

BUSINESS SOFTWARE SKILLS

Course Objective

Computers and computer-based solutions are playing an increasingly important role in modern business decision making and problem solving. This course is designed to familiarize students with the basics of the common software applications Microsoft Excel, Access and Outlook to illustrate ways in which these programs can be used to solve business problems and efficiently present information.

Unit I

Introduction to Ms.Excel and Basic Excel Operations. Entering labels and values, using AutoSum, editing cell entries, simple formulas, printing options, worksheet views. Creating complex formulas, inserting and typing a function, moving and copying data, Adjusting font, alignment, column width, row height, colors, patterns, and borders Insert and delete rows and columns, apply conditional formatting. Name and move a sheet. Plan, create, move, resize, and format charts Change chart design and layout, annotate and draw on a chart, create a pie chart .

UNIT II

Use a variety of functions: concatenate, IF functions, PMT, AND Use named ranges. Filter and extract data, look up values, data base functions, data validation, subtotals.Drawing / Pictures / Flow Charts: How to use Microsoft Excel's drawing tools to create graphics on the worksheet including business flow charts. Business Report Generation: How to use Microsoft Excel as a daily or weekly business report generator.Forms / Questionnaires: How to construct business forms and questionnaires in Microsoft Excel. Pivot Tables: How to create and use basic Microsoft Excel pivot tables.

UNIT III

Introduction to Access: Finding Your Way through a Database.Explore, describe, and navigate among the objects in an Access database. Practice good file management. Backup, compact, and repair Access files. Create filters.Know when to use Access or Excel to manage data. Use the relationship window. Understand relational power. Relational Databases and Multi-Table Queries: Designing Databases and Using Design data. Create tables. Understand table relationships. Share data with Excel. Establish table relationships. Create a query. Specify criteria for different data types. Copy and run a query. Use the Query Wizard. Customize, Analyze, and Summarize Query Data: Creating and Using Queries to Make Decisions.Understand the order of precedence. Create a calculated field in a query. Create expressions with the Expression Builder. Create and edit Access functions. Perform date arithmetic. Create and work with data aggregates. Create, Edit and Perform Calculations in Reports: Creating Professional and Useful Reports.Plan a report. Use different report views. Create and edit a report. Identify report elements, sections, and controls. Add grouping levels in Layout view. Add fields to a report. Use the Report Wizard.

UNIT IV.

Introduction to Ms Outlook. Sending and Receiving an E-mail . Responding to a message . Changing the Important ans Sensitivity . E-mail Receipts . Organising your emails using folders . Sending and Receiving Attachments . Forwarding and Recalling a Message . Sorting and Finding E-mails . Sending and Receiving Attachments . E-mail Views . Signatures . Out of Office assistant . Quick flags . Printing and deleting E-mails . **Working with the Calendar.** Calendar Views . Creating Appointments and Events . Recurring Appointments . Appointment Reminders .Printing appointments . Working with Meetings . Checking availability . Group Schedules . **Working with Contacts** . Working with Contacts .Searching Contacts . Contact Views . Sending a Contact via email . Using The Address Book . Using Personal Distribution Lists . Printing Contacts . Working with Tasks .**Working with Tasks** , Tasks Views . Managing a Task . Assigning a Task . Complete a Task .

Course Title: -

Business Software Skills

Course Code:- BBA 601

Credits:- 4

(L =5, P=0)

Max Marks:- 100

Internal Examinations = 50

Semester End Examination =50

Practical = 0

Suggested Readings

1.Microsoft Office Excel 2010 Quick Steps John Cronan.Tata Mc.Graw Hill.

2. First Look 2007 Microsoft® Office System MURRAY.Prentice Hall of India

3. Microsoft Office 2003 – The Complete Reference. Tata Mcgraw Hill.

4. Microsoft Office Word 2007: Essential Reference for Power Users.Review from Bill Coan.by Matthew Strawbridge .Software

Reference Ltd

ENVIRONMENTAL MANAGEMENT

Course Objective:

The course aims to acquaint the students with the fundamental concepts of Environmental Management and also make them understand the importance of Environmental management in modern day organization

Unit I Environmental Management

Introduction :Principles Of Sustainable Development ,Stakeholder Concept, Environmental Problems,Stockholm Conference ,The Earth Summit Agreement Environmental Governance In India Since 1972 Environmental Protection And Fundamental Rights Public Interest Litigation Public Participation .

Unit II Environmental Impact Assessment (EIA)

Introduction: Definition Planning ,Significance of EIA ,Environmental Impact Assessment (EIA)Practices In India ,Iso 14000 And Environmental Management System Standard ,Introduction ,General Description Benefits Of ISO 14000 Certification Process .

Unit III Environmental Ethics

Introduction :Development Of Environment Ethics ,Ethical Theories ,Consequential , Deontological ,Environmental Theories In Spirituality ,Relationship Between People And Environment Ethical Dilemma , ,Environment And Technology Challenge Of World Environmental Ethics.

Unit IV Environmental Issues And Waste Management

Waste Management Concepts, Education And Awareness Biomedical Waste Management ,Hazardous Waste Management ,Radioactive Waste And Toxic Waste Management .

Course Title: -
Environmental Management

Course Code:- BBA 602

Credits:- 4
(L =5, P=0)

Max Marks:- 100

Internal Examinations = 50

Semester End Examination =50

Practical = 0

Suggested Readings

- 1.Environmental Management Text And Cases By Bala Krishna Moorthy ,Phi Publication
2. 2.Handbookof Envirnonmental Laws Guidelines Compliance & Standards ,Vol 1 & 2 By R.K. Tridevy Environ Media Karad ,India
3. 3.Environmental Management Systems ,Requirements And Guidance For Use –India Search Monograph On ISO 14001
4. ISO 14000 Certification Environmental Management System By W.K.Kurge .Prentice Hall

BUSINESS TAXATION

Course Objective:

The objective of this course is to impart the students important tax laws to the business which will help them to plan and manage the tax liabilities of their business

Unit- I

Introduction to Indian Income Tax. Income Tax 1961. Important concepts: income, assesses, assessment year, Previous year, agriculture income and its treatment. Basis of change of Income tax, residential status and tax liability. Exemptions of Tax: Total Expenditures and partial exemptions.

Unit- II

Tax on Salaries, treatment of allowances, Provident fund, Prequisites, gratuity and profits in lieu of salary. Standard deduction, income from other sources. Planning and management of tax on salaries.

Unit-III

Tax on House Property, Tax on profit and gain of business and profession. Planning and management of tax on house property, profession and capital gains. Depreciation and investment allowances.

Unit IV

Capital Gains Chargeability- Definitions- cost of Improvement, short term and long term capital gains- deductions, Income Tax from other sources. VAT, introduction- evolution of VAT in India, meaning- Objectives, features and VAT Laws, TNVAT Act 2006

Course Title: -

Business Taxation

Course Code:- BBA 603

Credits:- 4

(L =5, P=0)

Max Marks:- 100

Internal Examinations = 50

Semester End Examination =50

Practical = 0

Suggested Readings

1. Chaturvedi Kothari Central Sales Tax Laws Wadhwa & Co
2. Daley V.S Taxmann's indirect Taxes; Law and Practice, taxman Publications, New Delhi
3. Prasad Bhagwali, Income tax law & Practice, International Publishers New Delhi
4. Singhania Vinod & Singhania, Kapil; Taxman's Direct Taxes: law & practice, taxman Publications