRM -Global Recruitment – Selection Process – Expatriates – International Adjustment – Cross – Cultural Training – Compensation and benefits

Unit 4. International Marketing [15 Hours]

International marketing – Introduction – Product – Pricing – Place – Production – International marketing Strategies in Different Stages of Product Life Cycle – Export and Import Procedure

Unit 5. International Finance

[15 Hours]

International Finance – Foreign Exchange – Convertibility of Rupees and its Implications – Foreign Institutional Investors – Global Depository Receipts – Foreign Direct Investment – Capital Expenditure Analysis – International Risk Management- Balance of payment – Components – Disequilibrium in the Balance of payment – Methods of correction of disequilibrium

Self study:

Unit-1: International business – Stages – Approaches

Unit-2: MNCs in India.

Unit-3: Global Recruitment – Selection Process

Unit-4: International marketing Strategies in Different Stages of Product Life Cycle

Unit-5: Methods of correction of disequilibrium

Text Book

International Business – P. Subba Rao. ,Himalaya Publishing House, Mumbai.2013

References:

International Business Management by Dewan and Sudarshan, Discovery Publishing House, New Delhi.2011

III B.B.A**SEMESTER – V***For those who joined in 2019 onwards*

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WEEK	CREDITS
USBA	U5ME1	INTERNATIONAL BUSINESS MANAGEMENT	Lecture	5	5

COURSE DESCRIPTION

The course deals with the concept and forms of international business and the functional areas in international business management.

COURSE OBJECTIVES

- To provide basic concepts of global business.
- To gain knowledge about the functional areas of international business management

Unit 1. Introduction**[15 Hours]**

Globalisation –Meaning, definition, features – Components of Globalisation – Advantages and Disadvantages of Globalisation - International Business – Introduction – Evolution – Nature – Why go International? – Stages – Approaches – Advantages– Problems.

Unit 2. MNCs**[15 Hours]**

MNCs – Definition – Difference between IC, MNC, GC & TNC – Advantages of MNC to Home country & Disadvantages of MNC to Home country - Advantages of MNC to Host country – Disadvantages of MNC to Host country – Modes of Entry – Role of MNCs in India.

Unit 3. International Production & International HRM**[15 Hours]**

International Production – Meaning– Generic Strategies of International business – Differentiation, Cost leadership, focus. Acquisition of Resources – Vertical integration, Make or buy decision, Location decisions-Introduction, Location decision four approaches.

International Human Resource management –Meaning- Functions of HRM -Global Recruitment ,Global Selection Process, Selection procedure, Selection approach–Expatriates

– Meaning- International Adjustment – Stages, Dimensions, Cross – Cultural Training – Types, How to overcome the blunders. Compensation in Global companies-Expatriate pay, Gratuity, Allowance, Profit sharing.

Unit 4. International Marketing

[15 Hours]

International marketing – Meaning –International product life cycle-Stages, Models- International marketing Strategies in Different Stages of Product Life Cycle – Export Procedure –Stages-Preliminaries, offer and receipts of confirmed orders, Production and clearance of products for exports

Shipment, Documents, Export incentives- Import Procedure-Stages- Preliminaries, Enquiry and Placing the Indent, obtaining the foreign exchange, Arranging for Payment, Payment of customs duties and taking the delivery of goods.

Unit 5. International Finance

[15 Hours]

International Finance – Foreign Exchange – Convertibility of Rupees and its Implications – International Risk Management – Foreign Direct Investment -- Balance of payment – Components – Disequilibrium in the Balance of payment – Methods of correction of disequilibrium

Unit 6: DYNAMISM(Evaluation Pattern-CIA only)

1. Analyse the advantages of globalization by collecting the current trends.
2. Observe the uses of Foreign direct investment in India

Self study:

Unit-1: International business – Stages – Approaches

Unit-2: MNCs in India.

Unit-3: Global Recruitment – Selection Process

Unit-4: International marketing Strategies in Different Stages of Product Life Cycle

Unit-5: Methods of correction of disequilibrium

Text Book

International Business – P. Subba Rao. ,Himalaya Publishing House, Mumbai -2001.

Reference Books:

1. International Business Management by Dewan and Sudarshan, Discovery Publishing House, New Delhi.2017
2. International Business – Francis Cherunilam, IV Edition, PHI Learning Private Limited – 2018

VI SEMESTER
INDUSTRIAL RELATIONS – U6ME5

(For the year 2019)

5 Hours / Week

Credits : 5

COURSE OBJECTIVE:

1. The main aim of this course is to introduce students to the theories, institutions and practices of Industrial Relations
2. To understand various concepts, and their evolving dynamics in the emerging business scenario

COURSE OUTCOMES:

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

1. Demonstrate descriptive knowledge of the field of industrial relations.
2. Apply the essential concepts of industrial relations and their interrelationship at the personal, organisational and national levels.
3. Recognise and consider the social, historical issues within industrial relations.
4. Investigate solutions to industrial relations problems based on research and assessment of current practices.
5. Communicate your knowledge of industrial relations in both written and verbal formats reactive to both audience and purpose.

Unit 1 : Introduction:

(15 Hours)

Industrial Relations – concept, objectives, significance and importance of industrial relations – historical development of industrial relations – scope of industrial relations

Factors of Industrial Relations-- Conditions for Good Industrial Relations — causes and effect of poor industrial relations – industrial relations in India – some current industrial relations issues and suggestions to improve industrial relations.

Unit 2: Industrial Conflicts:

(15 Hours)

Industrial conflicts – concept and essentials of dispute – classification of industrial disputes – impact of industrial disputes – cause of industrial conflicts – Why industrial peace – strikes – Typology of Strikes-
when are strikes justified – illegal strike – When do they amount to misconduct? – right to strike and lock outs

Unit 3: Changing Profiles of Major stakeholders of Industrial Relations in India: (15 Hours)

Trade Unions – growth of trade union movement and membership – Problems Confronting Unions and Recognition of Trade Union- problems confronting union and measures to strengthen trade union movement in India – building responsive trade unionism –

white-collar trade unions – managerial associations – employer's associations – role of state in industrial relations – constitution and labour policy – government labour policies – paradigm shift in government industrial relations policies.

Unit 4: Collective Bargaining & Workers' Participation : (15 Hours)

Concept – main features – importance- agreement at different levels – at plant level – at the industry level – at the national level – collective bargaining in India – recent trends in the issue side.

Concept – objectives – forms of participation – functions of joint councils – functions of plant council – functions of shop council-- Conditions necessary for effective working of Workers Participation in Management Scheme.

Unit 5: Industrial Relations Issues – MNC's, Private Sector and Public Sector (15 Hours)

Building Positive Employee Relations – Participative Management, Empowerment, Quality Circles and Workers Participation – Workers participation in Management – Management of Grievances – Management of Positive Discipline.

Adjustment Processes and Voluntary Retirement Schemes – New Economic Reforms, Public Sector Restructuring and Industrial Relations – Management of Sexual Harassment – Management of Contract Labour - Main Recommendations of the Second National Commission on Labour –BPOs/Call Centres and their Employees Related Matters.

Self Study:

Unit I- Conditions for Good Industrial Relations

Unit II- Typology of Strikes

Unit III- Problems Confronting Unions and Recognition of Trade Union

Unit IV- Conditions necessary for effective working of Workers Participation in Management Scheme.

Unit V- Main Recommendations of the Second National Commission on Labour

III BBA
SEMESTER –VI
 For the year 2020

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/ WEEK	CREDITS
USBA	U6ME5	INDUSTRIAL RELATIONS	Lecture	5	5

COURSE DESCRIPTION

Imparting knowledge relating to industrial relations, industrial conflicts, trade unions, collective bargaining and industrial relations issues.

COURSE OBJECTIVE

The aim of this course is to introduce students the fundamentals of industrial relations, trade unions and methods of solving industrial disputes.

Unit 1 : Introduction: (15 Hours)

Industrial Relations – definition, features, objectives, significance of industrial relations – scope of industrial relations

Factors influencing Industrial Relations-- Conditions for Good Industrial Relations – – causes and effect of poor industrial relations – industrial relations in India.

Unit 2: Industrial Conflicts: (15 Hours)

Industrial conflicts – concept and essentials of dispute – classification of industrial disputes – causes of industrial conflicts – strikes – Typology of Strikes- Illegal strike – lock outs.

Unit 3: Changing Profiles of Major stakeholders of Industrial Relations in India: (15 Hours)

Trade Unions – meaning, characteristics, functions – Problems and shortcomings of trade union in India- Measures to strengthen trade union movement in India – building responsive trade unionism – white- collar trade unions – managerial associations – employer’s associations – role of state in industrial relations – constitution and labour policy – government labour policies.

Unit 4: Collective Bargaining & Workers’ Participation: (15 Hours)

Collective Bargaining-Concept –Characteristics- importance- agreement at different levels – at plant level – at the industry level – at the national level – collective bargaining in India

Workers' Participation - Concept – objectives – forms of participation – functions of joint councils – functions of plant council – functions of shop council-- Conditions necessary for effective working of Workers Participation in Management Scheme.

Unit 5: Industrial Relations Issues – MNC's, Private Sector and Public Sector (15 Hours)

Empowerment-concept-Characteristics-Benefits-Quality Circles-Meaning –Quality circle operation-Benefits of Quality circles – Management of Grievances – causes of grievance- grievance handling procedure-Benefits of grievance handling procedure.

Voluntary Retirement Schemes –Concept-VRS Policy-Reason for acceptance of VRS-Merits and demerits of VRS-Management of Sexual Harassment-features of sexual harassment –constitutional provisions and legal Provisions

Unit 6: DYNAMISM(Evaluation Pattern-CIA only)

Analyse the current trade union problems of a public sector company.

Self Study:

Unit I- Conditions for Good Industrial Relations

Unit II- Typology of Strikes

Unit III- Problems and shortcomings of trade union in India

Unit IV- Conditions necessary for effective working of Workers Participation in Management Scheme.

Unit V- Management of Sexual Harassment

TEXT BOOK:

1. Industrial Relations by S.P Singh, A.I.T.B.S. Publishers, India-2016
2. Dynamics of Industrial Relations by Mamoria, Mamoria and Gankar.2017
3. Industrial Relations, Emerging Paradigms by B. D. Singh, Excel Books, New Delhi.2014

REFERENCE:

1. Industrial Relations and Labour Laws by S.C. Srivastava-2012
2. Personnel Management and Industrial Relations by P.C. Tripathi.2013

VI SEMESTER**Soft Skills Development –Employability Skills II – U6SB5**
(For the year 2019)**2 Hours/Week****Credits:2****LEARNING OBJECTIVES:**

To impart the knowledge and skills for enhancing the career opportunities.

COURSE OUTCOMES

1. Critically evaluate various real life situations by resorting to analysis of key issues and factors
2. Demonstrate various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions.

Unit 1: General Knowledge**[6 Hours]**

Important days in a year ---Abbreviations ---Countries , Capital & Currency

Unit2:Test of Reasoning –III**[6 Hours]**

Blood relations---Distance & Direction--- Number Test & Time Sequence

Unit 3: Quantitative Aptitude III**[6 Hours]**

Profit & loss ---Ratio & partnership

Unit 4: Quantitative Aptitude IV**[6 Hours]**

Data Interpretation

Unit 5: Interview Skills**[6 Hours]**

Resume writing – Meaning – Features of a good resume, Model (Exercise) .

Text books:

1. E-Source: <http://www.gktoday.in/>
2. Upkar's Mental Ability Test ---Dr.Lal&Jain ,UpkarPrakasan Publications Pvt Ltd –Agra.
3. Quicker Reasoning Test---Dr.Lal&A.K.Singh-UpkarPrakasan Publications Pvt Ltd –Agra.

VI SEMESTER**10% Added**

Soft Skills Development –Competitive Examination Skills – U6SB5
(For the year 2020)

2 Hours/Week**Credits:2****LEARNING OBJECTIVES:**

To impart the knowledge and skills for enhancing the career opportunities.

COURSE OUTCOMES

3. Critically evaluate various real life situations by resorting to analysis of key issues and factors
4. Demonstrate various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions.

Unit 1: General Knowledge**[6 Hours]**

Important days in a year ---Abbreviations ---Countries , Capital & Currency

Unit2:Test of Reasoning –III**[6 Hours]**

Blood relations---Distance & Direction--- Number Test & Time Sequence

Unit 3: Quantitative Aptitude III**[6 Hours]**

Profit & loss ---Ratio & partnership

Unit 4: Quantitative Aptitude IV**[6 Hours]**

Data Interpretation

Unit 5: Interview Skills**[6 Hours]**

Resume writing – Meaning – Features of a good resume, Model (Exercise) . **Key Skills to attend the Interview, Answering interview Questions, Handling Tricks situations.**

Text books:

4. E-Source: <http://www.gktoday.in/>
5. Upkar's Mental Ability Test ---Dr.Lal&Jain ,UpkarPrakasan Publications Pvt Ltd –Agra.
6. Quicker Reasoning Test---Dr.Lal&A.K.Singh-UpkarPrakasan Publications Pvt Ltd –Agra.

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