

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

B COM COMPUTER APPLICATION

(2019 – 22)

SEMESTER - I

ACADEMIC YEAR - (2019-20)

I Semester BCOM Computer Application (2019 - 22)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	1A 01 ENG Communicative English	Jince Joseph	5
2.	1A 02 ENG Readings on Kerala	Amala Antony	4
3.	1A 07 2MAL Sahithya Roopangal	Silvi Tharal	5
4.	1A 07 HIN Kavitha Aur Kahani	Priyanka P. Devasia	5
5.	1B01 COM Management Concepts and Principles	Melby George	5
6.	1A11COMBusiness Statistics and Basic Numerical Skills	Fr.Jimmy Jose & Simmy P.V.	6
7.			
	Class Incharge	Simmy P.V.	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	1A11COMBusiness Statistics andBasic Numerical Skills	1A 07 2MAL SahithyaGanangal / 1A 07 HIN KavithaAurKahani	1A 01 ENG Communicative English	1A11COMBusiness Statistics andBasic Numerical Skills	1B01 COM Management Concepts andPrinciples
2	1A11COMBusiness Statistics andBasic Numerical Skills	1B01 COM Management Concepts andPrinciples	1A 02 ENG Readings on Kerala	1A 07 2MAL SahithyaGanangal / 1A 07 HIN KavithaAurKahani	1A 01 ENG Communicative English
3	1A 01 ENG Communicative English	1A 07 2MAL SahithyaGanangal / 1A 07 HIN KavithaAurKahani	1A11COMBusiness Statistics andBasic Numerical Skills	1B01 COM Management Concepts andPrinciples	1A 02 ENG Readings on Kerala
4	1A 02 ENG Readings on Kerala	1B01 COM Management Concepts andPrinciples	1A 07 2MAL SahithyaGanangal / 1A 07 HIN KavithaAurKahani	1A 01 ENG Communicative English	1A11COMBusin ess Statistics andBasic Numerical Skills
5	1A11COMBusiness Statistics andBasic Numerical Skills	1A 01 ENG Communicative English	1A 07 2MAL SahithyaGanangal / 1A 07 HIN KavithaAurKahani	1A 02 ENG Readings on Kerala	1B01 COM Management Concepts andPrinciples

Subject Code:	1A01 ENG
Subject Name:	Communicative English
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty:	Jince Joseph

Objective: -

1. Understand and apply the rubrics of English grammar
2. Recognize and apply the basic patterns in English vocabulary
3. Read and elicit data, information, inferences and interpretations based on a given material in English
4. Develop the ability to speak in English in real life situations
5. Elicit necessary information after listening to an audio material in English
6. Compose academic and non-academic writings including letters, paragraphs and essays on a given topic and CV's for specific purposes

Module –I: Grammar and Usage

Grammar

Articles, Modals, Tenses, Voices, Subject- Verb Agreement, Direct & Reported speech

Usage

Question Tags, Types of Words, Phrasal Verbs and Idiomatic Expressions.

Module – II: Listening and Speaking

Listening

What is Communication?, Phonemes in English, Syllables and Word Stress, Listening to NewsBulletins, Listening to Instructions and Directions, Listening to Lectures, Listening to Speeches

Speaking

Greetings and Introductions, Small Conversations, Talking on Telephone, Making Requests, Making Enquiries, Making Suggestions, Expressing Gratitude, Complaining.

Module – III: Reading and Writing

Reading

Reading Official Letters and Profiles, Reading Advertisements, Reading News Reports, Reading Charts, Reading Online Content.

Writing

Writing Paragraphs, Taking and Making Notes, Essay and Academic Writing, Writing Letters, Writing Resumes.

Prescribed Textbook: *Equip: English for Undergraduates* by Cambridge University Pre

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-07-2019 To 05-07-2019	1	Introduction to Communication
		2	Terms of Communication
		3 July	St. Thomas Day
		3	Article (a, an, and the)
		4	Definite Article (the) and Indefinite Article (a and an)
		5	Discussion on Article
2	08-07-2019 To 12-07-2019	6	Class Test
		7	Modals – Modal Auxiliary and non-Modal Auxiliary
		8	Modals
		9	Introduction to Tenses
		10	Present Tense
		11	Past Tense
		12	Future Tense
3	15-07-2019 To 19-07-2019	13	Discussion on Modals and Tenses
		14	Examination
		15	Voices- Passive and Active
		16	Passive Voice
		17	Passive Voice
		18	Examination
4	22-07-2019 To 26-07-2019	19	SEMINAR PRESENTATION
		20	SEMINAR PRESENTATION
		21	SEMINAR PRESENTATION
		22	Subject –Verb Agreement
		23	Subject –Verb Agreement
		24	Speech - Direct and Reported
5	29-07-2019 To 02-08-2019	25	Direct and Indirect Speech
		26	Direct and Indirect Speech
		27	Examination
		28	Question Tag
		31 July	Karkadaka Vavu
		29	Question Tag
30		30	Phrasal Verbs (Separable, Inseparable, Transitive and Intransitive)
		31	Phrasal Verbs

No of Weeks	Dates	Session	Topic
6	05-08-2019 To 09-08-2019	32	CLASS PRESENTATION ON IDIOMS
		33	DISCUSSION
		34	Examination
		35	Types of Words (Synonyms, Antonyms, Homonyms, Homophones, Acronyms and Eponyms)
		36	Synonyms, Antonyms and Eponyms
		37	Homonyms, Homophone and Acronyms
		38	Examination
		39	What is Communication?
7	12-08-2019 To 16-08-2019	40	Phonemes in English
		41	Phonemes in English
		15 Aug	Independence day
		42	Syllables and Word Stress
		43	Syllables and Word Stress
		44	Listening to News Bulletins
		45	Listening to Lectures
8	19-08-2019 To 23-08-2019	46	Examination
		47	Listening to Speeches
		48	Listening to Instructions and Directions
		49	DISCUSSION
		50	Small Conversation
		51	Greetings and Introductions
		52	REVISION
		23 Aug	Sreekrishna Jayanthi
9	26-08-2019 To 30-08-2019	26 Aug	First Internal Exam
			First Internal Exam
		28 Aug	Ayyankali Jayanthi
			First Internal Exam
			First Internal Exam
			First Internal Exam
10	02-09-2019 To 06-09-2019		First Internal Exam
		53	Talking to Telephone
		54	Making Requests
		55	Making Enquiries
		56	Making Suggestions
		57	SEMINAR PRESENTATION
		58	SEMINAR PRESENTATION
59	SEMINAR PRESENTATION		

No of Weeks	Dates	Session	Topic
			Onam Celebration
11	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
12	16-09-2019 To 20-09-2019	60	Expressing Gratitude
		61	Complaining
		62	SEMINAR PRESENTATION
		63	SEMINAR PRESENTATION
		64	READING
		65	Reading Official Letters and Profiles
		66	Reading Advertisements
		67	Reading News Reports
		68	Reading News Reports
13	23-09-2019 To 27-09-2019	69	Reading Charts
		70	Reading Online Content
		71	Examination
		72	Writing Paragraphs
		73	Writing Paragraphs
		74	DISCUSSION
		75	DISCUSSION
		76	Essay and Academic Writing
		77	Essay and Academic Writing
14	30-09-2019 To 04-10-2019	78	Writing Letters
		79	Writing Letters
		2 Oct	Gandhi Jayanthi
		80	SEMINAR PRESENTATION
		81	SEMINAR PRESENTATION
		82	SEMINAR PRESENTATION
		83	Writing Resumes
		84	Writing Resumes
15	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
		85	Taking and Making Notes
		86	Taking and Making Notes
		87	Examination
		88	REVISION

No of Weeks	Dates	Session	Topic
		89	REVISION
		90	REVISION
16	14-10-2019 To 18-10-2019	14 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
17	21-10-2019 To 25-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
18	28-10-2019 To 01-11-2019		Study Leave
			Study Leave
		30 Oct	University Exam Begin

Subject Code:	1A 02 ENG
Subject Name:	Readings on Kerala
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of Faculty:	Amala Antony

Objective: -

1. Understand the basic facts and patterns regarding the cultural evolution of Kerala through articles, poems, stories, life writings and historical narratives.
2. Acquaint with the life and works of the illustrious leaders of Kerala Renaissance and the major events.
3. Assimilate the notion of Kerala as an emerging society and critically examine the salient features of its evolution.
4. Understand the evolution and contemporary state of the concept of “gender” with reference to Kerala
5. Understand the form and content of Kerala’s struggle against “casteism” and for “secularism”.
6. Develop an awareness about the ecological problems and issues in Kerala

Module - I

1. “Conversation” :SreeNarayana Guru
2. “Curing Caste” :SahodaranAyyappan
3. Excerpts from “Eri” :PradeepanPambirikkunnu
4. Excerpts from *Kelu*: N. Sasidharan, E.P.Rajagopalan
5. Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi

Module – II

1. “Not an Alphabet in Sight” :PoykayilAppachan
2. “KuttippuramPalam” :Idasseri
3. “Courageous Act” :AnasuyaMenon
4. “Vaikom Satyagraha” : K. N.Panikkar
5. “The Voice” : Suresh Menon

Prescribed Textbook: *Multiple Modernities: Readings on Kerala* published by Hornbill Publications

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-07-2019 To 05-07-2019	1	“Conversation” :Sree Narayana Guru
		2	“Conversation” :Sree Narayana Guru
		3 July	St. Thomas Day
		3	“Conversation” :Sree Narayana Guru
		4	“Conversation” :Sree Narayana Guru
		5	Class Test
		6	Discussion
2	08-07-2019 To 12-07-2019	7	Curing Caste” :Sahodaran Ayyappan
		8	Curing Caste” :Sahodaran Ayyappan
		9	Curing Caste” :Sahodaran Ayyappan
		10	Curing Caste” :Sahodaran Ayyappan
		11	Discussion
		12	CLASS TEST
3	15-07-2019 To 19-07-2019	13	Excerpts from “Eri” :PradeepanPambirikkunnu
		14	Excerpts from “Eri” :PradeepanPambirikkunnu
		15	Excerpts from “Eri” :PradeepanPambirikkunnu
		16	Excerpts from “Eri” :PradeepanPambirikkunnu
		17	Excerpts from “Eri” :PradeepanPambirikkunnu
		18	Discussion
4	22-07-2019 To 26-07-2019	19	CLASS TEST
		20	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		21	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		22	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		23	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		24	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
5	29-07-2019 To 02-08-2019	25	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		26	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		27	Excerpts from <i>Kelu</i> : N. Sasidharan, E.P.Rajagopalan
		31 July	KarkadakaVavu
		28	DISCUSSION
		29	DISCUSSION
		30	DISCUSSION
6	05-08-2019	31	DISCUSSION
		32	CLASS TEST

No of Weeks	Dates	Session	Topic
	To 09-08-2019	33	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		34	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		35	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		36	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		37	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
7	12-08-2019 To 16-08-2019	38	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		39	CLASS TEST
		15 Aug	Independence day
		40	REVISION
		41	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
8	19-08-2019 To 23-08-2019	42	Excerpts from “Parting from the Path of Life” :CherukadGovindaPisharodi
		43	“Not an Alphabet in Sight” :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ‘ About my Race a Song”
		44	. “Not an Alphabet in Sight” :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ‘ About my Race a Song”
		45	“Not an Alphabet in Sight” :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ‘ About my Race a Song”
		46	“Not an Alphabet in Sight” :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ‘ About my Race a Song”
		47	“Not an Alphabet in Sight” :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ‘ About my Race a Song”
		23 Aug	SreekrishnaJayanthi
9	26-08-2019 To 30-08-2019	26 Aug	First Internal Exam
			First Internal Exam
		28 Aug	AyyankaliJayanthi
			First Internal Exam

No of Weeks	Dates	Session	Topic
			First Internal Exam
			First Internal Exam
10	02-09-2019 To 06-09-2019		First Internal Exam
		48	DISCUSSION
		49	DISCUSSION
		50	DISCUSSION
			Onam Celebration
11	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
12	16-09-2019 To 20-09-2019	51	“KuttippuramPalam” :Idasseri
		52	“KuttippuramPalam” :Idasseri
		53	“KuttippuramPalam” :Idasseri
		54	“KuttippuramPalam” :Idasseri
		55	“KuttippuramPalam” :Idasseri
		56	“KuttippuramPalam” :Idasseri
13	23-09-2019 To 27-09-2019	57	Courageous Act” :AnasuyaMenon
		58	Courageous Act” :AnasuyaMenon
		59	Courageous Act” :AnasuyaMenon
		60	Courageous Act” :AnasuyaMenon
		61	Courageous Act” :AnasuyaMenon
		62	CLASS TEST
14	30-09-2019 To 04-10-2019	63	“Vaikom Satyagraha” : K. N.Panikkar
		64	“Vaikom Satyagraha” : K. N.Panikkar
		2 Oct	Gandhi Jayanthi
		65	“Vaikom Satyagraha” : K. N.Panikkar
		66	“Vaikom Satyagraha” : K. N.Panikkar
		67	“Vaikom Satyagraha” : K. N.Panikkar
		68	“Vaikom Satyagraha” : K. N.Panikkar
15	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
		69	The Voice” : Suresh Menon
		70	The Voice” : Suresh Menon
		71	The Voice” : Suresh Menon
		72	The Voice” : Suresh Menon

No of Weeks	Dates	Session	Topic
16	14-10-2019 To 18-10-2019	14 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
17	21-10-2019 To 25-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
18	28-10-2019 To 01-11-2019		Study Leave
			Study Leave
		30 Oct	University Exam Begin

Subject Code:	1B 01 COM
Subject Name:	Management Concepts and Principles
No. of Credits:	2
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty:	Melby George

Objective: -

- 1:- Understand the evolution of management thoughts, concept of management, scope and its functions.
- 2:- Familiarize with current management practices.
- 3:- Understand the importance of ethics in business.
- 4:- Acquire knowledge and capability to develop ethical practices for effective management.
- 5:- Describe the emerging trends in management.

Unit I

Management Concepts: Evolution of Management thoughts: Classical approaches - Scientific management, administrative management and bureaucracy- Neo classical approaches – Human relations and Behavioral approach - Modern approaches-Quantitative approach, systems approach, and contingency approach.

Unit II

Functions of management:- Planning-concept and importance - Planning process- Steps in Planning—barriers to effective planning-- Organizing- Nature and purpose of organization-Types of organization – line, functional, line and staff - Staffing: Concepts -manpower planning – process and importance

Unit III

Functions of management -: Directing: Meaning-definition- principles –techniques of direction. Motivation:- concept and importance – Theories : Maslow’s Need Hierarchy –Herzberg –Theory X and Theory Y – Leadership: concept – styles – leadership and management— Controlling: meaning-definition-essentials of effective control system.

Unit IV

Business Ethics: Meaning and scope – Types of ethics – Characteristics – Factors influencing business ethics – Arguments for and against business ethics – Basics of business ethics - Corporate social responsibility - Environmental issues in business-Ethics in advertising-Globalization and business ethics .

Unit V

Emerging concepts in management – Kaizen – TQM – TPM – MIS – ISO – Change

management – Stress management – Fish bone (ISHIKAWA) Diagram – Business ecosystem – Logistic management.

References:

1. Boatwright. John R: Ethics and the Conduct of Business, Pearson Education, New Delhi.
2. Gupta. CB; Business management, Sultan Chand & sons
3. Koontz, H and Wehrick, H: Management, McGraw Hill Inc, New York.
4. Prasad. LM; Principles and Practice of Management; Sultan Chand & sons
5. Stoner. AF and Freeman RE; Management; Prentice Hall of India
6. Drucker, Peter, F., Management: Tasks, Responsibilities and Practices, AlliedPublishers, New Delhi. 5. R.S Davar; Management Process
- 6.Rustum&Davan,Principles and Practice of Management.
7. Srinivasan&Chunawalla, Management Principles and Practice. 8. S. V. S. Murthy. Essentials of Management.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-07-2019 To 05-07-2019	1	Introduction
		2	Features of Management
		3 July	St. Thomas Day
		3	Importance of Management
		4	Evolution of Management thoughts: Classical approaches
		5	Scientific management
		6	Scientific management,
2	08-07-2019 To 12-07-2019	7	Administrative management
		8	Administrative management
		9	Bureaucratic Management
		10	Bureaucratic Management
		11	Classical approaches- Merits and Demerits
		12	Neo classical approaches
		13	Human relations Approach
3	15-07-2019 To 19-07-2019	14	Behavioural approach
		15	Neo classical approaches – Merits and Demerits
		16	Modern approaches-Quantitative approach
		17	Systems approach
		18	Contingency approach
		19	Class Test
4	22-07-2019 To 26-07-2019	20	Planning-concept and importance
		21	Steps in Planning
		22	Barriers to effective planning
		23	Planning process
		24	Organizing-Nature
		25	Purpose of organization
5	29-07-2019 To 02-08-2019	26	Types of organization – line, functional, line and staff
		27	Staffing: Concepts -
		28	Manpower planning – process and importance
		31 July	Karkadaka Vavu
		29	Class Test
		30	Directing: Meaning-definition
		31	Principles of direction.
6	05-08-2019	32	Techniques of direction

No of Weeks	Dates	Session	Topic
	To 09-08-2019	33	Motivation concept
		34	Importance of motivation
		35	Maslow's Need Hierarchy
		36	Maslow's Need Hierarchy
		37	Theory X
		38	Theory X
		39	Theory Y
7	12-08-2019 To 16-08-2019	40	Theory Y
		41	Seminar
		15 Aug	Independence day
		42	Leadership: concept
		43	Leadership - styles
		44	leadership and management
		45	Controlling: meaning-definition
8	19-08-2019 To 23-08-2019	46	Essentials of effective control system.
		47	Class Test
		48	Business Ethics: Meaning
		49	Scope of business ethics
		50	Types of ethics
		51	Types of ethics
		52	Characteristics of ethics
23 Aug	Sreekrishna Jayanthi		
9	26-08-2019 To 30-08-2019	26 Aug	First Internal Exam
			First Internal Exam
		28 Aug	Ayyankali Jayanthi
			First Internal Exam
			First Internal Exam
			First Internal Exam
10	02-09-2019 To 06-09-2019		First Internal Exam
		53	Factors influencing business ethics
		54	Factors influencing business ethics
		55	Arguments for business ethics
		56	Arguments against business ethics
		57	Basics of business ethics
		58	Basics of business ethics
		59	Corporate social responsibility
	Onam Celebration		
11	09-09-2019		Muharram

No of Weeks	Dates	Session	Topic
	To 13-09-2019		First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - Sree Narayana Guru Jayanthi
12	16-09-2019 To 20-09-2019	60	Corporate social responsibility
		61	Corporate social responsibility
		62	Seminar
		63	Environmental issues in business
		64	Environmental issues in business
		65	Ethics in Advertising
		66	Ethics in Advertising
		67	Globalization and business ethics
		68	Globalization and business ethics
13	23-09-2019 To 27-09-2019	69	Class Test
		70	Emerging concepts in management
		71	Kaizen
		72	TQM
		73	TQM
		74	TPM
		75	TPM
		76	MIS
		77	ISO
14	30-09-2019 To 04-10-2019	78	Change Management
		79	Change Management
		2 Oct	Gandhi Jayanthi
		80	Stress management
		81	Stress management
		82	Fish bone (ISHIKAWA) Diagram
		83	Fish bone (ISHIKAWA) Diagram
		84	Business ecosystem
15	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
		85	Logistic management
		86	Logistic management
		87	Class Test
		88	Revision
		89	Revision
		90	Revision

No of Weeks	Dates	Session	Topic
16	14-10-2019 To 18-10-2019	14 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
17	21-10-2019 To 25-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
18	28-10-2019 To 01-11-2019		Study Leave
			Study Leave
		30 Oct	University Exam Begin

Subject Code:	1A 11 COM
Subject Name:	Business Statistics and Basic Numerical Skills
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of Faculty:	Fr. Jimmy Jose & Simmy P.V.

Objective: -

- 1: Define statistics and explain its importance, scope, applications and limitations
- 2: Understand the basic knowledge of statistical techniques, which are applicable to business.
- 3: understand basic concepts in mathematics, which are applied in the managerial decision making.
- 4: Develop the basic mathematical skill needed for analyzing numeric problems related to business

Unit I:

Introduction to statistics- Meaning, Definition, functions, importance and limitations- Statistical investigation- stages- sources of data- primary- secondary – Classification and tabulation- - Construction of frequency distributions.

Unit II:

Measures of Central Tendency – Meaning-requisites of good average-Arithmetic Mean – simple and weighted -Median - Mode - Geometric and Harmonic Mean (algebraic method only). **Measures of dispersion-** range, quartile deviation, mean deviation, standard deviation -Skewness

Unit III: Index Numbers – meaning- definition- uses-problems in the construction of index numbers- types of index numbers- methods of construction of index numbers- Laspeyres', Paasche's, Fisher's, and Kelly's Methods- Test of adequacy- time reversal and factor reversal only.

Unit IV:

Matrix Algebra :Introduction –Definition –Types of Matrix-Matrix operations- Addition and subtraction- Matrix multiplication- Transpose of a matrix-Determinants of square matrix-determinants of order two and order three-Inverse of a matrix-Solving simultaneous linear equations – Cramer's rule-Rank of a matrix.

Unit V:

Set theory and set operations- simple application of Venn diagram- Truth table and its applications - Linear simultaneous equations (up to 3 variables only)-Quadratic equations-Solution of linear inequalities (by geometric method only)- ratios and proportions.

Reference:

1. Raymond Barnett, Michael Ziegler - Essentials of College Mathematics for Business, Economics, Life Sciences and Social Sciences
2. Sancheti and V.K.Kapoor - Business Mathematics
3. M.Raghavachari - Mathematics for Management
4. Dr. P.R. Vittal - Business Maths & Statistics
5. Sundaresan and Jayaseelan - An Introduction to Business Mathematics and Statistical Methods.
6. A K Arte & R V Prabhakar - A Text Book of Business Mathematics.
7. Sanchethi and Kapoor- Business Mathematics
8. Gupta S.P- Statistical Methods
9. Navaneethan P- Business Mathematics
10. R.S.N. Pillai, Mrs.Bhagavathi – Statistics
11. P.R. Vittal - Business Mathematics and Statistics

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-07-2019 To 05-07-2019	1	Introduction
		2	Statistics-meaning
		3 July	St. Thomas Day
		3	Introduction to statistics- Meaning, Definition
		4	Functions
		5	Importance
		6	Limitations
2	08-07-2019 To 12-07-2019	7	Statistical investigation
		8	Stages
		9	Sources
		10	Features
		11	Sources of data- primary- secondary
		12	Types
		13	Classification
3	15-07-2019 To 19-07-2019	14	Tabulation
		15	Construction of frequency distributions
		16	Class test
		17	Examples Measures of Central Tendency
		18	Features
		19	Measures of Central Tendency
		20	Arithmetic mean
4	22-07-2019 To 26-07-2019	21	Simple and weighted
		22	Problems
		23	problems
		24	problems
		25	Median
		26	problems
		27	Mode
5	29-07-2019 To 02-08-2019	28	problems
		29	problems
		30	problems
		31	problems
		32	problems
	29-07-2019 To 02-08-2019	33	Geometric and Harmonic Mean
		31 July	Karkadaka Vavu

No of Weeks	Dates	Session	Topic
		34	problems
		35	problems
		36	problems
6	05-08-2019 To 09-08-2019	37	Measures of dispersion
		38	Range
		39	problems
		40	problems
		41	problems
		42	quartile deviation
		43	problems
		44	problems
7	12-08-2019 To 16-08-2019	46	problems
		47	problems
		48	problems
		15 Aug	Independence day
		49	problems
		50	quartile deviation
		51	problems
		52	Class test
8	19-08-2019 To 23-08-2019	53	Mean deviation
		54	problems
		55	problems
		56	standard deviation
		57	seminar
		58	problems
		59	problems
		60	Revision
9	26-08-2019 To 30-08-2019	26 Aug	First Internal Exam
			First Internal Exam
		28 Aug	AyyankaliJayanthi
			First Internal Exam
			First Internal Exam
			First Internal Exam
10	02-09-2019 To		First Internal Exam
		61	Index Numbers

No of Weeks	Dates	Session	Topic
	06-09-2019		
		62	Meaning and definition
		63	problems in the construction of index numbers
		64	seminar
		65	types of index numbers
		66	seminar
		67	seminar
		68	methods of construction of index numbers
		69	problems
		Onam Celebration	
11	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
12	16-09-2019 To 20-09-2019	70	Time reversal and factor reversal test
		71	Laspeyers'and Paasche's method
		72	Kelly's Methods
		73	Matrix Algebra
		74	Algebra :Introduction
		75	Definition –Types of Matrix
		76	Matrix operations
		77	problems
		78	problems
		79	Addition and subtraction
		80	Problems
13	23-09-2019 To 27-09-2019	81	Problems
		82	Matrix multiplication
		83	Problems
		84	Problems
		85	Transpose of a matrix
		86	Problems
		87	Class test
		88	Determinants of order two and order three
		89	Problems
		90	Inverse of a matrix-Solving simultaneous linear equations

No of Weeks	Dates	Session	Topic
14	30-09-2019 To 04-10-2019	91	problems
		92	Class test
		2 Oct	Gandhi Jayanthi
			seminar
		93	Set theory and set operations
		94	simple application of Venn diagram
		95	problems
		96	Truth table and its applications
		97	problems
		98	problems
		99	Linear simultaneous equations
15	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
		100	Solution of linear inequalities
		101	problems
		102	problems
		103	ratios and proportions
		104	problems
		105	problems
		106	problems
		107	revision
108	revision		
16	14-10-2019 To 18-10-2019	14 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal
			Second Internal
17	21-10-2019 To 25-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
18	28-10-2019 To 01-11-2019		Study Leave
			Study Leave
		30 Oct	University Exam Begin

