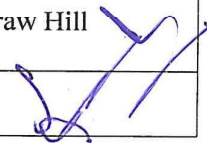# FOUR YEAR UNDERGRADUATE PROGRAM(2024–28)
DEPARTMENTOF Commerce and Management

COURSECURRICULUM

PART-A:	Introduction			
Program:BachelorinBusiness Administration *(Certificate/ Diploma /Degree)*			**Semester-V**	**Session:2024-27**
1	CourseCode	BBSEC - 03		
2	CourseTitle	**Analytics Skill**		
3	CourseType	**Skill Enhancement Course [SEC]**		
4	Pre-requisite(if, any)	*Asperrequirement*		
5	CourseLearning. Outcomes(CLO)	➢ Learn the basic concepts of arithmetic ability, quantitative ability, logical reasoning, business computations and data interpretation and obtain the associated skills. ➢ Acquire competency in the use of verbal reasoning. ➢ Apply the skills and competencies acquired in the related areas ➢ Solve problems pertaining to quantitative ability, logical reasoning and verbal ability inside and outside the campus.		
6	CreditValue	2 Credits (1C+1C)	*Credit= 15Hours– Theoreticallearning and = 30 Hours Laboratory orField learning/Training*	
7	TotalMarks	Max.Marks: 50	MinPassingMarks:	20

PART-B:	Contentof theCourse

TotalNo.of Teaching–learningPeriods:
Theory – 15Periods(15Hrs) andLab.orFieldlearning/Training 30Periods(30Hours)

Module	Topics(Coursecontents)	No.of Period
Theory Contents	**Arithmetic ability:** Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & GCD(HCF). **Verbal Reasoning:** Number Series, Coding & Decoding, Blood relationship, Clocks, Calendars **Quantitative aptitude:** Averages, Ratio and proportion, Problems on ages, Time-distance–speed. Business computations: Percentages, Profit & loss, Partnership, simple compound interest. **Data Interpretation:** Tabulation, Bar Graphs, Pie Charts, line Graphs. Venn diagrams.	15
Lab./Field Training Contents	Co-Curricular Activities: Problem solving/Group discussion / Case Study Based Approach enables to gain knowledge to implement business analytics in real world job.	30
Keywords	*Arithmetic Ability, Verbal Reasoning, Data Interpretation.*	

PART–C:	LearningResources

TextBooks,ReferenceBooksandOthers

TextBooksRecommended–
1. Quantitative Aptitude for Competitive Examination by R.S. Agrawal, S.Chand Publications.
2. Analytical skills by Showick Thorpe, published by S Chand And Company Limited, Ramnagar, New Delhi-110055.
3. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
4. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill Publications.

OnlineResources–
➢ https://www.googleadservices.com/pagead/

> https://www.coursera.org/

PART-D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:	50 Marks
Continuous Internal Assessment (CIA):	15 Marks
End Semester Exam (ESE):	35 Marks

Continuous Internal Assessment (CIA): (By Course Coordinator)	Internal Test / Quiz-(2): **10** & 10 Assignment/Seminar + Attendance - **05** Total Marks - 1**5**	Better marks out of the two Test/ Quiz **+** obtained marks in Assignment shall be considered against **15** Marks	
End Semester Exam (ESE):	Laboratory/Field Skill Performance: On spot Assessment G. Performed the Task based on learned skill- 20 Marks H. Spotting based on tools (written) — 10 Marks I. Viva-voce (based on principle/technology) -05 Marks		Managed by Coordinator as per skilling

Name and Signature of Convener & Members of CBoS: