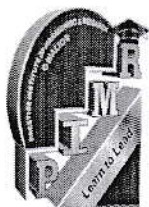


Course Curriculum BCA-Programme



Prestige Institute of Management & Research, Gwalior

NIRF | NAAC 'A' GRADE | AUTONOMOUS

Course Curriculum

MBA

2024-26



Prestige Institute of Management & Research, Gwalior

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

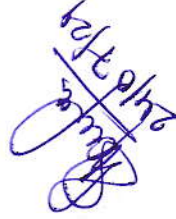
Prestige Institute of Management & Research, Gwalior

Examination Scheme

MBA I Semester, December 2024

S.No	Paper Code	C/E/S	Course	Theory		Sessional		Practical		Total	Credit	IA+EA
				Max	Min	Max	Min	Max	Min			
1	MBA - 101	CORE	Principles and Practices of Management	60	21	40	14	-	-	100	4	40 + 60
2	MBA - 102	CORE	Managerial Economics	60	21	40	14	-	-	100	4	40 + 60
3	MBA - 103	CORE	Accounting for Managers	60	21	40	14	-	-	100	4	40 + 60
4	MBA - 104	CORE	Statistics for Managerial Decision Making	60	21	40	14	-	-	100	4	40 + 60
5	MBA - 105	CORE	Business Ethics and CSR	60	21	40	14	-	-	100	4	40 + 60
6	MBA - 106	CORE	Business Communications	60	21	40	14	-	-	100	4	40 + 60
7	MBA - 107	CORE	Computer Applications	60	21	40	14	-	-	100	4	40 + 60
8	MBA - 108	CORE	Comprehensive Viva-Voce	-	-	-	-	100	35	100	4	0+100
	Non Credit	NCCC	PD and Quantitative Aptitude	-	-	-	-	-	-	-	-	25+0
		Total		420	147	280	98	100	35	800	32	

Date: 18/12/2024

Signature: 

Padma Sikandari

Course Curriculum- Post Graduation Degree Programme

SEMESTER – I							
COURSE CODE	Course type	COURSE	L	T	P	L+T+P	CREDIT
						(hrs)	
MBA 101	Core Course (CC)	PRINCIPLES AND PRACTICES OF MANAGEMENT	3	1	0	3+1+0	4
MBA 102	Core Course (CC)	MANAGERIAL ECONOMICS	3	1	0	3+1+0	4
MBA 103	Core Course (CC)	ACCOUNTING FOR MANAGERS	3	1	0	3+1+0	4
MBA 104	Core Course (CC)	STATISTICS FOR MANAGERIAL DECISION MAKING	3	1	0	3+1+0	4
MBA 105	Core Course (CC)	BUSINESS ETHICS AND CSR	3	1	0	3+1+0	4
MBA 106	Core Course (CC)	BUSINESS COMMUNICATION	3	0	2	3+0+2	4
MBA 107	Core Course (CC)	COMPUTER APPLICATIONS	3	0	2	3+0+2	4
MBA 108	Core Course (CC)	COMPREHENSIVE VIVA-VOCE	0	0	8	0+0+8	4
NON CREDIT	Non-CGPA Credit Courses (NCCC)	PD AND QUANTITATIVE APTITUDE	2	0	4	2+0+4	0
		Total					32

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101- PRINCIPLES AND PRATICES OF MANAGEMENT

Credit- 04

Course Objective

The paper will familiarize the student with basic management concepts, managerial thinking and behavioral processes in the organization. The student will have a basic overview of the origin of this field of study.

Course Outcomes: On completion of course, the students will be able to:

CO1 (A): Understand the concept of Management, its origin and managerial responsibilities.

CO1 (B): Apply the functions of management and tools & techniques used to perform the managerial roles.

CO2: Analyze the planning process, its types and various decision making models.

CO3: Evaluate the nature and types of organization structure, and the staffing process along with directing components involved.

CO4: Create the environment of the organization and apply the control methods.

CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	3	3	2	2	3
CO1(B)	3	3	3	3	2
CO2	3	3	3	3	2
CO3	2	3	3	3	2
CO4	2	3	3	3	2
AVERAGE	2.6	3	2.8	2.8	2.2

Unit 1: Management: Concept, Evolution of Management: Early contributions, Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Human Relations School; Nature, Significance, Management vs. Administration, Management Skills, Levels of Management, Introduction to Functions of Management, Social Responsibility of Managers.

Unit 2: Planning: Nature, Significance of Planning, Types of Planning, Process of Planning Objective Setting: Concept, Types and Process of Setting Objectives M.B.O., Concept, Process and Managerial Implications

Unit 3: Organizing: Concept, Forms of Organizational Structure, Combining Jobs, Departmentalization and Types, Span of Control, Authority & Responsibility, Delegation of Authority, Principles of Organizational Designing

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Unit 4: Staffing & Directing: Concept, System Approach, Job Design, Types of Direction, Process Decision Making: Concept, Process, Types and Styles of Decision Making, Decision Making in Risk and Uncertainty

Unit 5: Controlling: Concept, Process of Controlling, Methods of controlling: Pre-control, Concurrent Control, Post-control, Tools for Pre-control of Inputs, Concurrent Control of Operations. Post Control of Outputs

Text Books

- Robbins & Coulter (2006). *Management* (9th ed.). Delhi: Prentice Hall of India
- Stoner, Freeman & Gilbert Jr (2009). *Management* (6th ed.). Delhi: Pearson Edu.
- Agarwal, R. D. (1982). *Organization and Management*. New Delhi: Tata McGraw-Hill Edu.

Suggested Readings

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

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MBA 102-MANAGERIAL ECONOMICS**Credit-04****Course Objective:**

The course aims to explain the crucial concepts of Demand and Supply analysis, market analysis and national income

Course Outcomes: After completion of this course the student will be:

CO1(A): Understand the basics & principles of economics elements in decision making.

CO1(B): Imbibe the utility theories, demand, supply and elasticities for managerial decision making.

CO2: Analyzing real world business problems of related to production with reference to different market structure.

CO3: Applying the concept of pricing in different market structure to foster decision making.

CO4: Evaluating and measuring concept of national income, GDP and profit theories to analyze real world business problems.

CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	3	2	3	2	3
CO1(B)	3	2	2	2	3
CO 2	3	2	2	2	3
CO 3	3	3	3	2	2
CO 4	2	3	1	3	2
AVERAGE	2.8	2.4	2.2	2.2	2.6

Unit 1: Introduction to Economics: Nature and Scope of Managerial Economics; Significance in Decision- Making and Fundamental Concepts; Objectives of a firm; Ten principles of economics.

Unit 2: Utility Analysis - Law of diminishing marginal utility, Indifference curve Meaning
Demand Analysis: Law of Demand, Exception to the Law of Demand; Determinants of Demand; Techniques of Demand forecasting
Supply: Significance and Methods; Supply Analysis (determinants): Law of Supply;
Elasticity of Demand and Supply: Price, Income; Cross Elasticity. The Price Elasticity of Supply and Its Determinants; Use of Elasticity for Managerial Decision Making;

Unit 3: Production Concepts & Analysis: Production Function; Single Variable-Law of Variable Proportion; Two Variable- Law of Returns to Scale; Cobb-Douglas Production Function; Cost Concept and Analysis; Short-Run and Long-Run Cost Curves and their Managerial Use.

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Unit 4: Market Structure: Perfect Competition; Features; Determination of Price and Output under Perfect Competition. **Monopoly:** Features; Pricing and Output Determination under Monopoly. **Monopolistic:** Features; Price and Output Determination under Monopolistic Competition; Product Differentiation; Price Discrimination
Oligopoly: Features; Quantity competition-A Dominant Firm; Price Competition: Price Rigidity and Kinked Demand. Pricing Strategies

Unit 5: National Income: Concepts; Measuring the Value of Economic Activity through Gross Domestic Product, GDP Deflator, Real GDP vs. Nominal GDP, Demographic dividend, Green economics and HDI (Human development Index)
Inflation: Types; Causes and Measurement; Business Cycle; Profit, Concept and Major Theories Of Profits; Dynamic Surplus Theory; Risk & Uncertainty Bearing Theory and Innovation Theory.

Suggested Readings:

- Baye, R. M. & Belinfante, R. O. (2006). *Economics and Business Strategy*. New York: McGraw-Hill.
- Damodaran, S. (2010). *Managerial Economics*. India: Oxford University Press.
- Dwivedi, D. (1980). *Managerial Economics*. Vikas Publishing House.
- Mankiw, N. (2010). *Macroeconomics*. New York: Worth Publishers.
- Mankiw, N. G. (2009). *Principles of Microeconomics*. South-Western Cengage Learning.
- Salvatore, D. & Brooker, R. F. (1993). *Managerial Economics in Global Economy*. New York: McGraw-Hill.
- Samuelson, W. F., & Marks, S. G. (2012). *Managerial Economics*. John Wiley & Sons, Inc.
- Mithani, D. M. (2005). *Principles of Economics*: Himalaya Publishing House.

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MBA 103 - ACCOUNTING FOR MANAGERS**Credit- 04****Course Objective:**

The objective of this course is to help students to understand the concepts and measurements that underlie financial statements, develop managerial skills needed to analyze financial statements effectively, and gain an understanding of the choices enterprises make in reporting the results of their business activities

Course Outcomes:

- CO1 (A): Acquaint with the fundamentals principles of management accounting.
 CO1 (B): Prepare, analyze and interpret financial statements
 CO2: Analyse typical business transactions to determine their effects on the principal elements of financial statements.
 CO3: Take decision using management accounting tools
 CO4: Understand the role of management accounts in planning control and decision making in an organization.

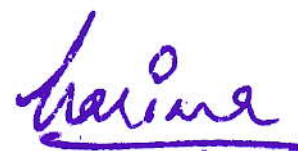
CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	3	3	2	3	3
CO1(B)	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	2	3
CO4	3	3	3	3	3
Average	3	3	3	2.8	3

Unit 1: Basics of Financial Accounting:

Meaning; Scope; Functions of Financial Accounting; Difference between financial, Cost and Management Accounting; Financial Accounting; Concepts and Conventions; Double Entry System; Preparation of Journal; Ledger and Trial Balance; Preparation of Final Accounts; Trading; Profit and Loss Account; Final Accounts with Adjustment.(Simple problems only)

Unit 2: Financial Statement Analysis and Ratio Analysis:

Meaning, significance and types of financial statement analysis; Comparing Financial Data across Companies; Statements in Comparative and Common-Size Form; Meaning of Ratio and Ratio Analysis; Classification of Ratios: Liquidity Ratio, Capital Structure Ratio, Turnover Ratio and Profitability Ratio, Market based ratio

Unit 3: Cash Flow and Funds Flow Analysis

Funds from Operation; Sources and Uses of Funds; Preparation of Schedule of Changes in Working Capital and Funds Flow Statements; Its Uses and Limitations; Cash Flow Analysis; Cash from Operation; Preparation of Cash Flow Statement (as per AS 3) Its Uses and Limitations; Distinction between Funds Flow and Cash Flow. (Case related to the concept)

Unit 4: Cost Accounting & its Techniques

Marginal Costing; Types of Costs, Marginal Cost and Marginal Costing; Importance; Break-Even Analysis; Cost Volume Profit Relationship; Application of Marginal Costing Technique. Decision making: Make or buy (case study related to concept) **Standard Costing;** Variance Analysis; Material Variances; Labour Variances; Simple Problems Related to Material and Labour Variances Only;

Unit 5: Planning and Flexible Budgets and Performance Analysis

The Basic Framework of Budgeting; Meaning and Definition of Budget; Forecast and Budget; Objectives of Budgetary Control; Advantages and Disadvantages of Budgetary Control; Preparing the Sales Budget, Production Budget, Cash Budget, Purchase Budget, Fixed and Flexible Budget.

Suggested Readings:

- Garrison, R. H. (2017). *Managerial Accounting (15th ed ed.)*. 15th ed. Boston: Irwin/McGraw-Hill.
- Griffin, Ricky.
- Gupta, A. (2004). *Financial Accounting for Management*. Delhi: Pearson.
- Kuppapally, J. J. (2010.). *Accounting for Managers*. PHI.
- R, N. (2011.). *Financial Accounting*. Delhi: PHI.
- Shah, P. (2007.). *Basic Accounting for Managers*. Delhi: Oxford.
- S.N. Maheshwari, (2018) *Corporate Accounting 6th Edition* Vikas Publication

References:

- Drury, C. M. (2013). *Management and cost accounting*. Springer.
- Drury, C. (2005). *Management accounting for business*. Cengage Learning EMEA.
- Chapman, C. S. (Ed.). (2005). *Controlling Strategy: Management, Accounting, and Performance Measurement: Management, Accounting, and Performance Measurement*. OUP Oxford.
- Kaplan, R. S., & Atkinson, A. A. (2015). *Advanced management accounting*. PHI Learning.
- Langfield-Smith, K., Thorne, H., & Hilton, R. W. (2018). *Management accounting: Information for creating and managing value*. Sydney: McGraw-Hill Education

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MBA 104 - STATISTICS FOR MANAGERIAL DECISION MAKING

Credit- 04

Course Objectives:

The student learns both descriptive and inferential statistics to decision making.

Course Outcomes: Upon successful completion of this course students will be able to

- CO-1(A): Understand the key terminologies, concepts, tools and techniques of statistics for decision making.
- CO-1(B): Analyze statistical data using measures of central tendency, dispersion, skewness and kurtosis.
- CO-2. Apply probability rules and probability distributions to model different types of business situations.
- CO-3. Use simple/multiple correlation and regression methods to analyze the underlying relationships between the variables.
- CO-4. Conduct and interpret a variety of hypothesis tests to aid decision making in a business context.

CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	3	3	2	3	3
CO1(B)	3	3	2	3	3
CO2	3	3	2	3	3
CO3	3	3	3	3	3
CO4	3	3	3	2	3
AVERAGE	3	3	2.4	2.8	3

Course Contents:

Unit 1: Basic concept of Statistics: Application of Descriptive and Inferential Statistics in Managerial Decision Making; utility and limitation of Statistics. **Presentation of Data:** Bar Diagrams; Histograms; Frequency Polygon; Frequency Distribution Curves. **Measures of Central Tendency:** Mean; Median and Mode and their implications.

Unit 2: Measures of Dispersion: Range; Mean Deviation; Standard Deviation; Coefficient of Variation(C.V.); **Skewness; Kurtosis.**

Unit 3: Correlation: Meaning and types of Correlation, Karl Pearson and Spearman Rank Correlation. **Regression:** Meaning, Regression Equations and their Application, Partial and Multiple Correlation and Regression.

Unit 4: Probability: Concept of Probability and its Uses in Business Decision; Addition and Multiplication Theorems; Bayes Theorem and its applications. **Theoretical Distribution:** Concept and Application of Binomial; Poisson and Normal Distribution.

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Unit 5: Estimation Theory and Hypothesis Testing: Sampling Theory; Formulation of Hypothesis; Application of Z test; t test; F test; Chi-Square test; Techniques of Association of Attributes.

Note: All above course must also be taught using MS-Excel functions and graphical representations.

Suggested Readings:

- *Beri, G.C. (2009). Business Statistics. McGraw Hill Education.*
- *Sharma, J. K.. Business Statistics, 2e. Pearson Education.*
- *Gupta, S.P. Statistical Methods. S. Chand & Sons, Newdelhi.*
- *Herkenhoff, L., & Fogli, J. (2013). Applied Statistics for Business and Management using Microsoft Excel. Springer New York.*
- *Richard I. Levin and David S. Rubin. (2000). Statistics for Management, 7e. Person Education, NewDelhi.*

Reference Reading:

- *Black, K.. Business Statistics for Contemporary Decision Making. Wiley Student Edition.*
- *Keller, G. (2015). Statistics for Management and Economics. Cengage Learning.*
- *Levine, D. M., Berenson, M. L., Stephan, D., & Lysell, D. (1999). Statistics for managers using Microsoft Excel. Prentice Hall Upper Saddle River, NJ.*
- *Render, and Stair J.R. Quantitative Analysis for Management, 7e. PHI.*

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MBA 105 – BUSINESS ETHICS & CSR**Credit– 04****Course Objective:**

To sensitize the students about the importance of business ethics and human values in life.

Course Outcome*After successful completion of this course students will be able to:*

CO1(A): Understanding of business ethics and CSR concepts.

CO1(B): Identify and Explain the factors influencing Ethical and CSR activities in business.

CO2: Apply the knowledge and principles of Ethics and CSR in different functions of HR, Marketing, and Finance.

CO3: Examine the best practices, code of conduct, and ethical dilemma in business and its decisionmaking.

CO4: Evaluate the various approaches of CSR and the role of business ethics in organization sustenance.

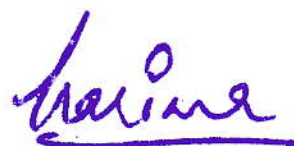
CO-PO Matrix

Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	3	3	2	3	1
CO1(B)	3	2	2	2	2
CO2	3	3	3	2	2
CO3	2	3	2	2	2
CO4	3	3	2	2	2
AVERAGE	3	3	2	2	2

Unit 1: Business ethics: Meaning of ethics, Nature and Essence of Ethics, Ethical problems occur in business. Theories of ethics: Utilitarianism: weighing social cost and benefits, Rights and duties, Justice and fairness, ethics of care, Integrating utility, rights, justice and caring, An alternative to moral principles: virtue ethics, teleological theories, egoism theory, relativism theory.

Unit 2: Moral issues in Business: Managing ethics in organization, Worker's and employee's rights and responsibilities. Scope of Business Ethics, Ethics in Compliance, Ethics in Finance, Ethics in Human Resources, Ethics in Marketing, Ethics in Production, Advantages of Business Ethics. Professional ethics

Unit 3: Ethical Principles in Business: introduction, Organization Structure And Ethics, Role of Board of Directors, Ethics Programme, Best Practices in Ethics Programme Features of Good Ethics, Principles of social and ethical accounting Ethics Audit, Organizational moral standards and the ethical dilemmas of decision-making, Role of Business Ethics in Sustainable Development.

Unit 4: Code of Ethics: Programme, Code of Conduct, Model Code of Business Conduct & Ethics Credo, Ethics Training and Communication, Ethics Committee, Functions of Ethics Committee, Integrity Pact, Whistle Blower Policy and Whistle Mechanism Social and Ethical Accounting. Contemporary Developments: Integrated Reporting, Integrated Reporting by Listed Entities in India, Relation between Integrated Reporting and Sustainability Reporting.

Unit 5: Meaning and definitions of CSR, Significance of CSR in society, Factors influencing CSR, Triple bottom line approach of CSR, CSR in India, Corporate Social Responsibility Voluntary Guidelines, 2009, National Voluntary Guidelines on Social, Environmental and Economic, Responsibilities of Business, CSR under the Companies Act, 2013, Global Principles and Guidelines, CSR Audit, Profit maximization vs. social responsibility. Corporate Sustainability and Corporate Social Responsibility

Suggested Readings:

- *Velasquez Manuel G: Business ethics- concepts and cases.*
- *Fernando A.C.: Business Ethics – An Indian Perspective.*
- *Crane Andrew & Matten Dirk: Business Ethics, Oxford.*
- *Ghosh B N: Business Ethics & Corporate Governance, Mc Graw Hill*
- *DeGeorge Richard T.: Business Ethics, Pearson*
- *Luthans Fred, Richard, M. Hodgetts and Kenneth, R. Thompson, Social issues in business, Macmillan, USA*

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MBA 106 - BUSINESS COMMUNICATION

Credit- 04

Course Objective:

The course explains the various modes of communication and present the purpose and objectives of business communication.

Course Outcome:

On the completion of the course the student will be able to:

- CO 1 (A): Understand the core concepts of communication and will be in a position to overcome various barriers present in the process of communication.
 CO1(B): Gain flare in written communication and analyze the inside out of presentations and interviews.
 CO2: Demonstrate the skill of writing business reports and business letters
 CO3: Present the depth of oral communication skills and challenges and care in the body language.
 CO4: Examine the impact of group communication, and various professional etiquette related.

CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1(A)	2	2	2	2	3
CO1(B)	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	2	3
CO4	2	3	3	3	3
AVERAGE	2.6	2.8	2.8	2.6	3

Unit 1: Introduction to Business Communication: Meaning, Need, Purpose and Types of Communication; Process of Communication; Communication Structure in Organization; Barriers to Communication; 7 C's of Communication; Impact of Cross Cultural Communication;

Unit 2: Employment Communication: Resume Writing and Cover Page Draft, Group Discussions, Interview, Candidates' Preparation for Interview, Effective Listening Skills, Teleconferencing and Video Conferencing.

Presentation Skills: Essential Elements of an Effective Presentation, Designing a Presentation, Types of Visual Aid, Appearance & Posture,

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Unit 3: Written Communication: Purpose of Writing; Clarity in Writing; Principles of Effective Writing; Writing Techniques. Business Letters and Reports: Introduction to Business Letters, Types of Business Letter, Layout of Business Letter; Reports: Definition and Purpose, Types of Business Reports, Reports Writing. 20

Unit 4: Oral Communication: What is oral communication, Principles of successful oral communication, Two sides of effective oral communication, Effective listening, Body Language and its elements, Para Language- Concept and types.

Unit 5: Group Communication: Meetings: Need, Importance and Planning of Meetings, Drafting of Notice, Agenda, Minutes of Meeting, Writing Memorandum, Press Release, Press Conference, Business Etiquettes – Netiquettes, Telephonic Etiquettes.

Suggested Readings:

- Lesikar, R.V. & Pettit, Jr. J.D. *Basic Business communication: Theory & Application*, (10th Edition.). Tata Mc Graw Hill.
- Sehgal, M.K. & Khetrapal, V. (2006). *Business Communication*. Excel Books.
- Chaturvedi, P.D. (2006). *Business Communication (3rd Edition.)*. Pearson Education.
- Sharma, R.C. & Krishna, M. (2002). *Business: Correspondence and Report Writing (3rd Edition.)*. Tata McGraw Hill.
- Pal, R. (2012). *Business Communication*, Sultan Chand & Sons Publication.
- Bisen & Priya (2009). *Business Communication*, New Age International Publication.

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MBA 107 - COMPUTER APPLICATIONS

Credit- 04

Course Objective:

The course details the tools of information technology for effectively disseminating information in an appropriate manner.

Course Outcomes:

On successful completion of this course, the learner will be able to:

CO1 (A): Understand the working of computer along with the types of Hardware and Software

CO1 (B): Create Word Document, editing, formatting and inserting table, citations, references and table of contents

CO2: Create PowerPoint presentations, working with master slide and animations

CO3: Create a workbook, enter data in a worksheet, format a worksheet, format numbers in a worksheet, create an Excel table, filter data by using an AutoFilter, Sort data by using an AutoFilter

CO4: Print a worksheet, Using Print Preview; Other Utilities, Use Formulas like VLookup, HLookup, Count, Sum, Subtotal, Creating Formulas for Financial Applications, Create Charts and Graphics, Use Pivot Tables for Data Analysis

CO-PO Matrix					
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1 (A)	2	2	2	3	3
CO1 (B)	3	3	2	3	3
CO2	1	3	3	3	3
CO3	2	3	3	3	3
CO4	2	3	3	3	3
AVERAGE	2	2.8	2.6	3	3

Unit 1: Introduction: Computer hardware and software, Framework of computer, input and output devices, computer memories, central processing unit, types of computer; types of software: system software and application software, some basic terms related to operating system.

Unit 2: MS Word: Some basic terms- toolbar, format bar and status bar, insert tables, charts, smart arts, adding graphics, pages options, insert citations, creating, editing and saving word document, use of auto text, spelling and grammar tool, creating a cover letter, mail merge.

MS Power-point: Preparation of power-point presentation, what to include and what not to include in slides, inserting new slide and deleting any slide, use of master slides, insertion offfigure, graphics and charts in presentation.

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Unit 3: Introduction to MS Excel: Understanding Basic working with Excel, Quick review on MS Excel Options, ribbon, sheets, Saving Excel File as PDF, CSV and older versions, Copy, Cut, Paste, Hide, Unhide and link the data in Rows, Columns and Sheet; Using paste special options, Formatting cells, Rows, Columns and sheets, Protecting and Unprotecting cells, rows, columns and sheets with or without password, Page Layout and Printer properties, Inserting Pictures and other objects in worksheets, Understanding Data Consolidation, Consolidating With Identical Layouts, Consolidating With Different Layouts

Unit 4: Working with formulas/functions:

Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE, INDIRECT etc.

Logical Functions: IF/ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc.

Database functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc.

Date and time functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY.

Information functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc.

Math and trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUM, SUMIF, SUMIFS etc.

Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA and Using Data analysis.

Unit 5: Conditional Formatting: Using Conditional formatting, Using Conditional formatting with multiple cell rules, Using Color Scales and Icon sets in conditional formatting, creating new rules and managing existing rules

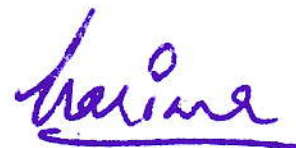
Data Sorting and Filtering: Sorting data A-Z and Z-A, Using Filters to sort data, Advance filtering options Pivot tables, Creating Pivot tables and using pivot table options, Changing and updating data range, Formatting Pivot table and making Dynamic Pivot Tables

Pivot Charts: Changing and updating Data Range, Types of pivot charts and their usage, formatting pivot charts and making Dynamic Pivot Charts

Suggested Readings:

- June Jamrich Parsons, *Computer Concepts 7th Edition*, Thomson Learning, Bombay.
- Frandsen, T. L. (2010). *Microsoft offices excel*. Retrieved from www.bookboon.com
- Leon, M., & Leon, A. (2009). *Introduction to Computers (1st ed.)*. Vikas Publishing. 4. *Introduction to Information Technology, ITL education solutions*, Pearson.
- *Understanding Computers: Today and Tomorrow* by Morley and Parker, Cengage 6. *MS-Office 2007, step by step*, Pearson.

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Course Curriculum- Post Graduation Degree Programme

MBA 108 (CC)

COMPREHENSIVE VIVA-VOCE

Course Outcomes: CO1: The objective of viva-voce examination is to test the understanding of the subjects undertaken by the students of a MBA program in first semester.

CO-PO Matrix					
	PO1	PO2	PO3	PO4	PO5
CO1	1	2	-	2	3

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& Research, Gwalior (M.P.)

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