

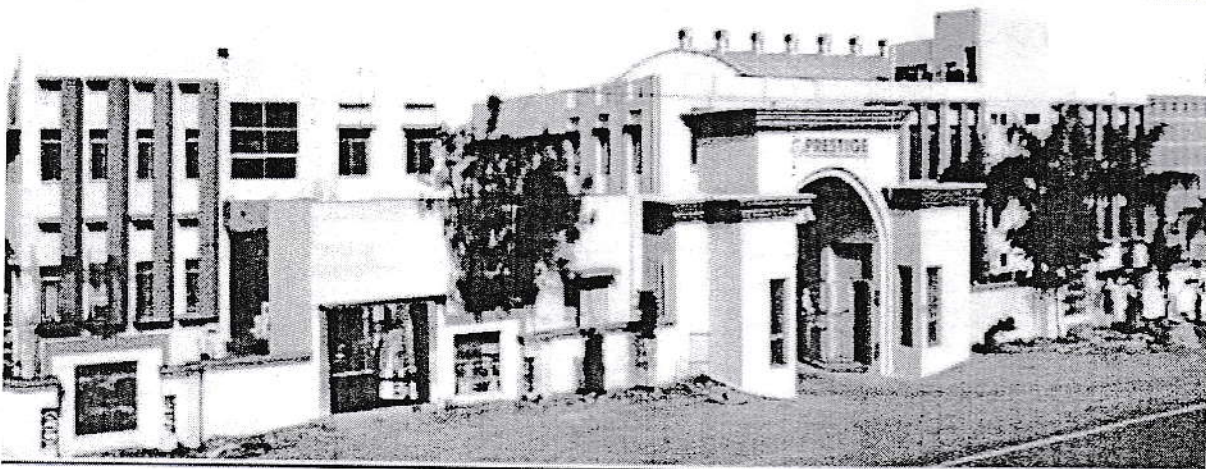
Course Curriculum BCA-Programme



Prestige Institute of Management & Research, Gwalior

NIRF | NAAC 'A' GRADE | AUTONOMOUS

**Course Curriculum
MBA (Integrated)
2024-29**



Prestige Institute of Management & Research, Gwalior

Airport Road, Opposite DD Nagar, Gwalior (M.P.) INDIA



Prestige Institute of Management & Research, Gwalior

Examination Scheme

MBA (I) I Semester

S.No	Paper Code	C/E/S	Course	Theory		Sessional		Practical		Total	Credit	IA+EA
				Max	Min	Max	Min	Max.	Min.			
1	MBA(I) - 101	CC	Principles and Practices of Management	60	21	40	14	-	-	100	4	40 + 60
2	MBA(I) - 102	AEC	English & Communication Skills	60	21	40	14	-	-	100	4	40 + 60
3	MBA(I) - 103	CC	Financial accounting	60	21	40	14	-	-	100	4	40 + 60
4	MBA(I) - 104	CC	Business Statistics	60	21	40	14	-	-	100	4	40 + 60
5	MBA(I) - 105	MDE	Indian Knowledge System	30	11	20	07	-	-	50	2	20+30
6	MBA(I) - 106	VAC	Environmental Science and sustainability	30	11	20	07	-	-	50	2	20+30
7	MBA(I) - 107	AEC	Comprehensive Viva-Voce	-	-	-	-	100	35	100	4	0+100
8	MBA(I) - 108	AEC	MS Office	-	-	-	-	-	-	-	-	Non-credit
		Total		300	106	200	70	100	35	600	24	

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COURSE OUTLINE

PRINCIPLES AND PRACTICES OF MANAGEMENT PAPER CODE: MBA (I) 101	Max. Marks: 100 Min. Marks: 35 External 60 Internal: 40
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Credits: 04

Course Objectives: After the completion of this subject the students will be able to

CO1a	Understand the concepts and functions of Management.
CO1b	To articulate management agenda using tools and techniques of planning
CO2	Devise the organization structure and distill the organization function.
CO3	Developing skills in directing individuals and groups.
CO4	Analyze various control systems and their effectiveness in achieving organization goals.

COPO Matrix:

CO/PO Matrix					
Course	PO1	PO2	PO3	PO4	PO5
CO1a	2	2	1	1	3
CO1b	3	3	1	3	3
CO2	3	3	2	1	2
CO3	3	3	3	1	2
CO4	3	3	1	3	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	N

Professional Ethics	Gender	Human Values	Environment & Sustainability
Y	Y	Y	N

Employability	Entrepreneurship	Skill Development
Y	N	Y

San
Pratima
Pooja Sikawan
Ameyta
Shruti



Course Pedagogy:

Lecture, Case study, hands on analysis

Course Content:

UNIT 1: Introduction to Management

Concept, Nature & Functions of Management, Evolution of Management: Early Contributors; Management vs. Administration, Management Skills, Levels of Management, Introduction to Functions of Management, Responsibility of Managers.

UNIT 2: Planning

Planning: Nature, Significance of Planning, Types of Planning, Process of Planning, Objectives and Management By Objective (MBO), setting objectives, policies, Planning premises, Planning Tools and Techniques, Decision making steps and process.

UNIT 3: Organizing

Nature and purpose, Definition and Importance of Organizing: Concept, Forms of Organizational Structure, Formal and informal organization, organization chart, organization structure, departmentalization, delegation of authority, centralization and Decentralization, Span of Management.

UNIT 4: Directing

Foundations of individual and group behavior – motivation – motivational techniques – job enlargement – job enrichment – leadership – types and theories of leadership – communication – process of communication – barrier in communication – effective communication.

UNIT V: Controlling and Coordinating-

Elements of Managerial Control, Control Systems, Management Control Techniques, Effective

Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness.

Suggested Readings:

- *Koontz Harold & Wehrich Heinz (2008). Essentials of management (5th ed.). New Delhi; Tata McGrawHill.*
- *Robbins S.P. and Decenzo David A. (2009). Fundamentals of Management Essential Concepts and Applications 6th ed.). Delhi: Pearson Education*
- *Wehrich Heinz and Koontz Harold (2008). Management: A Global and Entrepreneurial Perspective(12th ed.). New Delhi: McGraw Hill*

Tabia Sikandar

Sanjay

Anita
Harina



Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	20
Assignment 1	5
Assignment 2	5
Assignment 3	5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	40

Marks Distribution Scheme for final exams: (For 4 Credit Course)*

*will vary as per credits

Unit	Marks
1	10
2	10
3	10
4	10
5	10
Case Study	10
Total Marks- End Examination	60

Total (Internal Assessment + External Assessment)	100
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COURSE OUTLINE

MBA (I) Ist Sem.

ENGLISH AND COMMUNICATION SKILLS PAPER CODE: MBA(I) 102	Max. Marks: 100 Min. Marks: 35 External 60 Internal: 40
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Credits: 04

Course Outcomes:

CO1a	Students will be able to acquire a wide vocabulary and understanding of basic
CO1b	Students will be able to develop creative and critical writing skills along with
CO2	To enable the learners to communicate effectively and appropriately in real life
CO3	Students will be able to demonstrate the use of basic and advanced business
CO4	Students will be able to summarize and synthesize information into a coherent

CO PO Matrix:

CO/PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1a	3	-	3	1	2
CO1b	2	-	3	-	1
CO2	3	3	3	3	2
CO3	2	3	3	3	3
CO4	3	2	3	3	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	Y

Professional Ethics	Gender	Human Values	Environment & Sustainability
Y	Y	Y	Y

Employability	Entrepreneurship	Skill Development
Y	Y	Y

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Course Pedagogy: Lecture, PPT's , Role plays, Mock Group Discussions, Extempore, JAM etc.

Course Content:

UNIT 1: Review of English Grammar, Vocabulary Building (Synonyms, Antonyms, Homonyms, Idioms, Proverbs, One word substitution), Paragraph Writing, Precis Writing, Report Writing

UNIT 2: Where the Mind is without fear by R.N. Tagore, Life by Sarojini Naidu, Our Trees Still grow in Dehra by Ruskin Bond, The Bird with the Golden Wings by Sudha Murthy

UNIT 3: Communication,- Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication & Role of Communication in Organizational Effectiveness, Non-Verbal Communication: Meaning, Types and Importance, Listening, Difference between Listening and Hearing

UNIT 4: Business Correspondence, Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints, and Circular Letter, Writing Emails, Drafting of Notices, Agendas, Minutes, Job Application Letters, Preparation of a Curriculum Vitae (CV) and Resume, their difference and usage.

UNIT 5: Public Speech – Composition Principles, Speech Delivering Skills, Group Discussion: Do's and Don'ts of Group Discussions, Communication in Committees, Seminars and Conferences

Suggested Readings:

- Chaturvedi, P.D. Mukesh. *The Art and Science of Business Communication*. 4th ed. 2017, Pearson, India
- Higgins, Jessica. *10 Skills for Effective Business Communication*. Foreword by Ben Way 2021. Embassy Books, India.
- Kumar, Sanjay & Pushp Lata. *Communication Skills*. 2nd ed. 2015. Oxford University Press, India
- Swan, Michael. *Practical English Usage* 4th Ed, 2016. Oxford University Press, India.
- Wren and Martin. *High School English Grammar & Composition*. Revised by NDV Prasada Rao. Regular Edition, S. Chand Publishing, India.

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Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	20
Assignment 1	5
Assignment 2	5
Assignment 3	5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	40

Marks Distribution Scheme for final exams: (For 4 Credit Course)*

*will vary as per credits

Unit	Marks
1	10
2	10
3	10
4	10
5	10
Case Study	10
Total Marks- End Examination	60

Total (Internal Assessment + External Assessment)	100
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COURSE OUTLINE

MBA (I) Ist Sem

Financial Accounting PAPER CODE: MBA(I) 103	Max. Marks: 100 Min. Marks: 35 External 60 Internal: 40
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Credits: 04

Course Outcomes:

CO1a	Develop an understanding to key terminology, concept of double entry system and
CO1b	Demonstrate the concept of recording and classifying the business transactions.
CO2	Evaluate the problems relating to depreciation of assets.
CO3	Apply the knowledge for preparation of final accounts of sole trader.
CO4	Illustration and analysis of various methods of accounting for branches and

COPO Matrix:

CO/PO Matrix					
Course	PO1	PO2	PO3	PO4	PO5
CO1a	3	3	1	-	1
CO1b	3	3	1	-	1
CO2	3	2	1	-	2
CO3	2	3	3	-	3
CO4	-	-	3	-	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	Y

Professional	Gender	Human Values	Environment & Sustainability
Y	N	N	Y

Employability	Entrepreneurship	Skill Development
Y	Y	Y

Sanjay Kumar
Palika Sikewar
Praveen
Pravina



Course Pedagogy:

Lecture, Case study, hands on analysis

Course Content:

Unit 1: Introduction to Accounting and Accounting Principles

Accounting - Meaning, Importance, Need, objectives, advantages and limitations. Accounting as an information system, user of accounting information, sources of accounting information. Some Basic Accounting Terms –Transactions, Accounts, Assets, Liabilities, Capital, Drawings, Expenditure and Expense, Income, Revenue, Gain, Profit, Surplus, Loss, Deficit. Accounting Principles and Concept, Basis of Accounting – Cash, Accrual and Hybrid.

Unit 2: Recording of transactions

Identification of transactions and events for recording, Classifications of accounts (Traditional): Personal Account, Real Account and Nominal Account, Classifications of accounts (Modern): Assets, Liabilities, Capital, Income and expenses. Accounting Equation, Rules of debit and credit. Basis of recording – vouchers., Journalizing the transactions. Preparation of Ledger and Subsidiary books, Cash Book including bank transactions.

Unit 3: Depreciation Accounting

Depreciation accounting: Concept, features, causes, methods (SLM and WDV), charging to assets account. Introduction of Indian Accounting Standard and IFRS.

Unit 4: Preparation of Financial Statement

Trial Balance; Concept of Revenue and Capital expenditure; Preparation of Trading and Profit & Loss Account and Balance Sheet for a sole proprietor with adjustments (Closing stock, Outstanding expenses, Prepaid expenses, Accrued income, Unaccrued income, Provision for doubtful debts, Interest on capital and drawing, managers' commission).

Unit 5: Accounting for Special Transactions

Branches Accounting: Meaning and Definition of Branch Accounting, Types of Branch, Accounting as per Debtors System, Stock and Debtors' System. Accounting for Departments (excluding mark-up accounts).

Suggested Readings:

- Lal. Jawahar and Seema Srivastava (2014). *Financial Accounting*, Delhi: S Chand publishing.

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- *Monga J.R. (2017). Financial Accounting: Concepts and Applications New Delhi: Mayoor Paper Backs.*
- *Maheshwari S.N. (2018). Financial Accounting Delhi: Vikas Publication.*
- *Shukla, M.C., T.S. Grewal and Gupta S.C. (2006). Advanced Accounts (16thred Vol. 1.). New Delhi: S. Chand & Co.*
- *Tulsian, P.C. (2007). Financial Accounting. Tata McGraw Hill, New Delhi.*
- *Goyal B.K. and Tiwari, HN, (2018). Financial Accounting New Delhi: Vikas Publishing House.*
- *Jain, S.P. and Narang, K.L. (2014). Financial Accounting Kalyani Publishers, New Delhi*

Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	20
Assignment 1	5
Assignment 2	5
Assignment 3	5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	40

Marks Distribution Scheme for final exams: (For 4 Credit Course)*

**will vary as per credits*

Unit	Marks
1	10
2	10
3	10
4	10
5	10
Case Study	10
Total Marks- End Examination	60

Total (Internal Assessment + External Assessment)	100
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COURSE OUTLINE

MBA (I) 1st Sem

BUSINESS STATISTICS PAPER CODE: MBA(I) 104	Max. Marks: 100 Min. Marks: 35 External 60 Internal: 40
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Credits: 04

Course Objectives:

CO1a	To Understand the concept of statistics and analyze statistical data graphically using
CO1b	To Analyze statistical data using measures of central tendency
CO2	To Analyze statistical data using measures of dispersion and skewness.
CO3	Calculate correlation to analyze the underlying relationships between the variables.
CO4	Understand the concept of Index numbers and its uses in business context.

COPO Matrix:

CO/PO Matrix					
Course	PO1	PO2	PO3	PO4	PO5
CO1a	3	3	1	2	3
CO1b	2	1	2	2	3
CO2	2	1	2	2	3
CO3	2	2	2	2	3
CO4	3	2	1	2	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	Y

Professional	Gender	Human Values	Environment & Sustainability
Y	N	N	N

Employability	Entrepreneurship	Skill Development
Y	N	Y

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Course Pedagogy:

Lecture, Class Assignment, hands on analysis

Course Content:

UNIT 1: Introduction of statistics: Concept, Scope, Importance and limitations of Statistics.

Frequency Distribution: Discrete and continuous frequency distribution. **Graphical and Diagrammatic Representation:** Construction of Histogram, Ogive Curves, Pie Chart, Bar diagram.

UNIT 2: Measures of central tendency: Mean, Median, Mode. Weighted Average, Relative merits of Mean median and mode in a distribution. Combined Mean.

UNIT 3: Measures of Dispersion: Concept of dispersion methods of measuring dispersion- Range, Inter Quartile range, Mean deviation, Standard Deviation and Coefficient of variation.

Measures of Skewness: Concept and Types of skewness and its coefficient.

UNIT-4: Correlation: Concept and Importance of Correlation, Types of Correlation, Karl Pearson's correlation coefficient, Spearman's Rank correlation coefficient.

UNIT-5: Index Numbers: Meaning of Index number and its uses, Methods of constructing Index numbers- Simple aggregative method, weighted aggregative methods, Fisher's ideal method.

Suggested Readings:

- Gupta, S. C. (2017). *Fundamentals of Statistics*. New Delhi: Himalaya Publishing House.
- Beri, G.C. (2009). *Business Statistics, 2e*. Tata Mc Graw Hill.
- Sharma, J. K.. *Business Statistics, 2e*. Pearson Education.
- Gupta, S.P. *Statistical Methods*. S. Chand & Sons, Newdelhi.

Reference Reading:

- Black, K. *Business Statistics for Contemporary Decision Making*. Wiley Student Edition.
- Richard Levin and David Rubin, *Statistics for Management*, Prentice Hall Of India, New Delhi, 2011, 7th Edition
- Sharma J K., *Fundamentals of Business Statistics, Second Edition*, Vikas Publishing House Private Limited, 2013
- Render, and Stair J.R. *Quantitative Analysis for Management, 7e*. PHI.

Palika Sikarwar

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Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	20
Assignment 1	5
Assignment 2	5
Assignment 3	5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	40

Marks Distribution Scheme for final exams: (For 4 Credit Course)*

**will vary as per credits*

Unit	Marks
1	10
2	10
3	10
4	10
5	10
Case Study	10
Total Marks- End Examination	60

Total (Internal Assessment + External Assessment)	100
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COURSE OUTLINE

MBA (I) Ist Sem

INDIAN KNOWLEDGE SYSTEM PAPER CODE: MBA(I) 105	Max. Marks: 50 Min. Marks: 18 External: 30 Internal: 20
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Credits: 02

Course Outcomes:

CO1a	Understanding the definition, concept, and scope of Indian Knowledge Systems (IKS) and their historical evolution from ancient to modern India.
CO1b	Illustrating various forms of the Bhartiya education system (gurukul, pathshala, vidyalay, vishvavidyalay) and the classification and importance of Chaturdas Vidya.
CO2	Applying the contributions of IKS to arts, architecture, and traditions, including the science behind Indian traditions, rituals, and temple architecture.
CO3	Analyzing the major occupations and sustainable business practices in India, analyzing their relevance to IKS and innovations used by indigenous communities.
CO4	Evaluating the challenges and threats faced by IKS in the modern world, evaluating methods for their preservation, revival, and future prospects.

COPO Matrix:

CO/PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1a	1	2	1	2	3
CO1b	1	2	1	1	2
CO2	3	1	3	2	3
CO3	3	3	3	2	2
CO4	2	3	3	3	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	Y

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Professional	Gender	Human Values	Environment & Sustainability
Y	Y	Y	Y

Employability	Entrepreneurship	Skill Development
Y	Y	Y

Course Pedagogy:

Lecture, Case study, hands on analysis

Course Content:

UNIT 1: Introduction to Indian Knowledge Systems

Introduction- Definition, Concept and Scope of IKS, IKS in ancient India and in modern India, Bhartiya education system – ancient to modern era, domains of education such as gurukul, pathshala, vidylay, vishvavidyalay Chaturdas Vidya – importance and classification, Traditional Knowledge System (The Vedas, Ancient schools of Philosophy and Gurukuls, Takshishla University, Nalanda University and Knowledge Export from Bharat).

UNIT II: Science, Art and Culture

Contribution of IKS to arts, architecture and tradition: Indigenous tools & technologies for town planning & Temple Architecture-Science of Architecture Lothal Mohan Jo Daro, Dholavira Angkorvat, Lepakshi Temple, Jagannath Puri Temple, Thanjavur Temple, Modhera and Konark Sun Temple, Hampi Temple Etc. History and Origin of art & Traditions, Science behind our traditions and rituals. Ancient Indian Texts, Popular Artists of India (Ancient to Modern time).

UNIT III: 3 E's (Ethics, Economy, Environment) and Future of IKS

Indian Society, Customs and Religious Practices, Belief System, Agriculture and Other Major Occupation, Employment, Innovation and Sustainable Business Practices used by Indigenous Communities Ecology and Environment, Challenges and Threats faced by IKS in the Modern World, Preservation and Revival of IKS.

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Suggested Readings:

1. *Pride of India: A Glimpse into India's Scientific Heritage* by Samskrita Bharati (Focuses on scientific contributions)
2. *Arthashastra* by Kautilya (English translation) (Classical text on statecraft and economics)
3. *The Bhagavad Gita* (English translation) (Philosophical text with lessons on leadership and ethics)
4. *Vandana Shiva* (Examines traditional knowledge systems of various communities)
5. **India's Indigenous Systems of Knowledge** edited by Ashish Kothari et al. (Collection of essays on diverse knowledge systems)
6. **Ayurveda: Life, Health, and Longevity** by Deepak Chopra (Introduction to Ayurvedic principles and their potential in business wellness programs)
7. **Case studies:** Research articles or online resources showcasing businesses using IKS principles (e.g., organic farming, sustainable product design)
8. *Traditional Knowledge and Intellectual Property* by Madhav Gadgil et al. (Discusses challenges and strategies for protecting IKS)
9. *The Mahabharat*
10. *The Ramayan*

Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	10
Assignment 1	2.5
Assignment 2	2.5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	20

Unit	Marks
1	10
2	10
3	10
Total Marks- External Examination	30
Total Marks- Internal +External Examination	50

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COURSE OUTLINE

MBA (I) Ist Sem

Environmental science & Sustainability PAPER CODE: MBA(I) 106	Max. Marks: 50 Min. Marks: 18 External: 30 Internal: 20
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Credits:

02

Course Outcomes:

CO1a	Comprehend the Fundamentals of Ecology and Environmental Science
CO1b	Understand and Appreciate Biodiversity and Its Protection
CO2	Apply Principles of Sustainable Development
CO3	Conduct Environmental Experiments and Analysis
CO4	Develop and Disseminate Environmental Conservation Messages

COPO Matrix:

CO/PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1a	3	3	2	1	1
CO1b	1	1	2	3	1
CO2	2	3	3	2	3
CO3	2	3	1	2	3
CO4	3	1	1	2	3

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	Y

Professional	Gender	Human Values	Environment & Sustainability
Y	Y	Y	Y

Employability	Entrepreneurship	Skill Development
Y	N	Y



Course Pedagogy:

Lecture, Case study, hands on analysis

Course Content:

Unit 1 : Study of Environment and Ecology

Defining Environment and Ecology. Ecosystem - Components, structure and function, energy flow, food, chain, food web Ecological pyramids and types.

Unit 2 : Sustainable Development

- **Principles of Sustainability:**
 - Sustainable development goals (SDGs)
- **Sustainable Agriculture and Food Systems:**
 - Organic farming, permaculture, and agroforestry
 - Food security and sustainable diets
- **Sustainable Urban Development:**
 - Green buildings and sustainable cities

Unit 3: Student need to shoot Short films or animations about environmental conservation and sustainability.

Suggested Readings:

- Benny Joseph, "Environmental Science and Engineering", Tata McGraw-Hill, New Delhi, 2016.
- Environment Impact Assessment Guidelines, Notification of Government of India, 2006.
- Erach Bharucha "Textbook of Environmental Studies for Undergraduate Courses" Orient Blackswan Pvt. Ltd. 2013. Andy Jones, Michel Pimbert and Janice Jiggins, 2011. Virtuous Circles: Values, Systems, Sustainability. IIED and IUCN CEESP, London.
- Cunningham, W.P. Cooper, T.H. Gorhani, 'Environmental Encyclopedia', Jaico Publ., House, Mumbai, 2001.
- Essentials of Entrepreneurship and Small Business Management (Sled): Thomas W.
- Zimmerer, and Norman M. Scarborough. PHI
- Entrepreneurship: Strategies and Resources, 3/E: Marc Dollinger: Prentice Hall
- Bringing New Technology to Market- Kathleen R. Allen, Prentice Hall Entrepreneurship in Action, 2/E - Mary Coulter; Prentice Hall

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Course Evaluation Criteria:

Instruments	Marks
Mid Term Exam	10
Assignment 1	2.5
Assignment 2	2.5
Class Participation (Skill Development)	5
Total Marks- Internal Examination	20

Unit	Marks
1	10
2	10
3	10
Total Marks- External Examination	30
Total Marks- Internal +External Examination	50

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COMPREHENSIVE VIVA-VOCE

COURSE OUTLINE

COMPREHENSIVE VIVA-VOCE PAPER CODE: MBA (I) 107	Max. Marks: 100 Min. Marks: 50 External 100
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Credits: 04

Course Objectives: After the completion of this examination the students will be able to

CO1	Demonstrate a thorough understanding of various concepts thought in the syllabus.
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COPO Matrix:

CO/PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1	2	2	1	1	

Course Mapping:

Local	Regional	National	Global
Y	Y	Y	N

Professional Ethics	Gender	Human Values	Environment & Sustainability
Y	N	Y	N

Employability	Entrepreneurship	Skill Development
Y	N	Y

Course Evaluation Criteria

Marks Distribution Scheme for final exams: (For 4 Credit Course)*

*will vary as per credits

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COURSE OUTLINE

MBA(I) 1st Sem

MS Office PAPER CODE: MBA(I) 108	Non-Credit
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Credits: 0

Course outcomes

CO1a:	Understand computer basics fundamentals to familiar with computer and its parts.
CO1b:	Working with MS word , various menus and formatting structures along with special features.
CO2:	Hands on MS excel spread sheet including various formatting techniques.
CO3:	Working with MS excels functions and formulas and statistical functions.
CO4:	Hands on MS power point presentation slide with its features.

CO/PO Matrix

CO/PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1a	2	3	3	3	3
CO1b	3	2	2	3	2
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	2	3	2

Course Mapping:

Local	Regional	National	Global
Y	N	Y	Y

Professional Ethics	Gender	Human Values	Environment & Sustainability
Y	N	Y	Y

Employability	Entrepreneurship	Skill Development
Y	Y	Y

Amrita
Palika Sikarwar
Amrita

Course Pedagogy:

Lecture, Case study, hands on analysis

Course Content:

UNIT 1: Introduction to MS office and MS Word

Computer Basic, Creating Folder, Paint Directories, input units, Output unit, Central Processing Units, hardware, Type of Software & Operating System, Windows short cut keys.

New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph, Working with Tabs and Indents. Header and Footer: Inserting custom Header and Footer, Inserting objects in the header and footer, Add section break to a document. : Working with bullets and numbered lists. Tables and Mail merge.

UNIT 2: Basic MS Excel and Advanced Excel

Introduction to Excel interface, Understanding rows and columns, Naming Cells, Working with excel workbook and sheets, Formatting excel work book: New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Wrap text, Merge and Centre, Currency, Accounting and other formats, Modifying Columns, Rows & Cells. Sort and Filter Data with Excel: Sort and filtering data Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting.

Lookup and reference functions-VLookup, HLookup, Index, Match, Address, Offset.

Logical Functions- If/Else, True, False, AND, OR, NOT.

Date and Time functions- Date, Day, Day360, Seconds, Minutes, Hours, Now, Today, Month, Year.

Math and Trig functions- Round, Rand, Int, LCM, Mod, Even, Sum, Sumif, Sumifs.

Statistical functions- Average, Averagea, Averageif, Count, CountA,Countblank, Countif, Forecast, Max, MaxA, Min, MinA,Avedev.

UNIT 3: MS Power Point

Inserting new slide, changing layout of slides, Duplicating slides, Copying and pasting slide, Applying themes to the slide layout, changing theme color, Slide background, Formatting slide background, and Using slide views. Master slide and its usages, Shapes, Clipart and Picture, word Art, Smart Art Change the Order of Objects, Inserting slide header and footer, Inserting Text boxes, Inserting shapes, using quick styles, Inserting Word art, Inserting symbols, Inserting Chart.

Suggested Readings:

1. *Microsoft Office 2003: The Complete Reference*, Jennifer, Guy Hart-Davis, Curt Simmons, Jennifer Ackerman Kettel, McGraw-Hill Osborne Media.
2. *Analyzing Business Data With Excel, Forecasting, Statistics, and Data Management*, Shroff/O'Reilly.
3. *MICROSOFT OFFICE 365 ALL-IN-ONE FOR BEGINNERS & POWER USERS: The Concise Microsoft Office 365*, by Tech Demystified.
4. *Mastering Financial Mathematics In Microsoft Excel: A Practical Guide for Business Calculations*, Alastair L. Day, PHI.

Course Evaluation Criteria:

Non-Credit

Evaluation will be based on Lab Classes attended by students and performance will be evaluated based on Final report/viva

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