St. Albert's College (Autonomous)

FINANCIAL ACCOUNTING

BBM2CRT01

I. Course Instructor

Name	Sem, Programme & Batch	Email
AMALA MARY K.S	Bachelor of Business Management Sem II- 2020 - 2021	amalamary@alberts.gmail.com

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- To help the students to develop understanding of the importance of accounting in organization financial statements

- Help students interpret and analyze financial statements to aid in decision making.

- To introduce problems of financial accounting such as measuring and reporting issues related to assets and liabilities and preparing the financial statements

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1	01-Mar-2021 02-Mar-2021	Lectures
Meaning and definition of accounting	03-Mar-2021	
Objectives of Accounting	04-Mar-2021	
Functions of Accounting	05-Mar-2021	
Users of Accounting Information		
Limitations of Accounting	06-Mar-2021	
Accounting Principles	08-Mar-2021	
Accounting Concepts and Conventions	09-Mar-2021	

Accounting Standards Indian Accounting Standards	10-Mar-2021	

Module 2 Kinds of Accounts Rules Journal and Ledger Subsidiary books Purchases Book Sales Book Purchase Returns Book Sales Return Book Bills Receivable Book Bills Payable Book Cash Book Simple Cash Book Double Column Cash Book Three Column Cash Book Petty Cash Book Trial Balance	11-Mar-2021 12-Mar-2021 15-Mar-2021 16-Mar-2021 17-Mar-2021 18-Mar-2021 19-Mar-2021 20-Mar-2021 22-Mar-2021 23-Mar-2021 24-Mar-2021 25-Mar-2021 26-Mar-2021 27-Mar-2021 29-Mar-2021 30-Mar-2021 31-Mar-2021	Lectures GD
Module 3 Meaning Need and reasons for disagreement Preparation of Bank Reconciliation Statement	20-Apr-2021 21-Apr-2021 22-Apr-2021 23-Apr-2021 26-Apr-2021 27-Apr-2021 28-Apr-2021 29-Apr-2021 30-Apr-2021 01-May-2021 03-May-2021 04-May-2021 05-May-2021	Lectures

	06-May-2021	
	07-May-2021	
Module 4 Depreciation, meaning Need for depreciation Methods of accounting for depreciation Reserves & provisions-meaning Importance Provision for doubtful debts Provision for discount Provision for taxation Accounting for reserves and provisions	10-May-2021 11-May-2021 12-May-2021 14-May-2021 15-May-2021 17-May-2021 18-May-2021 19-May-2021 20-May-2021 21-May-2021 24-May-2021 25-May-2021 26-May-2021	Lectures GD
Module 5 Adjusting and closing entries Trading & P&L account (with adjustments) Balance sheet	27-May-2021 28-May-2021 29-May-2021 31-May-2021 01-Jun-2021 02-Jun-2021 03-Jun-2021 04-Jun-2021 05-Jun-2021 07-Jun-2021 08-Jun-2021 09-Jun-2021 10-Jun-2021 11-Jun-2021 12-Jun-2021	Lectures

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Given on Accounting problems	Preparation of assignment	6th Week of Course	Send as PDF to mail id before the end of 6th week
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Presentation done on Google meet

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

· Dr. Maheswari S.N., Financial Accounting, Himalaya Publishing House

· M.C.Shukla, T.S.Grewal, S.C.Gupta , Advanced Accounting , S Chand & Co.

· S. P. Jain and K. L. Narang, Financial Accounting, Kalyani Publishers

· R. L. Gupta, Advanced Accountancy, Sultan Chand & Sons

St. Albert's College (Autonomous)

ENTREPRENEURSHIP DEVELOPMENT

BBM2CRT02

I. Course Instructor

Name	Sem, Programme & Batch	Email
Niya Eddin	Bachelor of Business Management Sem II - 2020 - 2021	niya@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- Acquire necessary knowledge and skills required for organizing and carrying out entrepreneurial activities.

- Help to develop the ability of analysing and understanding business situations in which entrepreneurs' acts.

- To master the knowledge necessary to plan entrepreneurial activities

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules Module 1 Definition Traits and features Classification of Entrepreneurs Women entrepreneurs Problems of entrepreneurs Role of entrepreneurs in India	01-Mar-2021 02-Mar-2021 03-Mar-2021 04-Mar-2021 05-Mar-2021 06-Mar-2021 08-Mar-2021 09-Mar-2021	Lectures

10-Mar-2021

Module 2	11-Mar-2021	Lectures
Concept	12-Mar-2021	GD
Need for training	15-Mar-2021	
Phases of EDP	16-Mar-2021	
Curriculum & contents of Training	17-Mar-2021	
Programme	18-Mar-2021	
Support systems	19-Mar-2021	
Target Groups	20-Mar-2021	
Institutions conducting EDPs in India	22-Mar-2021	
and Kerala.	23-Mar-2021	
Role of Business Incubators	24-Mar-2021	
Funding and Support for start-ups	25-Mar-2021	
ASPIRE scheme, Pradan Mantri Mudra	26-Mar-2021	
Yojana Scheme	27-Mar-2021	
Industrial Estates	29-Mar-2021	
Special Economic Zones	30-Mar-2021	
	31-Mar-2021	
Module 3	20-Apr-2021	Lectures
Opportunity Analysis	21-Apr-2021	
Project identification and selection	22-Apr-2021	
External environmental	23-Apr-2021	
Analysis	26-Apr-2021	
Economic, social, technological and	27-Apr-2021	
competitive factors;	28-Apr-2021	
Legal requirements	29-Apr-2021	
for establishment of a new unit	30-Apr-2021	
Loans; Over run finance	01-May-2021	
Bridge finance; Venture	03-May-2021	
capital;	04-May-2021	
Providing finance and Securing loans	05-May-2021	

from financial institutions	06-May-2021 07-May-2021		
Module 4 Identifying the business opportunity in various sectors Formalities for setting up of a small business enterprise Institutions supporting small business enterprise EDII (Entrepreneurship Development Institute of India) SIDO (Small Industries Development Organization) NSIC (National Small Industries Corporation Ltd.) NIESBUD (National Institute for Entrepreneurship and Small Business Development) Sickness in small business enterprise Causes and remedies	10-May-2021 11-May-2021 12-May-2021 14-May-2021 15-May-2021 17-May-2021 18-May-2021 19-May-2021 20-May-2021 21-May-2021 24-May-2021 25-May-2021 26-May-2021	Lectures GD	
Module 5 Project identification, meaning Types- Project Management Project life Cycle Sources of Project idea Constraints in a project Sources of Business idea Legal Protection in India Trademarks, Copyright, Patent Geographical Indication Project Formulation Stages in project formulation Meaning of a project report Significance and contents of project report Planning commission guidelines for formulating a project report	27-May-2021 28-May-2021 29-May-2021 31-May-2021 01-Jun-2021 02-Jun-2021 03-Jun-2021 04-Jun-2021 05-Jun-2021 07-Jun-2021 08-Jun-2021 09-Jun-2021 10-Jun-2021 11-Jun-2021 12-Jun-2021	Lectures	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Business Plan Presentation	1 Days	Experiential Learning	4th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No Assignment	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Given topic	Preparation of assignment	6th Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Submit the assignment Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

• S. S. Khanka, Entrepreneurial Development, S. Chand & Sons

• Desai & Vasant, Small Scale Business and Entrepreneurship, Himalaya Publications Ltd.

• V.S.P. Rao, Business Entrepreneurship and Management, Vikas Publishing House

St. Albert's College (Autonomous)

BUSINESS STATISTICS II

BBM2CMT0219

I. Course Instructor

Name	Sem, Programme & Batch	Email
Marie Serene D Cruz	Bachelor Of Business Management Sem II - 2020 – 2021	serene@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	54 (Including assignments)
2	Assessment (CAE & ESE)	4
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- To understand basic statistical terms and techniques useful for business.
- To find out the different statistical variables and their interrelationship
- To analyze trends and tendencies in the industries using statistical tools.
- To apply the theory of probability in situations of uncertainty
- To formulate hypothesis and to take appropriate decisions in business.

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		

Module 1	01-Mar-2021	Lectures
Index Numbers	02-Mar-2021	
Definition and importance of Index	03-Mar-2021	
numbers, Computation of index numbers	04-Mar-2021	
by the methods of simple aggregative,	05-Mar-2021	
simple average of price relatives,		
Laspeyer's, Paasche's, Fisher's, Bowley-	06-Mar-2021	
Dorbish , Marshall-Edgeworth methods	08-Mar-2021	
and weighted average of price relatives,	09-Mar-2021	
Quantity index numbers, Time and factor	10-Mar-2021	
reversal tests and their verification,		
Circular test, Meaning and computation		
of cost of living index number.		
Module 2	11-Mar-2021	Lectures
Meaning of a time series, Components of	12-Mar-2021	
a time series, Computation of trend by	15-Mar-2021	
freehand, semi-average, moving average	16-Mar-2021	
methods, Straight line trend by the	17-Mar-2021	
method of least squares	18-Mar-2021	
	19-Mar-2021	
	20-Mar-2021	

	22-Mar-2021	
	23-Mar-2021	
	24-Mar-2021	
	25-Mar-2021	
	26-Mar-2021	
	27-Mar-2021	
	29-Mar-2021	
	30-Mar-2021	
	31-Mar-2021	
Module 3 Time Series Analysis Probability Theory Definition of probability and its properties . Addition theorem, Multiplication theorem, Conditional probability	20-Apr-2021 21-Apr-2021 22-Apr-2021 23-Apr-2021 26-Apr-2021 27-Apr-2021 28-Apr-2021 29-Apr-2021 30-Apr-2021 01-May-2021 03-May-2021 04-May-2021 05-May-2021 06-May-2021 07-May-2021	Lectures
Module 4 Meaning, Assumptions and limitations, Newton's method of divided differences and Lagrange's method, Newton's forward interpolation method	10-May-2021 11-May-2021 12-May-2021 14-May-2021 15-May-2021 17-May-2021 18-May-2021 19-May-2021 20-May-2021 21-May-2021 24-May-2021 25-May-2021 26-May-2021	Lectures
Module 5 Linear programming as a method of solving inequalities in two variables by graphical method . Transportation problems by lowest cost entry method , Assignment problems by Hungarian method	27-May-2021 28-May-2021 29-May-2021 31-May-2021 01-Jun-2021 02-Jun-2021 03-Jun-2021 04-Jun-2021 05-Jun-2021 07-Jun-2021	Lectures

08-Jun-2021
09-Jun-2021
10-Jun-2021
11-Jun-2021
12-Jun-2021

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Analyse the progress of your company!	1 Day	Experiential Learning	4th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission	Deadlines
Assignment	Assignment on Given topic	Preparation of assignment	5th Week of Course	Submit the assignment to as pdf through mail
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Present the seminar through google meet on prescribed date

Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

- S.P. Gupta, Statistical Methods, Sultan Chand & Co.
- S.C. Gupta & V.K. Kapoor, Fundamentals of Mathematical Statistics, S. Chand & Co.

St. Albert's College (Autonomous)

BUSINESS MATHEMATICS II

BBM2CMT0119

I. Course Instructor

Name	Sem, Programme & Batch	Email
Marie Serene D cruz	Bachelor Of Business Management Sem II - 2020 -- 2021	serene@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	56(Including assignments)
2	Assessment (CAE & ESE)	4
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- To provide students with reinforcement of mathematical computations.
- Challenge the student to understand how to process and interpret information to arrive at logical conclusions to common business math applications.
- Develop proficiency in the application to solve business math problems.
- Understand the important role math plays in all facets of the business world.

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1	01-Mar-2021 02-Mar-2021	Lectures
Matrices and its types, Addition and multiplication of matrices, their basic algebraic properties and verification,	03-Mar-2021 04-Mar-2021 05-Mar-2021	
Transpose of a matrix and its properties,	06-Mar-2021 08-Mar-2021	
Determinants, Singular and non-singular	09-Mar-2021	

matrices, Minors and co-factors of an element, Inverse of a matrix using adjoint matrix, Cramer's rule, Rank of a matrix by evaluating determinants of its submatrices	10-Mar-2021	
Module 2 Vector Algebra Definition of a vector, Unit vector and zero vector, Dot product of vectors, Condition for two vectors to be parallel and perpendicular .	11-Mar-2021 12-Mar-2021 15-Mar-2021 16-Mar-2021 17-Mar-2021 18-Mar-2021 19-Mar-2021 20-Mar-2021 22-Mar-2021 23-Mar-2021 24-Mar-2021 25-Mar-2021 26-Mar-2021 27-Mar-2021 29-Mar-2021 30-Mar-2021 31-Mar-2021	Lectures
Module 3 Differentiation Dependent and independent variables, Evaluation of limits using , Derivatives of functions, Addition, multiplication and quotient rules of differentiation, Maxima and minima of algebraic functions,	20-Apr-2021 21-Apr-2021 22-Apr-2021 23-Apr-2021 26-Apr-2021 27-Apr-2021 28-Apr-2021 29-Apr-2021 30-Apr-2021 01-May-2021 03-May-2021 04-May-2021 05-May-2021	Lectures

	06-May-2021		
	07-May-2021		
Module 4	10-May-2021	Lectures	
Integration	11-May-2021		
Integration of simple algebraic,	12-May-2021		
exponential and logarithmic functions,	14-May-2021		
Integration by	15-May-2021		
parts, Application of integration and	17-May-2021		
differentiation for finding marginal	18-May-2021		
revenue,	19-May-2021		
marginal cost and average cost	20-May-2021		
	21-May-2021		
	24-May-2021		
	25-May-2021		
	26-May-2021		
Module 5	27-May-2021	Lectures	
Analytic Geometry	28-May-2021		
	29-May-2021		
Cartesian co-ordinate system, Slope,	31-May-2021		
Distance formula, Equations of straight	01-Jun-2021		
lines in slope intercept form, point slope	02-Jun-2021		
	03-Jun-2021		
form, two-point form and intercept form	04-Jun-2021		
	05-Jun-2021		
	07-Jun-2021		
	08-Jun-2021		
	09-Jun-2021		
	10-Jun-2021		
	11-Jun-2021		
	12-Jun-2021		

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Secrets hidden in Matrix	1 Day	Experiential Learning	3rd Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on	Preparation of	4th Week	Submit the assignment to

| Seminar | Given topic presentation on given topic | assignment Presentation of solving a given problem in mathematics. | of Course 8th Week of Course | as pdf through mail Present the seminar through google meet on prescribed date |

Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

· *B. K. Sharma, K. K. Chawla, Vijay Gupta*, Operations Research, Kalyani Publishers

· *R. K. Ghosh, S. Saha,* Business Mathematics & Statistics, New Central Book Agency

· *A. Kumar,* Commercial Mathematics, Pearl Books

· *P. Hazarika*, Textbook of Business Mathematics, S. Chand & Co.

· *G. Srinivasa, Deepa George*, Business Mathematics &Statistics, New Age International.

St. Albert's College (Autonomous)

BUSINESS STATISTICS I
BBM1CRT02

I. Course Instructor

Name	Sem, Programme & Batch	Email
Amala Mary K.S	Bachelor of Business Management Sem I - 2020 - 2021	amalamary@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- To develop the student's ability to deal with numerical and quantitative issues in business

- To enable the use of statistical, graphical and algebraic techniques wherever relevant.

- To have a proper understanding of Statistical applications in Management

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1		Lectures
Meaning, scope and limitations of statistics	3-Nov -2020 4-Nov -2020	
Collection and editing of data,	5-Nov -2020	
Sampling techniques	6-Nov -2020	
Diagrammatic and graphic representation of data	7-Nov -2020 9-Nov -2020	

	10-Nov -2020	
	11-Nov -2020	
	12-Nov -2020	
	13-Nov -2020	
	16-Nov -2020	
	17-Nov -2020	
	18-Nov -2020	
	19-Nov -2020	
	20-Nov -2020	
Module 2 Meaning and characteristics of a good average Mean, median, mode *(limited to simple cases only),* GM and HM – Computation Merits and demerits	21-Nov -2020 23-Nov -2020 24-Nov -2020 25-Nov -2020 26-Nov -2020 27-Nov -2020 30-Nov -2020 01-Dec-2020. 02-Dec-2020 03-Dec-2020	Lectures GD
Module 3 Meaning and characteristics of a good measure of dispersion Computation of range QD, MD (about mean only), SD and their coefficients Coefficient of variation	04-Dec-2020 05-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020	Lectures
Module 4 Meaning, definition and types of correlation Computation of coefficient of correlation by Karl Pearson's Rank methods (limited to raw data only)	28-Dec-2020 29-Dec-2020 30-Dec-2020 31-Dec-2020 01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021	Lectures GD

	Dates	
	14-Jan-2021	
	15-Jan-2021	
	16-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	
Module 5 Meaning of regression Computation of regression coefficients Regression equations	20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021 25-Jan-2021 27-Jan-2021 28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021 10-Feb-2021 11-Feb-2021	Lectures

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.
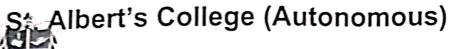
No	Topics	Activity	Submission	Deadlines
Assignment	Assignment on Given topic	Preparation of assignment	6th Week of Course	Submit assignment as PDF before the end of 6th week
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Presented through Google Meet

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

- S.P. Gupta, Statistical Methods, Sultan Chand & Co.
- S.C. Gupta & V.K. Kapoor, Fundamentals of Mathematical Statistics, S. Chand & Co.
- B.L. Agarwal, Basic Statistics, New Age International
- R. K. Ghosh, S. Saha, Business Mathematics & Statistics, New Central Book Agency

St. Albert's College (Autonomous)

BUSINESS MATHEMATICS I

BBM1CMT0119

I. Course Instructor

Name	Sem, Programme & Batch	Email
Niya Eddin	Bachelor Of Business Management Sem I - 2020 – 2021	niya@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	50 (Including assignments)
2	Assessment (CAE & ESE)	8
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- To provide college students with reinforcement of mathematical computations.
- Challenge the student to understand how to process and interpret information to arrive at logical conclusions to common business math applications.
- Develop proficiency in the application to solve business math problems.
- Understand the important role math plays in all facets of the business world.

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1 Basic Algebra Ratio, proportion and variation, Laws of indices, Linear, simultaneous and quadratic equations and their methods of solution	3-Nov -2020 4-Nov -2020 5-Nov -2020 6-Nov -2020 7-Nov -2020 9-Nov -2020 10-Nov -2020 11-Nov -2020	Lectures

Module	Dates	Method
	12-Nov -2020 13-Nov -2020 16-Nov -2020 17-Nov -2020 18-Nov -2020 19-Nov -2020 20-Nov -2020	
Module 2 Sets, Types of sets, Union, intersection and complement of sets, Relations and functions (Basic ideas only), Composition of functions	21-Nov -2020 23-Nov -2020 24-Nov -2020 25-Nov -2020 26-Nov -2020 27-Nov -2020 30-Nov -2020 01-Dec-2020. 02-Dec-2020 03-Dec-2020	Lectures GD
Module 3 Commercial Arithmetic Profit and loss, Discounts, Logarithms and its laws, Simple and compound interests	04-Dec-2020 05-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020	Lectures
Module 4 Arithmetic progression, its nth term, sum to n terms, Formulae for the sum, sum of squares, and sum of cubes of the first n natural numbers and the simple application of these formulae, Geometric progression, its nth term, sum to n terms and sum to infinity, Harmonic progression of two numbers, Relationship between AP, GP and HP	28-Dec-2020 29-Dec-2020 30-Dec-2020 31-Dec-2020 01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021 15-Jan-2021	Lectures GD

	16-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	

Module 5	20-Jan-2021	Lectures
Permutations and Combinations	21-Jan-2021	.
	22-Jan-2021	
Simple problems on permutations and	23-Jan-2021	
combinations	25-Jan-2021	
	27-Jan-2021	
	28-Jan-2021	
	29-Jan-2021	
	30-Jan-2021	
	01-Feb-2021	
	02-Feb-2021	
	03-Feb-2021	
	04-Feb-2021	
	05-Feb-2021	
	06-Feb-2021	
	08-Feb-2021	
	09-Feb-2021	
	10-Feb-2021	
	11-Feb-2021	

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Fun with maths	1 Day	Experiential Learning	2nd Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Given topic	Preparation of assignment	3rd Week of Course	Submit the assignment to as pdf through mail
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Present the seminar through google meet on prescribed date

Note: Failure to upload the assignment on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	**Not eligible for appearing for ESE**

VIII. Required reading:

· *R. K. Ghosh, S. Saha*, Business Mathematics and Statistics, New Central Book Agency

· *A. Kumar*, Commercial Mathematics, Pearl Books

· *P. Hazarika*, Textbook of Business Mathematics, S. Chand & Co.

· *G. Srinivasa & Deepa George*, Business Mathematics & Statistics, New Age International

St. Albert's College (Autonomous)

MANAGEMENT METHODOLOGY

BBM1CRT0119

I. Course Instructor

Name	Sem, Programme & Batch	Email
Niya Eddin	Bachelor Of Business Management Sem I - 2020 - 2021	niya@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	53 (Including assignments)
2	Assessment (CAE & ESE)	7
	Total	60
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- Familiar with the basic knowledge of management principles.
- Help students gain understanding of the functions and responsibilities of managers.
- To provide them tools and techniques used in the performance of the managerial jobs

IV. Course Delivery Plan

Topics	Date(s)	Methodology classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1 Meaning, definition, nature and characteristics of management – Scope, levels and functions of management - Management as science, art or profession - Management & Administration - Principles of management - Social responsibility of a Manager	3-Nov -2020 4-Nov -2020 5-Nov -2020 6-Nov -2020 7-Nov -2020 9-Nov -2020 10-Nov -2020 11-Nov -2020 12-Nov -2020 13-Nov -2020 16-Nov -2020	Lectures

	17-Nov -2020 18-Nov -2020 19-Nov -2020 20-Nov -2020	
Module 2 History – Stages of development - Taylor's Scientific Management - Fayol's theory - Elton Mayo and Hawthorne experiments - Contributions of Peter F. Drucker	21-Nov -2020 23-Nov -2020 24-Nov -2020 25-Nov -2020 26-Nov -2020 27-Nov -2020 30-Nov -2020 01-Dec-2020. 02-Dec-2020 03-Dec-2020	Lectures GD
Module 3 Meaning and definition - nature and significance- planning process- planning premises - types of plans- objectives, strategies, policies, procedures, programmes and practices –steps–limitations *Decision making* – meaning and definition - importance – types of decisions - steps in decision making – process- forecasting techniques	04-Dec-2020 05-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020	Lectures
Module 4 Nature and purpose of organization, Principles of organization - Types of organization – line staff relationships - Authority and responsibility - Delegation - Centralization Vs. Decentralization of authority and responsibility - Span of Control - MBO and MBE	28-Dec-2020 29-Dec-2020 30-Dec-2020 31-Dec-2020 01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021 15-Jan-2021 16-Jan-2021 18-Jan-2021	Lectures GD

	19-Jan-2021		

Module 5 *Directing(basic aspects only)* -meaning and nature of directing – Motivation - Maslow's Need Hierarchy theory , Herzberg's two factor theory and McGregor's X and Y theory - Leadership – Meaning - Formal and Informal Leadership – Characteristics - Leadership Styles - Autocratic - Democratic, Laissez faire– Coordination–meaning, importance *Controlling* - Meaning - steps in controlling - Essentials of a sound control system – Techniques *Management Techniques* –Quality circle - TQM - Business Process Re-engineering - Six sigma – Kaizen	20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021 25-Jan-2021 27-Jan-2021 28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021 10-Feb-2021 11-Feb-2021	Lectures	

V.   Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Business Plan Presentation	1 Day	Experiential Learning	4th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission Deadlines	
Assignment	Assignment on Given topic	Preparation of assignment	6th Week of Course	Submit the assignment to Google Classroom before 11.59 pm
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Submit the assignment Google Classroom before 11.59 pm

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

- Moshal.B.S . Principles of Management, Ane Books India,New Delhi.
- Bhatia R.C. Business Organization and Management, Ane Books Pvt. Ltd., New Delhi.
- Richard Pettinger. Introduction to Management , Palgrave Macmillan, New York.
- Koontz and O'Donnel. Principles of Management ,Tata McGraw-Hill Publishing Co.Ltd. New Delhi.
- Terry G.R. Principles of Management, D.B.Taraporevala Sons &Co.Pvt.Ltd., Mumbai.
- Govindarajan.M and Natarajan S. Principles of Management, PHI, New Delhi.
- MeenakshiGupta . Principles of Management, PHI, New Delhi.

St. Albert's College (Autonomous)

SOFT SKILL MANAGEMENT
BBM1CRT0219

I. Course Instructor

Name	Sem, Programme & Batch	Email
Rahul Reghu	Bachelor Of Business Management Sem 1 - 2020 - 2021	rahul@alberts.edu.in

II. Duration of Course:

No	Activity	Duration
1	Contact hours	52 (Including assignments)
2	Assessment (CAE & ESE)	6
	Total	58
	Remedial Sessions/Peer Tutoring/Tutorials (need based & Optional)	0

III. Course Objectives:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.

IV. Course Delivery Plan

Topics	Date(s)	Methodology (classes will be online until covid restrictions ends)
These are the topics to be covered in the modules		
Module 1 Soft skills – meaning, objective, significance, role, types	3-Nov -2020 4-Nov -2020 5-Nov -2020 6-Nov -2020 7-Nov -2020 9-Nov -2020 10-Nov -2020 11-Nov -2020 12-Nov -2020	Lectures

	13-Nov -2020 16-Nov -2020 17-Nov -2020 18-Nov -2020 19-Nov -2020 20-Nov -2020	
Module 2 Communication Meaning, importance, objectives - principles of communication – process – strategies for effective communication - types and forms of communication – nonverbal communication- Body Language, Gestures, Postures, Facial Expressions, Dress codes, Listening & Speaking - barriers of effective communication – steps to overcome barriers - Business and social etiquette	21-Nov -2020 23-Nov -2020 24-Nov -2020 25-Nov -2020 26-Nov -2020 27-Nov -2020 30-Nov -2020 01-Dec-2020. 02-Dec-2020 03-Dec-2020	Lectures GD
Module 3 Importance of Public Speaking and Speech Composition - Principles of Effective Speaking & Presentations - Technical speeches & Non-technical presentations - Speech for introduction of a speaker - Speech for vote of thanks - Occasional speech - Theme speech - Moderating programs – Master of ceremony - Use of Technology	04-Dec-2020 05-Dec-2020 07-Dec-2020 08-Dec-2020 09-Dec-2020 10-Dec-2020 11-Dec-2020 14-Dec-2020 15-Dec-2020 16-Dec-2020 17-Dec-2020	Lectures
Module 4 Importance of Interview - art of conducting and giving interviews - Placement interviews - discipline interviews - appraisal interviews – Exit interviews	28-Dec-2020 29-Dec-2020 30-Dec-2020 31-Dec-2020 01-Jan-2021 04-Jan-2021 05-Jan-2021 06-Jan-2021 07-Jan-2021 08-Jan-2021 11-Jan-2021 12-Jan-2021 13-Jan-2021 14-Jan-2021	Lectures GD

	15-Jan-2021	
	16-Jan-2021	
	18-Jan-2021	
	19-Jan-2021	

| Module 5 Importance of Meetings - Opening and Closing Meetings - Participating and Conducting Group discussions - Brain Storming, e– Meetings, preparing agenda and minutes of the meeting Skill Development: Conduct a mock meeting and draft minutes of the meetingConduct a mock GD & mock interview - Draft a letter of enquiry to purchase a laptop - Draft the bio-data - Prepare the Career Plan – power point presentation on Business & social etiquette | 20-Jan-2021 21-Jan-2021 22-Jan-2021 23-Jan-2021 25-Jan-2021 27-Jan-2021 28-Jan-2021 29-Jan-2021 30-Jan-2021 01-Feb-2021 02-Feb-2021 03-Feb-2021 04-Feb-2021 05-Feb-2021 06-Feb-2021 08-Feb-2021 09-Feb-2021 10-Feb-2021 11-Feb-2021 | Lectures |

V. Innovative Learning Programmes

Name of Programme	Duration	Type	Proposed Time
Mock Interview	2 Day	Experiential Learning	4th Week

VI. Assignments and Seminars

Assignments

The following Assignment needs to be submitted to Google Classroom. Both the assignments & presentation are individual assignments.

No	Topics	Activity	Submission	Deadlines
Assignment	Assignment on Given topic	Preparation of assignment	6th Week of Course	Send assignment as a pdf to mail id before the end of 6th week
Seminar	PowerPoint presentation on given topic	PowerPoint Presentation for a presentation of 10 minutes duration	8th Week of Course	Present in Google meet at the end of 8th week

Note: Failure to upload the assignment to Google Classroom on the date mentioned will result in 0 marks for the assignment. Requests for extension of dates for submission not entertained.

VII. Attendance (one component in class participation):

95-100%	5
90-95%	4
85-90%	3
80-85%	2
75-80%	1
<75	Not eligible for appearing for ESE

VIII. Required reading:

· *Rai & Rai,* Soft Skill for Business, Himalaya Publishing House
· *Santhosh Kumar*, Soft Skill for Business, Vikas Publishing House
· *C.G. Krishnamacharyulu & Lalitha*, Soft Skills of Personality Development, Himalaya Publishing House
· *Lesikar R.V. & Flatley M. E.*, Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd.,New Delhi
· *Rai & Rai,* Business Communication, Himalaya Publishing House