

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department : Business Administration**

**Name of the Faculty : Dr. Renuka Devi.S.V**

**Course Title : Principles of Management**

**Course Code : 25BA/MC/PM15**

**Shift : II**

**COURSE OUTCOMES (COs)**

COs	Description	CL
<b>CO1</b>	Define key terms used in the principles and theories of management	K1
<b>CO2</b>	Explain the characteristics, principles and elements of management	K2
<b>CO3</b>	Apply the managerial functions to create sustainable business environment	K3
<b>CO4</b>	Categorize the techniques of management in real time situations	K4
<b>CO5</b>	Recommend the management philosophies to meet the current needs of the business	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
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Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction</b> 1.1 Meaning, Nature - Scope of Management 1.2 Importance of Management 1.3 Contemporary Approach to Management - Fayol, Taylor, Elton Mayo, Drucker,	K1-K5	5	1-5	Lecture Method using power point presentation	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	Contd., 1.3 Contemporary Approach to Management - Porter, Prahalad, Hammer and Tom Peter	K1-K5	5	1-5	Lecture & Discussion	Reflective questioning
July 2 – July 8, 2026 (Day Order 1- 6)	1  2	1.4 New Age Management – Ethical Management – Responsible Management – Sustainable Management  <b>Planning</b> 2.1 Nature – objectives - Significance - Advantages of Planning	K1-K5	4  1	1-5  1-5	Lecture & Presentation	Quizzes and puzzles
July 9 – 16, 2026 (Day Order 1- 6)	2	2.2 Planning process - Obstacles to effective planning	K1-K5	5	1-5	Lecture & Discussion	Written assessment using Padlet
July 17 – 24, 2026 (Day Order 1- 6)	2	2.3 Methods - Types of plans	K1-K5	5	1-5	Lecture & Presentation	Component 1 - Goal Setting and Action Planning Exercise on 23.07.26 (15 Marks)
July 25 – 28, 2026 (Day Order 1- 3)	2	2.4 Management by Objectives (MBO)	K1-K5	2	1-5	Lecture & Presentation	Class Discussion
July 29 – Aug 3, 2026	<b>C.A. Test – I</b>						

Aug 4 - 6, 2026 (Day Order 4 - 6)	3	<b>Organising</b> 3.1 Nature - Purpose of organizing	K1-K5	2	1-5	Lecture and Presentation	Written assessment using Padlet
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.2 Organization structure- Line and staff authority 3.3 Departmentation – Bases, Span of Control	K1-K5	5	1-5	Lecture and Discussion	Class Discussion
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.4 Decentralization - Types 3.5 Delegation of authority - Types	K1-K5	5	1-5	Lecture and Presentation	Reflective questioning
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>Staffing and Directing</b> 4.1 Recruitment – Selection – Need and Functions 4.2 Training – Need -Types	K1-K5	5	1-5	Lecture and Discussion	Component 2 - Role Play Assessment : Recruiter and Candidate Interview Session on 2.09.2026 (20 Marks)
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Motivation – Maslow’s Theory of Motivation, Herzberg’s Two factor Theory – Goal setting Theory 4.4 Leadership – Qualities – Types – Autocratic, Democratic, Laissez faire, Transformational, Situational, Visionary	K1-K5	5	1-5	Lecture and Case analysis	Quizzes and puzzles
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.5 Communication – Types - Barriers of Communication	K1- K5	3	1-5	Lecture and Discussion	Class Discussion
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	5	<b>Controlling</b> 5.1 Nature - Purpose	K1- K5	3	1-5	Lecture and Presentation	Component 3 - Self-Assessment of

							Communication Skills on 24.09.2026 (15 Marks)
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2 Process of controlling	K1- K5	5	1-5	Lecture and Presentation	Group Discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Controlling techniques (Case study)	K1- K5	5	1-5	Lecture and Case analysis	Group Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the Faculty** : **Ms. Yamini M**  
**Course Title** : **Accounting for Managers**  
**Course Code** : **25BA/MC/AM15**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define key concepts, terminologies of accounting information systems, accounting standards, final accounts, cash flow statements, financial analysis techniques, marginal costing, and budgeting concepts	K1
<b>CO2</b>	illustrate the functions of accounting information systems, the application of accounting standards, the preparation and interpretation of financial statements, cash flow statements, financial statement analysis techniques, ratio analysis, marginal costing and budgeting tools in managerial decision-making	K2
<b>CO3</b>	Calculate and demonstrate the preparation of final accounts, cash flow statements, ratio analysis, break-even points, cost-volume-profit analysis, the development of various budgets and the application of financial analysis techniques for effective financial decision-making	K3
<b>CO4</b>	break down financial statements, analysis techniques, marginal costing, and budgeting methods to assess business performance and evaluate managerial decisions	K4
<b>CO5</b>	estimate the appropriate use of final accounts, financial statements, financial ratios, marginal costing techniques, and budgeting methods to enhance managerial planning, control, and decision-making	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 22, 2026 (Day Order 6)	1	<b>Introduction</b> 1.1 Accounting Information System and Users of Accounting Information	K1-K2	1	1-2	Lecture	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Functions of AIS, Using Accounting Information for Decision Making, Planning and Control  1.3 Accounting Standards – Meaning, Objective, Functions of Accounting Standards Board of India  1.4 Overview of Indian Accounting Standards (Ind AS) – 1,2,4,6,7 and 10	K1-K2	6	1-2	Lecture	Class Discussion & Concept Check
July 2 – July 8, 2026 (Day Order 1- 6)	3	Contd... 1.4 Overview of Indian Accounting Standards (Ind AS) – 1,2,4,6,7 and 10	K1-K2  K1-K5	1  4	1-2  1-5	Lecture and Problem solving	Class Discussion

		<b>Financial Statement Analysis</b> 3.1 Analysis and Interpretation-Need and Importance  3.2 Methods of Financial Analysis and Interpretation 3.2.1 Comparative Statements					
July 9 – 16, 2026 (Day Order 1- 6)	3	3.2.2 Common-Size Statements  3.2.3 Trend Analysis  3.3 Ratio Analysis 3.3.1 Significance and Limitations of Ratio Analysis  3.3.2 Computation and Interpretation of Ratios by function-Profitability, Turnover and Solvency Ratio (Simple Problems)	K1-K5	5	1-5	Lecture and Problem solving	Board Work & Home Assignment
July 17 – 24, 2026 (Day Order 1- 6)	3	(Contd)... 3.3.2 Computation and Interpretation of Ratios by function-Profitability, Turnover and Solvency Ratio (Simple Problems)	K1-K5  K1-K5	3	1-5	Lecture and Problem solving	Component 1 - Problem Solving Methods – MCQ on Unit 1 & 3 – 15 marks – 24.07.2026

	2	<b>Corporate Financial Statements</b> 2.1 Preparation of Final Accounts of Companies as per Companies Act 2013 (Simple problems)		2	1-5	Lecture and Problem solving	
July 25 – 28, 2026 (Day Order 1- 3)	2	(Contd)... 2.1 Preparation of Final Accounts of Companies as per Companies Act 2013 (Simple problems)	K1-K5	3	1-5	Lecture and Problem solving	Board Work & Home Assignment
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	2.2 Cash Flow Statement (As Per Accounting Standard – 3) 2.2.1 Meaning, objectives, advantages and limitations of Cash Flow statement - Differences between Funds Flow analysis and Cash Flow analysis  2.2.2 Preparation of Cash Flow Statement – Indirect method only (Simple problems)	K1-K5	3	1-5	Lecture and Problem solving	Class Discussion

Aug 7 – 14, 2026 (Day Order 1- 6)	2	(Contd)... 2.2.2 Preparation of Cash Flow Statement – Indirect method only (Simple problems)	K1-K5	5	1-5	Lecture and Problem solving	Board Work & Home Assignment
Aug 17 - 24, 2026 (Day Order 1- 6)	4	<b>Analysis for Planning and Control - Marginal Costing</b>  4.1 Marginal Costing - Meaning and Features  4.2 Cost Volume Profit analysis – Computation of Break-Even Point and Composite Break-Even Point	K1-K5	5	1-5	Lecture and Problem solving	Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	(Contd)... 4.2 Cost Volume Profit analysis – Computation of Break-Even Point and Composite Break-Even Point	K1-K5	5	1-5	Lecture and Problem solving	Board Work & Home Assignment
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Applications of Marginal Costing - Key Factor, Product-Mix and Sales Mix	K1-K5	5	1-5	Lecture and Problem solving	Board Work & Home Assignment

Sep 15-17, 2026 (Day Order 1 - 3)	5	<b>Budgets and Budgetary Control</b> 5.1 Budgets – Meaning and Definition  5.2 Budgetary Control – Meaning, Definition, Objectives and Advantages	K1-K5	3	1-5	Lecture and Problem solving	Component 2 - Experiential Learning Methods – Project - Applied Problem Report (Real-Life Financial Scenario Analysis) - 20 marks – 15.09.2026
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	5	5.3 Preparation of Budgets – Sales Budget	K1-K5	3	1-5	Lecture and Problem solving	Component 3 - Participatory Learning Methods - Presentation on Real-Life Financial Scenario Analysis – 15 marks – 25.09.2026
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.3 Preparation of Budgets –Purchases Budget, Production Budget	K1-K5	5	1-5	Lecture and Problem solving	Board Work & Home Assignment

Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Preparation of Budgets –Cash Budget and Flexible Budget	K1-K5	5	1-5	Lecture and Problem solving	Class Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI****COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name/s of the Faculty** : **Dr. Catherine Irudayamary Anita**  
**Course Title** : **Managerial Economics**  
**Course Code** : **25BA/ME/ME13**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
CO1	Identify the roles of managers in economic decision-making within an organization	K1
CO2	Explain how economic theories can be applied to solve real-world managerial problems	K2
CO3	Apply pricing strategies, such as price discrimination and bundling, to enhance revenue generation in various market conditions	K3
CO4	Select the impact of macroeconomic factors, like inflation and fiscal policies, on business operations	K4
CO5	Recommends business decisions using economic optimization techniques, such as marginal analysis	K5

**KL – Knowledge Level****K1 – Remember | K2 – Understand | K3 – Apply | K4 – Analyse | K5 – Evaluate | K6 - Create**

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
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Jun 22, 2026 (Day Order 6)	1	<b>Economics and its Link with Business</b> 1.1 Meaning and Definition of Economics	K1-K5	1	1-5	Lecture & Discussion	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)		1.1 Meaning and Definition of Economics Issues and Problems in Economics	K1-K5	1	1-5	Lecture & Discussion	Recap with Quiz
			K1-K5	3	1-5	Lecture & Discussion	
July 2 – July 8, 2026 (Day Order 1- 6)		1.3 Scope and Role of Economics in Business 1.4 Business decision making and economic concepts	K1-K5	2	1-5	Lecture & Discussion	Think, Pair and Share
			K1-K5	2	1-5	Lecture & Discussion	
July 9 – 16, 2026 (Day Order 1- 6)	II	1.4 Business decision making and economic concepts <b>Consumer Perspective of Economic Application</b> 2.1 Demand – Law of Demand, Exceptions to the law of demand	K1-K5	2	1-5	Lecture & Discussion	Component 1 Participatory Learning Methods – Objective Test in Unit 1 (20 Marks) - 07.07.26
			K1-K5	2	1-5	Lecture & Presentation	
July 17 – 24, 2026 (Day Order 1- 6)		2.2 Elasticity of Demand- Types, Measurement and Interpretation for Decision Making	K1-K5	4	1-5	Lecture & Discussion	Recall definitions and practice diagrams
July 25 – 28, 2026 (Day Order 1- 3)		2.3 Utility – Law of Diminishing Marginal Utility, Total Utility,	K1-K5	3	1-5	Lecture & Discussion	Class Discussion

		Law of equi-marginal utility					with examples
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)		2.4 Indifference Curves and Maximization of Satisfaction		3		Lecture & Discussion	
Aug 7 – 14, 2026 (Day Order 1- 6)	III	<b>Production Decisions in Business</b>	K1-K5	2	1-5	Lecture & Discussion	Recap with Quiz
		3.1 Supply – Law of Supply, Factors Affecting Supply 3.2 Elasticity of Supply	K1-K5	2	1-5	Lecture & Discussion	
Aug 17 - 24, 2026 (Day Order 1- 6)		3.3 Production Function	K1-K5	2	1-5	Lecture & Discussion	Component 2 Experiential Learning Methods – Presentation in Unit 3 (20 Marks) - 19.08.2026
		3.3.1 Single Variable Input – Law of Variable Proportions 3.3.2 Two Variable Inputs – Isoquants and Least Cost combination	K1-K5	2	1-5	Lecture & Discussion	
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	IV	<b>3.3.3 Economics of Scale Cost &amp; Revenue Considerations in Business</b>	K1-K5	2	1-5	Presentation, Lecture & Discussion	Recap with Quiz
		4.1 Cost and Types of Cost	K1-K5	2	1-5	Presentation, Lecture & Discussion	
Sep 3 – 11, 2026 (Day Order 1- 6)		4.2 Short Run and Long Run Cost Curves – TC, TVC, TFC, AC, AFC,	K1-K5	4	1-5	Presentation, Lecture & Discussion	Recall concepts and practice diagrams

		AVC and MC and their Relationships					
Sep 15-17, 2026 (Day Order 1 - 3)		4.3 Revenue Curves – TR, AR, MR 4.4 Break Even Analysis	K1-K5 K1-K5	2 1	1-5 1-5	Presentation, Lecture & Discussion	Learning by drawing
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	V	4.4 Break Even Analysis <b>Market Structures and Determining Their Price and Output</b> 5.1 Perfect Competition –Characteristics and Price – Output Equilibrium, Shut down	K1-K5 K1-K5	1 2	1-5 1-5	Presentation, Lecture & Discussion  Lecture & Discussion	Learning by drawing
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		5.2 Imperfect Competition – Characteristics and Price – Output Equilibrium of following	K1-K5	4	1-5	Lecture & Discussion	Case Study
Oct 8 - 14, 2026 (Day Order 1 - 6)		5.3 Monopoly – Price Discrimination	K1-K5	3	1-5	Lecture & Discussion	Component 3 Participatory Learning Methods – Case Analysis in Unit 5 (10 Marks) - 6.10.2026

Oct 15 - 21, 2026  
(Day Order 1- 4)

**REVISION**

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the Faculty** : **Ms. Pushpalatha R**  
**Course Title** : **Banking and Financial Services**  
**Course Code** : **25BA/ME/BF13**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	identify key concepts and terminology related to banking systems, financial services, and regulatory frameworks	K1
<b>CO2</b>	explain how financial institutions support economic growth	K2
<b>CO3</b>	apply knowledge of banking operations to solve problems like calculating interest, loan payments, and investment returns	K3
<b>CO4</b>	break down financial statements to assess a bank's performance	K4
<b>CO5</b>	evaluate the various functions of banking and financial services sector	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 22, 2026 (Day Order 6)	1	Introduction 1.1. Definition and Types of Banks  1.2 Relationship between a Banker and a Customer, KYC, Types of Deposits - Fixed Deposits and Recurring Deposits	K1-K5  K1-K5	3  1	1-5  1-5	Lecture and Discussion	A_Z Taxonomy
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	(contd) 1.2 Relationship between a Banker and a Customer, KYC, Types of Deposits - Fixed Deposits and Recurring Deposits  1.3 Types of Lending – Cash Credit, Overdraft, Bills Discounting and Term Loans, Letter of Credit, Bank Guarantee	K1-K5  K1-K5	1  3	1-5  1-5	Presentation and Lecture	Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.4 Application Form for Opening of Accounts– Saving Bank and Current Account	K1-K5	2	1-5	Presentation and Lecture	One-minute Paper

	2	<b>E- Banking</b> 2.1 Net Banking - Importance of Net Banking	K1-K5	2	1-5		
July 9 – 16, 2026 (Day Order 1- 6)	2	2.2 Internet Banking, Mobile Banking, Telebanking Banking, Point of Sale Terminal	K1-K5	2	1-5	Lecture and Demonstration	Reflection Questioning  Individual Presentation on Banking & Financial Service Topics (Participatory Learning)- 20 marks  13.07.2026 onwards
		2.3 Credit Card, Debit Card, Smart Card, NACH (ECS), NEFT, IMPS, E-Wallet, ATM	K1-K5	2	1-5		
July 17 – 24, 2026 (Day Order 1- 6)	2	(contd)				Presentation and Lecture	Acronym test  Group Report on Bank Visit (Experiential Learning) – 15 marks
		2.3 Credit Card, Debit Card, Smart Card, NACH (ECS), NEFT, IMPS, E-Wallet, ATM	K1-K5	2	1-5		
		2.1 Electronic Fund Transfer, Electronic Clearing Services	K1-K5	2	1-5		

							17.07.2026
July 25 – 28, 2026 (Day Order 1- 3)	3	<b>Introduction to Financial Services</b>  3.1 Meaning, Functions, Features and Importance of Financial Services in India	K1-K5	2	1-5	Presentation and Lecture	Reflection Questioning
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	3.2. Role of financial services in Indian financial system	K1-K5	2	1-5	Presentation and Discussion	One-minute Paper
Aug 7 – 14, 2026 (Day Order 1- 6)	3	(contd)  3.2. Role of financial services in Indian financial system.  3.3. Recent Trends in Financial Services: Fintech – Uses, Types, CBDC - Advantage	K1-K5  K1-K5	2  2	1-5  1-5	Presentation and Lecture	KWL Activity
Aug 17 - 24, 2026 (Day Order 1- 6)	3	(contd)  3.3. Recent Trends in Financial Services:	K1-K5	2	1-5		

	4	Fintech – Uses, Types, CBDC – Advantage <b>Financial Services I</b> 4.1 Merchant Banking – Definition and Function	K1-K5	2	1-5	Presentation and Lecture	Think, Pair and Share
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	(contd) 4.1 Merchant Banking – Definition and Function 4.2 Credit rating services – Role of Credit Rating with Special Reference to ICRA, CRISIL, CARE	K1-K5 K1-K5	1 3	1-5 1-5	Presentation and Lecture	One-minute Paper
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Investment Banking – Definition and Functions 4.4 Mutual fund – Function and Types	K1-K5 K1-K5	2 2	1-5 1-5	Presentation and Lecture	Reflection Questioning
Sep 15-17, 2026 (Day Order 1 - 3)	4	(contd) 4.4 Mutual fund – Function and Types	K1-K5	2	1-5	Lecture and Case analysis	Case Interpretation
Sep 18 –23, 2026	<b>C.A. Test - II</b>						

Sep 24 - 28, 2026 (Day 4 – 6)	5	<b>Financial Services II</b> 5.1. Factoring - Function and Types	K1-K5	2	1-5	Presentation and Lecture	Quiz
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2. Leasing – Function and Types  5.3. Venture Capital Financing – Importance and stages	K1-K5  K1-K5	3  1	1-5  1-5	Presentation and Lecture	Questioning  Individual Test based on Case Analysis and Interpretation (Problem solving) – 15 marks 30.09.25
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	(contd)  5.3. Venture Capital Financing – Importance and stages  5.4. Hire Purchase - Function and Types	K1-K5  K1-K5	1  3	1-5  1-5	Presentation and Lecture	Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the Faculty** : **Dr. S. Deepa**  
**Course Title** : **Managerial Communication and Etiquettes**  
**Course Code** : **25BA/SE/MC12**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Define the meaning, principles, and importance of business communication and etiquettes	K1
<b>CO2</b>	Explain proficiency for effective business communication process and types of etiquette	K2
<b>CO3</b>	Apply appropriate communication and types of etiquette to maintain professionalism	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 22, 2026 (Day Order 6)	1	<b>Introduction</b> 1.1 Business Communication	K1-K3	1	1-3	Lecture Method Using PowerPoint Presentation	Reflective questioning
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Significance – Advantages, Types and channels of business communication	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Reflective questioning
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.2 Principles - Barriers to effective communication	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Class Discussion
July 9 – 16, 2026 (Day Order 1- 6)	1	1.2 Key factors for effective communication	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Reflective questioning
July 17 – 24, 2026 (Day Order 1- 6)	1	1.3 Non-Verbal Communication – HR Letters	K1-K3	2	1-3	Lecture cum Case Study Discussion	Component-1-Group discussion on communication failures in companies and effective Communication for Business Growth. On 20.07.26 – 15 Marks
July 25 – 28, 2026 (Day Order 1- 3)	2	<b>Negotiation and Presentation Skills</b> 2.1 Negotiation - Purpose, Skills – Models – Win -Win, Win – Lose, Win - Lose	K1-K3	1	1-3	Lecture cum Case Study Discussion	Quizzes and puzzles

July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	Contd..Negotiation - Purpose, Skills – Models – Win -Win, Win – Lose, Win - Lose	K1-K3	1	1-3	Lecture Method Using PowerPoint Presentation	Component-2-Individual Presentations on Artificial Intelligence in Business Communication, Communication Channels in Digital Organizations on 24.08.26 – 15 Marks
Aug 7 – 14, 2026 (Day Order 1- 6)	2	2.2 Meaning of Presentation skills and Ways to improve t the Presentation Skills	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Reflective questioning
Aug 17 - 24, 2026 (Day Order 1- 6)	2	Contd.. Meaning of Presentation skills and Ways to improve t the Presentation Skills	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	2	2.3 Thumb rule in making Presentation - 10-20-30 Rule – 6X6 Rule	K1-K3	2	1-3	Lecture Method Using PowerPoint Presentation	Reflective questioning
Sep 3 – 11, 2026 (Day Order 1- 6)	2	Contd.. Thumb rule in making Presentation - 10-20-30 Rule – 6X6 Rule	K1-K3	1	1-3	Lecture cum Case Study Discussion	Class Discussion
Sep 15-17, 2026 (Day Order 1 - 3)	3	<b>Etiquette</b> 3.1 Etiquette - Need for Etiquette in today’s world	K1-K3	2	1-3	Lecture cum Case Study Discussion	Quizzes and puzzles
Sep 18 –23, 2026	<b>C.A. Test – II</b>						

Sep 24 - 28, 2026 (Day 4 – 6)	3	3.2 Classifications of Etiquette – Social Etiquette, Business Etiquette, Clothing Etiquette, Dining Etiquette,	K1-K3	2	1-3	Lecture cum Case Study Discussion	Component-3-Role Play Assessment - Salary Negotiation, Buyer-Seller Negotiation, Vendor Contract Negotiation, Employee Grievance Negotiation on 28.09.26 – 20 Marks
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	Contd.. Communication Etiquette, Netiquette, Event Etiquette, Meeting Etiquette, Telephone Etiquette – Do’s and Don’ts	K1-K3	2	1-3	Lecture cum Case Study Discussion	Group Discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	3.3 Business Etiquette - Basic Principles, Importance	K1-K3	2	1-3	Lecture cum Case Study Discussion	Group Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

