

Semester I

17BAU111

CORE - PRACTICAL - MS OFFICE

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-	-	4	2

SCOPE

It provides insight into the basic knowledge on MS Office. This practical enables the students to know about the preparation of word documents, excel sheet and power point presentation. To acquaint the students with the fundamentals of managing and administering business through the knowledge of MS office, so as to improve the effectiveness of managing organization.

OBJECTIVES

- To gain the practical knowledge about the computer package
- The students can gain the knowledge in MS Office to manage the business.

MS WORD

1. Type Chairman's speech/ Auditor's report / Minutes/ Agenda and perform the following operations:
Bold, Underline, Font Size, Style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an invitation for the college function using Text boxes and Clip Art.
3. Design an invoice and Account sales by using Drawing tool bar, Clip Art, Word Art, Symbols, Borders and Shading.
4. Prepare a Class Time Table and perform the following operations:
Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.
5. Prepare a Shareholders meeting letter for 10 members using mail merge operation.
6. Prepare Bio-Data by using Wizard/Templates.

MS EXCEL

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations:
Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.
2. Prepare Final Accounts (TradingAccount, Statement of Profit & Loss and Balance Sheet) by using formula.
3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.
4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.
5. Prepare a Product Life Cycle which should contain the following stages:
Introduction, Growth, Maturity, Saturation, Decline.

MS POWERPOINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.
3. Design slides for the Headline News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out. - The presentation should work in custom mode.
4. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.
5. Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using word art.

MS ACCESS

1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create mailing labels for student database which should include at least three Table must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.
3. Gather price, quantity and other descriptions for five products and enter in the Access table and create an invoice in form design view.
4. Create forms for the simple table ASSETS.
5. Create report for the PRODUCT database.

TEXT BOOKS

1. R.K.Taxali. (2010), P.C.Software Made Simple, Tata McGraw-Hill Publishing Company Ltd, New Delhi.

KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed to be University Established under section 3 of UGC Act, 1956)

Coimbatore-641021.

Core- Practical – MS Office 17BAU111

I BBA Second Semester

Sl. No	Lecture duration hours	Name of the topic	Reference books with page no's
	2	Introduction to Microsoft office -MS WORD -MS EXCEL -MS POWERPOINT -MS ACCESS	T: Page No:
	2	Sample Program-MS Office	
1	1	Type Chairman's speech/ auditor's report/ minutes/agenda and perform the following operations Bold, Underline, Font size, Style, Background color, Text color, Line spacing, Spell check, Alignment, Header and Footer, Inserting pages and Page numbers, Find and Replace.	T: Page No:
2	1	Prepare an invitation for the college function using Text boxes and clip parts.	T: Page No:
3	1	Design an invoice and Account sales by using Drawing tool bar, Clip Art, Word Art, Symbols, Borders and Shading.	T: Page No:
4	1	Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.	T: Page No:
5	1	Prepare a Shareholders meeting letter for 10 members using mail merge operation.	T: Page No:
6	1	Prepare bio-data by using wizard/templates.	T: Page No:

Sl. No	Lecture duration hours	Name of the topic	Reference books with page no's
	2	Sample Program –MS Excel	
7	1	Prepare a mark list of your class(minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.	T: Page No:
8	1	Prepare final accounts (Trading and Profit & Loss Account and Business Sheet) by using formula.	T: Page No:
9	1	Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.	T: Page No:
10	1	Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.	T: Page No:
11	1	Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, Decline.	T: Page No:

Sl. No	Lecture duration hours	Name of the topic	Reference books with page no's
	2	Sample Program MS Power Point	
12	1	Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offers etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.	T: Page No:
13	1	Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.	T: Page No:
14	1	Design slides for the headlines News of a popular TV channel. The presentation should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out. - The presentation should work in custom mode.	T: Page No:
15	1	Design presentation slides about an organization and perform frame movement by inserting clip arts to illustrate running of an image automatically	T: Page No:
16	1	Design presentation slides for Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides ,changing background color, font color using word art	T: Page No:

Sl. No	Lecture duration hours	Name of the topic	Reference books with page no's
	2	Sample Program MS Access	
17	1	Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of Appointment, Basic pay, Dearness, Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.	T: Page No:
18	1	Create mailing labels for student database which should include at least three Table must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone number	T: Page No:
19	1	Gather price, Quantity and other description for five products and enter in the Access table and create an invoice in form design view.	T: Page No:
20	1	Create forms for the simple table ASSETS	T: Page No:
21	1	Create report for the PRODUCT database	T: Page No:
	2	Recapitulation and Discussion of Important Questions	
	2	Model Practical Examination	

Text Book:

Ravi Kant Taxali, (2011)*PC Software for Windows 98 Made Simple (English)*, Mcgraw Hill Education.

Dear Shareholders,

On behalf of the Infosys Board of Directors, I am happy to welcome you to the 35th Annual General Meeting of your company. Thank you for your presence here today, and for your continued support and goodwill that is critical to the success of our company.

During fiscal 2016, we recorded revenues of **Rs. 62,441 crore or 9.5 billion in US dollar terms**. Our company's annual revenue growth rate was 17.1% in rupee terms and 9.1% in US dollar terms. As you know, there was significant volatility in currency exchange rates during the year. In constant currency, our annual revenue grew 13.3% in US dollar terms. **The operating margin was 25% compared to 25.9% in fiscal 2015.**

Our company's performance in the last fiscal illustrates the opportunities and challenges facing our industry. The phenomenal impact that digital technology is having on businesses around the world is creating exciting and viable new opportunities for us to partner with clients. However, capitalizing on this opportunity requires a *strong focus on innovation and collaboration*. At the same time, there has never been a greater imperative to embrace technology to counter the downward pressures on pricing, resulting from commoditization of traditional software services, in order to maximize efficiencies and reconfigure our solutions.

I frequently visit our company's campuses, and interact with Infoscions at all levels. I am glad to notice a renewed sense of vigor and energy in the organization. Infoscions are at the heart of our successes and potential, and I would like to gratefully acknowledge their commitment and contribution.

Before I conclude, I would also like to thank other stakeholders – our clients, vendors and partners – for their trust and support. I thank the governments, ministries and departments of various countries and states that we operate in, for their continued support.

And of course, I look forward to your continued support and best wishes.

Bangalore

Thank you

R. Seshasayee

June 18, 2016.

Chairman of the Board and Independent Director

KIRNA Super Market , Coimbatore 4

KIRNA Super Market , Coimbatore 41.

Date: 03/7/2017

Time:01.00 pm

Employee id: wn146

Customer name: Philip K Jose

SI. NO	ITEM	QUANTITY	NUMBERS	PRICE INR
1	Rice	1 kg	50	50
2	Sunflower oil	1 litre	95	95
3	Sugar	5 kg	40	200
4	Candy	1	45	45
5	Cake	2 kg	120	240
Tax 10%				60
Total				680

Signature:

Karpagam University									
Coimbatore-641021									
I BBA - First Semester June 2017									
Class Time Table									
Day/Hour	I (09.30 am- 10.20 am)	II (10.20 am - 11.10 am)	Break (11.10 am- 11.25 am)	III 11.25 am- 12.15 pm)	Lunch (12.15pm- 01.00 pm)	IV (01.00 pm- 01.50 pm)	V (01.50 pm- 02.40 pm)	Break (02.40 pm- 02.55 pm)	VI (02.55 pm- 03.45 pm)
Monday	FMOB	Eng	Break	MS Lab	Lunch	MS Lab	Lang	Break	BC
Tuesday	Lang	Eng		BC		BS	FMOB		BS
Wednesday	FMOB	BC		Lang		Eng	BS		BS
Thursday	MS Lab	MS lab		BC		Lang	BS		Eng
Friday	BC	BS		Eng		Lang	FMOB		FMOB

Sl.No	Subject Code	Subject
1	17LAU101	Language- Tamil/Hindi/Malayalam/French
2	17EAU101	English
3	17BAU101	FMOB-Fundamentals of Management and Organizational Behaviour
4	17BAU102	BC-Business Communication
5	17MAS101	Business Statistics
6	17BAU111	Microsoft Office Lab

15.07.2017

From

Arun K

Convenor

All Indian Business Association

New Delhi-18.

To

<<Name>>

<<Address>>

Sir,

Sub: Request to give a talk <<Topic>> on 31.08.2017 at <<Time>>- Reg

Indeed we are happy to write this letter, All India Business Association has organized a one day National Level Conference titled as "*India Supply Chain 2025*" on 31.08.2017 at Hotel Raddison Blu, New Delhi.

We would like to invite you to give a confer on <<topic>> at<<Time>> for our middle and senior level executives.

We look forward your presence.

Thanking you

Truly

15.07.2017

From

Arun K

Convenor

All Indian Business Association

New Delhi-18.

To

Mr. R. Bharathan

Managing Director- Logistics

TBS Group of Logistics

Chennai-21.

Sir,

Sub: Request to give a talk – Recent Trends in Indian supply chain on 31.08.2017 at
11.00am- Reg

Indeed we are happy to write this letter, All India Business Association has organized a one day National Level Conference titled as “*India Supply Chain 2025*” on 31.08.2017 at Hotel Raddison Blu, New Delhi.

We would like to invite you to give a confer on **Recent Trends in Indian supply chain** at 11.00 am for our middle and senior level executives.

We look forward your presence.

Thanking you

Truly

BIO-DATA

Name : S WASIM AGRAM

DOB : 21.08.1999

Gender : Male

Father's Name : Sathick Batcha M

Mother's Name : Maruba S

Address : Mashallah House, P R Pattinam,
Pudukkottai.

Mobile No : 8678910878

Email ID : wasim789@gmail.com

Picture

Sl.No	Degree	School /College Name and Address	Percentage	Passed Year
1	BBA	Karpagam University Coimbatore-641021	78% (Till 2 nd semester)	Pursuing
2	Higher Secondary	Govt Boys School, Manamelkudi	50 %	2017
3	SSLC	Govt Boys School, Manamelkudi	60 %	2015

Hobbies : Playing Cricket, Reading books

Area of Interest : Banking, Marketing

Certification

I, the undersigned certify that to the best of best of knowledge and belief, The Resume correctly describes my qualification and myself.

Date:

Place:

(Your Name)

KARPAGAM UNIVERSITY -COIMBATORE											
Department of Management											
First Internal Examination- August 2017 BBA											
Sl.No	Register Number	Student Name	Tamil	English	Business Statistics	Business communication	Fundamentals of Management and Organizational Behaviour	Total	Average	Result	Rank
1	17BAU001	KUMAR	78	91	88	88	81	426	85.2	Pass	1
2	17BAU002	MARRI	55	25	24	55	71	230	46	Fail	10
3	17BAU003	FAZIL	36	78	82	66	20	282	56.4	Fail	8
4	17BAU004	VEDHA	85	72	80	77	91	405	81	Pass	2
5	17BAU005	VIKRAM	58	69	90	77	94	388	77.6	Pass	3
6	17BAU006	ARUN	75	88	66	88	13	330	66	Fail	7
7	17BAU007	DHINESH	15	78	55	66	23	237	47.4	Fail	9
8	17BAU008	MANISHA	65	90	78	44	58	335	67	Fail	6
9	17BAU009	NILLA	89	70	87	66	76	388	77.6	Pass	3
10	17BAU010	ADHI	91	60	88	66	77	382	76.4	Pass	5

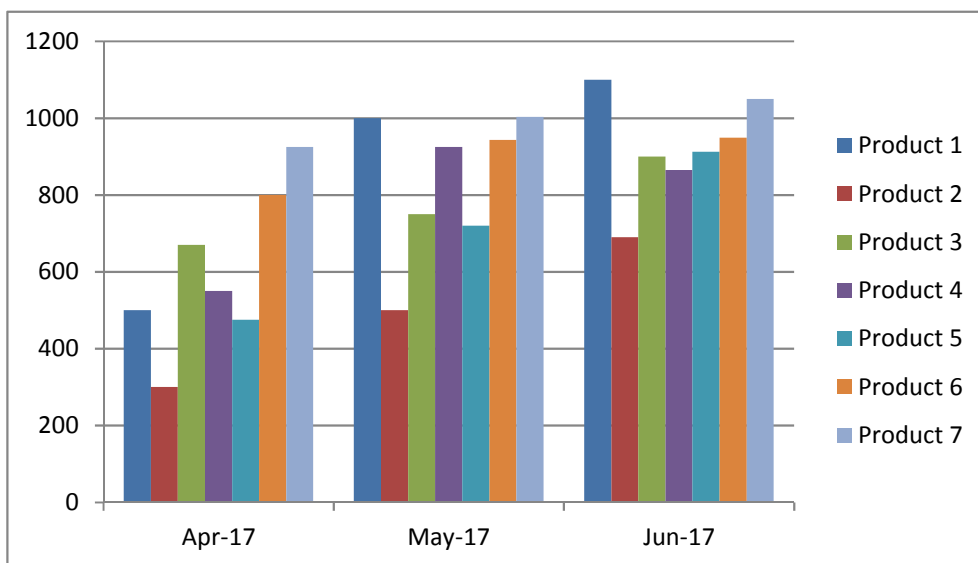
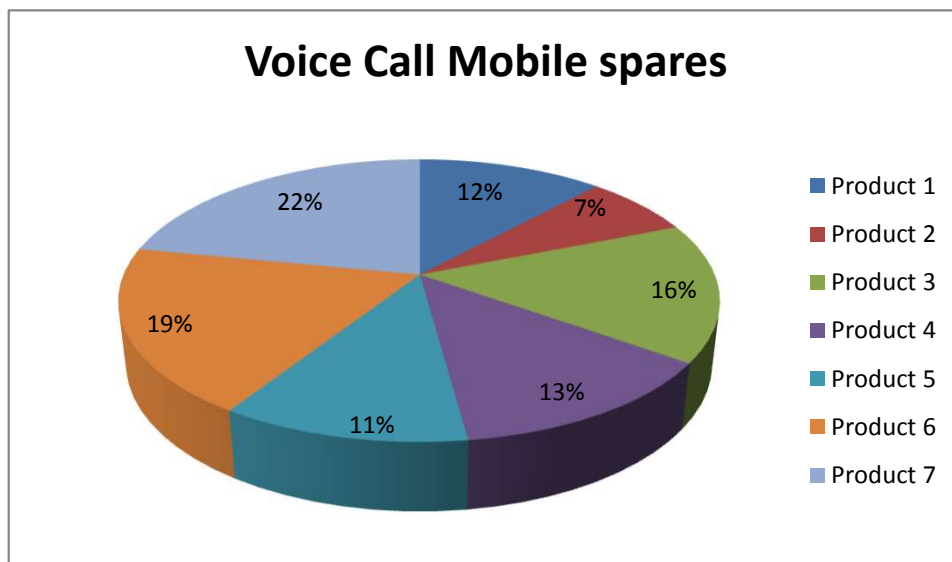
Trading and Profit and Loss A/C of Marico Pvt. Ltd. Ernakulam-10

DEBIT					CREDIT
Particulars	Rs	Rs	Particulars	Rs	Rs
To opening stock		88,000	By sales	602,000	
To purchase		440,000	By return inward	-10,000	592,000
To carriage on purchases		7,200	By closing stock		80,240
To gross profit (?)		137,040			
		672,240			672,240
To salary		36,000	By gross profit		137,040
To taxes and insurance		8,000	By rent from tenants		4,000
To general expenses		16,000	By discount(cr)		1,600
To comission allowed		8,800			
To bad debt		3,200			
to net profit (?)		70,640			
		142,640			142,640

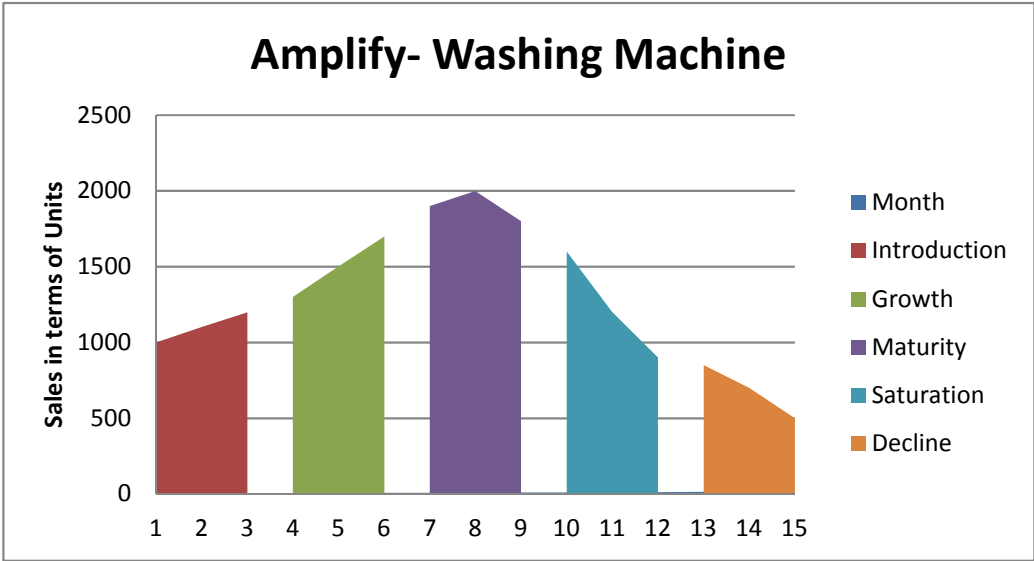
Balance sheet of Marico Pvt. Ltd as on 2017

Liabilities			Assets		
	Rs	Rs		Rs	Rs
capital	100,000		business premisess		80,000
net profit	70,640	170,640	furniture		10,400
over draft		16,800	debtors		72,000
creditors		55,200	closing stock		80,240
		242,640			242,640

Voice Call Mobile Sapes			
Chennai-18			
Inventories	Apr-17	May-17	Jun-17
Product 1	500	1000	1100
Product 2	300	500	690
Product 3	670	750	900
Product 4	550	925	865
Product 5	475	720	912
Product 6	800	943	949
Product 7	925	1003	1050



Amplify Company Pvt. Ltd					
Product Name: Washing Machine April 2016-June 2017					
Product Life Cycle					
Month	Introduction	Growth	Maturity	Saturation	Decline
1	1000				
2	1100				
3	1200				
4		1300			
5		1500			
6		1700			
7			1900		
8			2000		
9			1800		
10				1600	
11				1200	
12				900	
13					850
14					700
15					500



Ms. Didiha					
Ms HD FINANCIAL INSTITUTION, MUMBAI					
Simple Interest					
Sl.NO	Customer	PRINCIPLES USD	INTREST RATE	YEARS	Total Amount USD
1	Vinod	\$10000	5.00%	7	\$10000.35
2	Vidhya	\$7000	5.25%	9	\$7000.45
3	Vj niruba	\$3800	5.10%	10	\$3800.54
4	Ezhil	\$12000	6.25%	12	\$12000.75
5	Nakulan	\$15500	7.80%	13	\$15501.01
6	Asker	\$28300	8.90%	20	\$28301.78
7	Sakthi	\$44000	9.95%	25	\$44002.49
8	Praba	\$77381	10.52%	27	\$77383.84
9	Vetri	\$100273	12.32%	28	\$100276.45
10	Keerthana	\$153220	12.78%	30	\$153,603,40

Mr. Kiran					
Ms. Kiran Financial Institution Bhopal					
Customer account - Compound Interest					
Sl.No	Customer	Principle	Interest rate	Years	Total Amount
1	Vinod	\$10000	5.00%	7	\$10000.35
2	Vidhya	\$7000	5.25%	9	\$7000.47
3	Vj nirba	\$3800	5.10%	10	\$3800.54
4	Ezhil	\$12000	6.25%	12	\$12000.75
5	Nakulan	\$15500	7.80%	13	\$15501.01
6	Asker	\$28300	8.90%	20	\$28301.28
7	Sakthi	\$44000	9.95%	25	\$44002.49
8	Praba	\$77381	10.52%	27	\$77383.84
9	Vetri	\$100273	12.32%	28	\$100276.45
10	Keerthana	\$153220	12.78%	30	\$153223.83

DESIGN TO MOTO

SMART PHONE

- TARUN KUMAR R

CAMERA FOR MOTO Z2

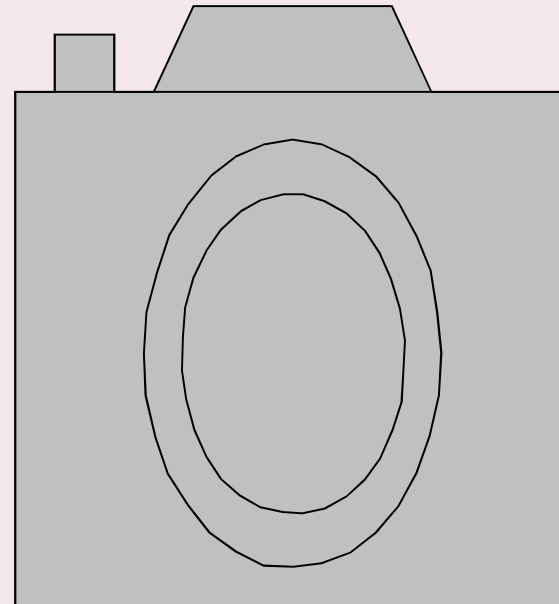
CAMERA

PRIMARY CAM: 21 MP

*(with the feature of
AUTO FOCUS , AUTO
FLASH, LASER VIEW
CAPTURE FOR EXTRA
QUALITY ,)*

**VIDEO RECORDING : Full
HD Recording of 720p**

**FRONT CAM : 16 MP with
Flash**



PROCESSOR FOR MOTO Z2

- ◉ RAM : 6GB
- ◉ ROM : 64,128 GB (Expandable upto 256)
- ◉ PROCESSOR: QUALCOM SNAPDRAGON
- ◉ BATTERY : 5000mAH
(Talk time upto 20hrs, Standby 30hrs)
- ◉ Connectivity: 4g , 3g , 2g.
- ◉ Sim Card : Dual Sim (NANO sim)

PRICE FOR MOTO Z2

6GB RAM AND 64GB ROM

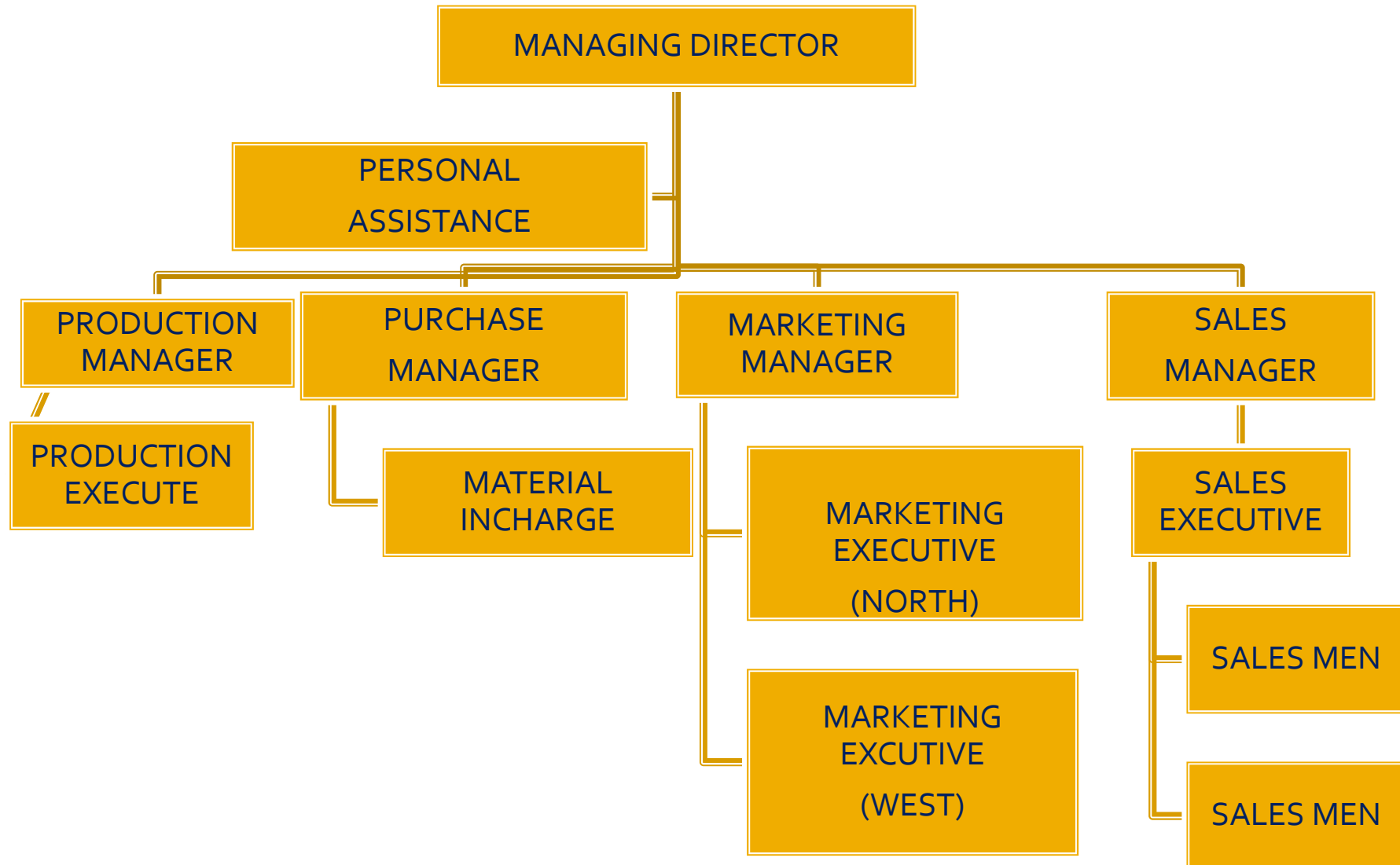
RS-25000

6GB RAM AND 128GBROM

RS-28000

ORGANISATION CHART

Energy Company Pvt Ltd. New Delhi



BUSINESS NEWS

SEBI NOTIFIES LISTING
REGULATIONS

BUSINESS NEWS

SEBI NOTIFIES LISTING
REGULATIONS

▣ TRADE UNIONIST

- ▣ ASK FOR HOUSING FACILITIES
- ▣ FOR LABOURS

▣ COIMBATORE EMERGING

- ▣ AS A DESTINATION

- ▣ FOR START UPS

WIPRO AND HCL
BUG DIGITAL DEAL FROM
ENGLISH FOOTBALL CLUBS

Leams company

coimbatore -22

About Leams

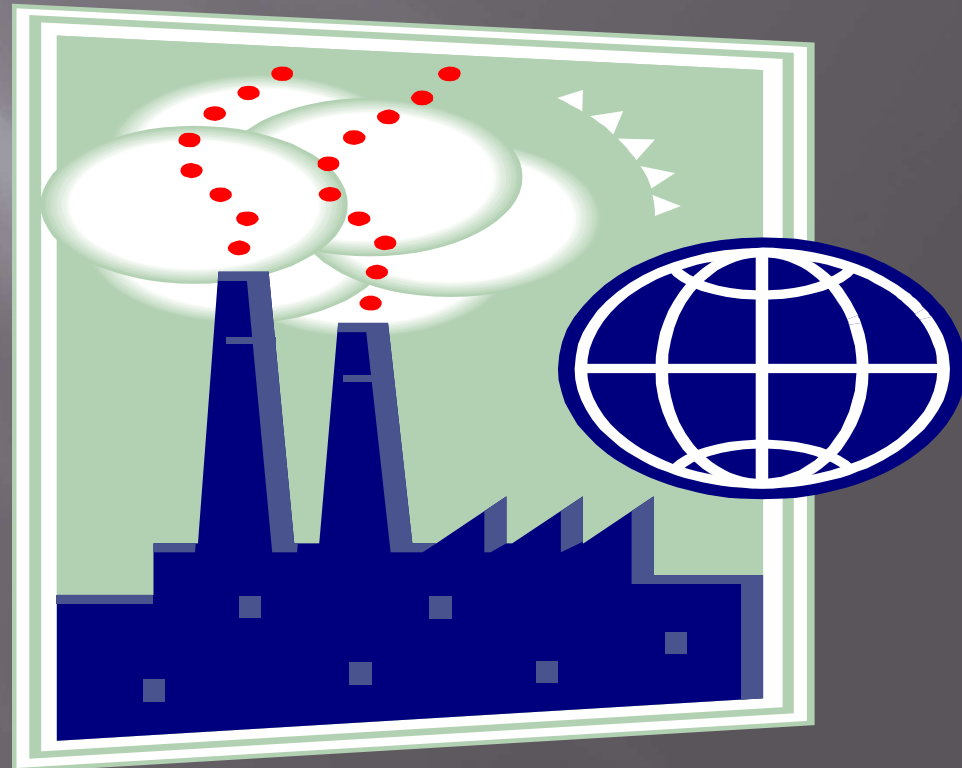


- ▣ Established May 1985
- ▣ Chairman M. Kannan
- ▣ Products Automobile spares
- ▣ No. of. Employees: 254
- ▣ Head Quarters Mumbai
- ▣ Branches Chennai & Coimbatore
- ▣ Annual Turnover 1 billion USD

COMPANY PRODUCT AUTOMOBILE SPARES



PRODUCTION AREA



COMPANY MANAGING ACTIVITIES



COMPANY BRANCHES



TRANSACTIONAL

ANALYSIS

TRANSACTIONAL ANALYSIS

- It was introduced by Eric Berne.
- Transactional analysis is a technique used to help people better understand their own and other's behaviour, especially in interpersonal relationships.
- It is a good method for understanding interpersonal behaviour.
- It offers a model of personality and the dynamics of self and its relationship to others that makes possible a clear and meaningful discussion of behaviour.

Transactional analysis is primarily concerned with following:

- Analysis of self awareness
- Analysis of ego states
- Analysis of transactions
- Script analysis
- Games analysis
- Analysis of life positions
- stroking

JOHARI WINDOW

OPEN

(known to others and also self)

BLIND

(unknown to self but known to others)

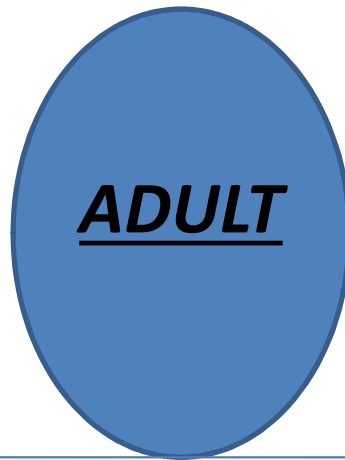
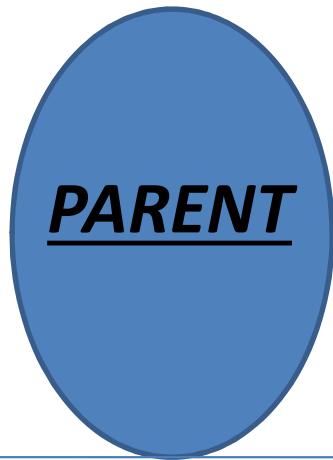
HIDDEN

(known to self but unknown to others)

UNKNOWN

(unknown to self and unknown to others)

THE EGO STATES



Personality

BENEFITS AND UTILITY OF TRANSACTIONAL ANALYSIS

- *Improved interpersonal communication.*
- *Source of positive energy.*
- *Understanding ego state.*
- *motivation.*
- *Organisational development*