

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

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

**Department** : Business Administration  
**Name of the Faculty** : Dr. S. Deepa  
**Course Title** : Business Regulatory Framework  
**Course Code** : 25BA/MC/BR35  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define fundamental legal terminologies and concepts related to business Law	K1
<b>CO2</b>	explain the significance of legal compliance in business operations and Decision-making	K2
<b>CO3</b>	apply legal concepts to real-world business scenarios, such as drafting basic Contractual agreements and identifying legal risks, intellectual property	K3
<b>CO4</b>	categorize various types of legal risks faced by businesses to develop Effective mitigation strategies	K4
<b>CO5</b>	recommend legal strategies for minimizing risks and ensuring compliance with regulatory standards in business operations	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Indian Contract Act 1872</b> 1.1 Definition, Types of Contracts	K1-K5	5	1-5	Lecture Method Using PowerPoint Presentation	Reflective questioning
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Essentials element of a Valid Contract - Offer and Acceptance, Consideration, Capacity to contract, Free consent– in detail	K1-K5	5	1-5	Lecture Method Using PowerPoint Presentation	Reflective questioning
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.3 Latest amendment to the Indian Contract Act, 1872 (Amendment) Bill, 2024	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Class Discussion
	2	<b>Principles of Contract</b> 2.1 Performance of Contract	K1-K5	2	1-5		
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Principles of Contract</b> 2.1 Performance of Contract	K1-K5	5	1-5	Lecture cum Case Study Discussion	Case Study Discussion
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Discharge of Contract	K1-K5	5	1-5	Lecture cum Case Study Discussion	Component-1-Quiz on Case laws from Unit 1 and Unit 2 on 24.07.26 – 15 Marks
July 25 – 28, 2026 (Day Order 1- 3)	2	2.3 Remedies for Breach of contract	K1-K5	3	1-5	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)	3	<b>Special Contracts</b> 3.1 Indemnity and Guarantee - Rights and Liabilities of Surety	K1-K5	2	1-5	Lecture Method Using PowerPoint Presentation	Ideas Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.2 Bailment - Duties of Bailor and Bailee, Bailer’s Lien	K1-K5	5	1-5	Lecture cum Case Study Discussion	Component-2-Individual Class presentation on any 5 IRP received as on date 20.08.26 - 15 Marks
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.3 Pledge – Pawner and Pawnee. Contract of Agency - Creation, Kinds, rights and duties	K1-K5	5	1-5	Lecture cum Case Study Discussion	Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>Sale of Goods Act 1930</b> 4.1 Essentials for a Contract of Sale 4.2 Conditions and Warranties	K1-K5 K1-K5	3 2	1-5 1-5	Lecture cum Case Study Discussion	Component-3-Group Video making and presentation of popular case pertaining to Indian Contract Act – 08.09.26 - 20 Marks
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Transfer of Ownership and Delivery of Goods	K1-K5	5	1-5 1-5	Lecture cum Case Study Discussion	Quizzes and puzzles
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.4 Rights of Unpaid Seller	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Ideas Discussion

Sep 18 –23, 2026	<b>C.A. Test – II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	4	<b>Intellectual Property Laws in India</b> 5.1 Overview of Trade Mark, Patents, Copyrights and GI	K1-K5	2	1-5	Lecture cum Case Study Discussion	Quizzes and puzzles
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2 Provisions relating to Registration and action against Infringements.	K1-K5	5	1-5	Lecture cum Case Study Discussion	Group Discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Digital Personal Data Protection Act (DPDPA) 2023	K1-K5	5	1-5	Lecture cum Case Study Discussion	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** : **Dr. Renuka Devi. S. V**  
**Course Title** : **Financial Management**  
**Course Code** : **25BA/MC/FM35**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define the key concepts, principles and objectives of financial management and its role in successful business	K1
<b>CO2</b>	infer the importance of investment, financing and dividend decisions	K2
<b>CO3</b>	apply the basic tools and techniques of financial management for decision making	K3
<b>CO4</b>	distinguish the knowledge and skills necessary to navigate complex financial scenario to support the success of the organization	K4
<b>CO5</b>	estimate the most profitable projects among the numerous investment proposals	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction to Financial Management</b> 1.2 Modern Approach to Financial Management - Investment Decision, Finance Decision, Dividend Decision 1.3 Objectives of the firm - Profit Maximization, wealth Maximization	K1-K5	5	1-5	Lecture	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.4 Significance of financial management 1.5 Time Value of Money - Significance and Computation of Time Value of Money - Compounding Techniques	K1-K5	5	1-5	Lecture & Problem Solving  Ex:1,3,4,6,8,10,12,13,16	Recap and Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	Contd.,  1.4 Time Value of Money - Present Value Technique	K1-K5	5	1-5	Lecture & Problem Solving  Ex:19,22,24,27,28,30,32	Recap and Quiz
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Measurement of Cost of Capital</b> 2.1 Meaning and Significance  2.2 Cost of Debt and Preference - Redeemable and Irredeemable	K1-K5	5	1-5	Lecture–& Problem Solving  Ex:1,3,5,7,9,13,15,17,19,20,22,24,26,28,30	Revision Unit 1
July 17 – 24, 2026 (Day Order 1- 6)	2	2.3 Cost of Equity and Retained Earnings  2.4 Computation of Overall Cost of Capital -	K1-K5	5	1-5	Lecture & Problem Solving	Component 1 – Objective Test on 23/07/2026 (20

		Book Value and Market Value				Ex:32,34,36,38,41,47,49,52,59,61,64,66,68	Marks)
July 25 – 28, 2026 (Day Order 1- 3)	2	Contd., 2.4 Computation of Overall Cost of Capital - Book Value and Market Value	K1-K5	3	1-5	Lecture & Problem Solving  Ex:49,52,59,61,64,66,68	Home Assignment
July 29 – Aug 3, 2026	<b>C.A. Test – I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	2.4 Computation of Overall Cost of Capital - Book Value and Market Value	K1-K5	2	1-5	Lecture & Problem Solving  Ex:70,71,75,77	Home Assignment
Aug 7 – 14, 2026 (Day Order 1- 6)	3	<b>Capital Structure</b> 3.1 Significance and Determinants of Capital Structure Capital Structure	K1-K5	5	1-5	Lecture	Revision Unit 2
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.2 Theories of Capital Structure – Net Income Approach, Net Operating Income Approach, Traditional Approach, Modigliani & Miller Approach (Only Theory)  3.3 Leverage – Operating, Financial and Combined Leverage	K1-K5	5	1-5	Lecture & Problem- Solving Ex: 1,2,3,4,5,6,7,8,9,10, 11,12	Component 2 – Theories Test on 24/08/2026 (10 Marks)

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	Capital Budgeting 4.1 Nature of Capital Budgeting 4.2 Evaluating Techniques - Pay Back Period, Average Rate of Return	K1-K5	5	1-5	Problem Solving Ex:1,2,4,6,9,12,13, 14,15,16, 17, 18,19	Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	4	Contd., 4.2 Evaluating Techniques - Net Present Value, Internal Rate of Return and Profitability Index	K1-K5	5	1-5	Lecture & Problem Solving Ex: 20,23,24	Case Study Analysis and Short Problem Test
Sep 15-17, 2026 (Day Order 1 - 3)	4	Contd., 4.2 Evaluating Techniques - Internal Rate of Return and Profitability Index	K1-K5	3	1-5	Lecture & Problem Solving Ex:26,28,29,32,34	Short Problem Test
Sep 18 –23, 2026	<b>C.A. Test – II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	4	<b>Working Capital Management</b> 5.1 Need for Working Capital Management	K1-K5	2	1-5	Problem Solving Ex:36,37,39	Component 3 - Evaluation of Investment Projects Using Capital Budgeting Techniques on 24/09/2026 (20 Marks)
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2 Determinants of Working Capital Management	K1-K5	5	1-5	Problem Solving Ex:1,3,5,7,8,11	Home Assignment
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Computation of Working Capital Requirements	K1-K5	5	1-5	Problem Solving	Home Assignment

						Ex: All Illustrations 13,15,19,20,24	
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. Arthy Infanta A**  
**Course Title** : **Operations Research**  
**Course Code** : **25BA/ME/OR33**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	describe the concepts of operations research and its significance in business	K1
<b>CO2</b>	explain the practical applications of operations research	K2
<b>CO3</b>	apply the operations research techniques of testing optimal solutions	K3
<b>CO4</b>	select the various operational research techniques in decision making	K4
<b>CO5</b>	prove the appropriate quantitative techniques for execution of projects	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 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction</b>	K1-K2	3	1-2	Lecture method with	Class Test and

		1.1 Introduction to Operations Research – Definition – Nature – Scope –Significance  Linear programming problem – Mathematical formulation of linear programming problem	K1-K5	2	1-5	Problem Solving	Practice problems
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	(Contd.)1.2 Linear programming problem – Mathematical formulation of linear programming problem  1.3Linear programming problem by graphical method - Simplex method – Two variable (Simple problems)	K1-K5  K1-K5	2  2	1-5  1-5	Lecture method with Problem Solving	Home Assignment and Class Discussion
July 2 – July 8, 2026 (Day Order 1- 6)	1	(Contd.)1.3Linear programming problem by graphical method - Simplex method – Two Variable (Simple problems)	K1-K5	1	1-5	Lecture method with Problem Solving and Guest Lecture	Assignment on Simplex Graphical Method – 20 Marks – 02.07.2026
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Transportation</b>  2.1 Transportation problems – Formulation and Balance check of a Transportation Problem	K1-K5	5	1-5	Lecture method with Problem Solving	Home Assignment
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Attaining initial basic feasible solution using North / K1-K5 5 1-5	K1-K5	3	1-5	Lecture method with	Objective Test

		West Corner Rule, Least Cost Method and Vogel's Approximation Method				Problem Solving	
July 25 – 28, 2026 (Day Order 1- 3)	2	2.3 Feasible Optimal solution – Modi Method - Simple balanced problems and Unbalanced problems on the above method without degeneracy	K1-K5	1	1-5	Lecture method with Problem Solving	Home Assignment
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	(Contd.) 2.3 Feasible Optimal solution – Modi Method - Simple balanced problems and Unbalanced problems on the above method without degeneracy (Simple Problems)	K1-K5	1	1-5	Lecture method with Problem Solving	Home Assignment
Aug 7 – 14, 2026 (Day Order 1- 6)	3	<b>Assignment Problem and Sequencing</b>  3.1 Assignment Problem: Hungarian Method, Special cases: Multiple Solutions, Maximization case, Unbalanced case	K1-K5	3	1-5	Lecture method with Problem Solving	Home Assignment
Aug 17 - 24, 2026 (Day Order 1- 6)	3	(Contd.)3.1 Assignment Problem: Hungarian Method, Special cases: Multiple Solutions, Maximization	K1-K5	2	1-5	Lecture method with Problem Solving	Case study on Assignment Problem solving –

		case, Unbalanced case  3.2 Sequencing problem – Johnson’s rule for n jobs – 2 machines, n job 3 machines problems	K1-K5	3	1-5		10 Marks – 19.08.2026
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	3	(Contd.)3.2 Sequencing problem – Johnson’s rule for n jobs – 2 machines, n job 3 machines problems (Simple Problems)	K1-K5	4	1-5	Lecture method with Problem Solving	Home Assignment
Sep 3 – 11, 2026 (Day Order 1- 6)	4	<b>Game Theory</b>  4.1 Game theory – concept of pure and mixed strategies – value of games	K1-K5	3	1-5	Lecture method with Problem Solving	Test in Unit 4, 5 – 20 Marks – 01.09.2026
		4.2 Solving 2 person zero sum games with saddle point	K1-K5	2	1-5		
Sep 15-17, 2026 (Day Order 1 - 3)	4	(Contd.)4.2 Solving 2 person zero sum games with saddle point	K1-K5	1	1-5	Lecture method with Problem Solving	Home Assignment
		4.3 Solving 2X2 games without saddle point -dominance principle	K1-K5	3	1-5		
Sep 18 –23, 2026	<b>C.A. Test - II</b>						

Sep 24 - 28, 2026 (Day 4 – 6)	4,5	(Contd.)4.3 Solving 2X2 games without saddle point -dominance principle (Simple Problems)	K1-K5	1	1-5	Lecture method with Problem Solving	Class Discussion Home Assignment
		<b>Network Analysis</b>  5.1 Meaning, Objectives and Applications	K1-K2	1	1-2		
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2 Network analysis: Concepts of CPM & PERT	K1-K5	3	1-5	Lecture method with Problem Solving	Class Discussion
		5.3 CPM – Network Diagram and Calculation of Floats	K1-K5	2	1-5		
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.4 PERT - Calculation of Expected Duration and Variance (Simple Problems)	K1-K5	4	1-5	Lecture method with Problem Solving	Home Assignment
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. Pushpalatha R**  
**Course Title** : **Management Information System**  
**Course Code** : **25BA/ME/MI33**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define the core concepts in Management Information System	K1
<b>CO2</b>	explain the scope and purpose of various Information System in an organization	K2
<b>CO3</b>	apply the procedures and develop a secure Information Systems	K3
<b>CO4</b>	breakdown the functions of various Information System	K4
<b>CO5</b>	critically appraise the role of recent technologies for an effective Information System	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 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction</b>					

		1.1 Data- Meaning and Types	K1-K5	2	1-5	Lecture and Discussion	Word Cloud Using Menti and Reflection Questioning
		1.2 Information- Meaning and Essential Qualities	K1-K5	2	1-5		
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.3 Difference between Data and Information	K1-K5	2	1-5	Lecture and Presentation	Written assessment using Padlet
		1.4 Types of Information based on levels of management	K1-K5	2	1-5		
July 2 – July 8, 2026 (Day Order 1- 6)	2	<b>Information System</b>					
		2.1 Meaning, Objectives and Types-TPS, MIS, DSS, GDSS, ESS	K1-K5	3	1-5	Lecture and Presentation	One Minute paper
		2.2 Components of Information System	K1-K5	1	1-5		
July 9 – 16, 2026 (Day Order 1- 6)	2	(contd)				Lecture and Presentation	Reflection Questioning and Component 1: Participatory Learning Methods: Individual Presentation on Information System [20 marks] 13.07.26 onwards
		2.2 Components of Information System	K1-K5	2	1-5		
		2.3 Database Management System- Meaning and Functions	K1-K5	2	1-5		
July 17 – 24, 2026 (Day Order 1- 6)	2	(contd)					
		2.3 Database Management					

		System-Meaning and Functions 2.4 Big Data Analytics – Meaning and Importance	K1-K5 K1-K5	1 3	1-5 1-5	Lecture and Presentation	Quiz using Wayground
July 25 – 28, 2026 (Day Order 1- 3)	3	<b>Management Information System</b> 3.1 MIS- Definition, Purpose and Features	K1-K5	2	1-5	Lecture and Presentation	Reflection Questioning
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	3.2 MIS Development process	K1-K5	2	1-5	Lecture and Presentation	Flow chat Diagram
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.3 SDLC Models and Conversion strategies	K1-K5	4	1-5	Lecture and Case analysis	Think, Pair and Share
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.4 New Trends in MIS- Benefits of Cloud Storage and AI Technologies	K1-K5	4	1-5	Lecture and Discussion	Quiz
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>Design and Control</b> 4.1 System design – Need and Significance	K1-K5	4	1-5	Lecture and Presentation	Component 2: Experiential Learning Methods: - Group Exhibit on "Data to Decision" [20 marks] 27.08.26

Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.2 IS Vulnerability and Cyber Crimes – Meaning and current threats to security	K1-K5	4	1-5	Lecture and Discussion	KWL Reflection
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.3 Tools and Technologies for protecting the Digital Firm	K1-K5	2	1-5	Lecture and Presentation	One Minute paper
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	4	4.3 Tools and Technologies for protecting the Digital Firm	K1-K5	2	1-5	Lecture and Presentation	Reflection Questioning
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	<b>Functional MIS and ERP</b> 5.1 Production, Marketing, Financial, Human Resource, Accounting- Functions	K1-K5	4	1-5	Lecture and Presentation	Quiz and Component 3: Problem Solving Methods: Individual Case study - 10 marks - 28.09.26
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.2 Integration of Functional MIS 5.3 Enterprise Resource Planning-Meaning, Need and Modules	K1-K5	4	1-5	Lecture and Discussion	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 of the Faculty** : **Ms. Yamini M**  
**Course Title** : **Introduction To Office Automation Tools**  
**Course Code** : **25BA/SE/OA32**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

COs	Description	CL
<b>CO1</b>	define the purpose and functions of commonly used office automation tools, such as word processors, spreadsheets, and presentation software	K1
<b>CO2</b>	summarize the basic steps required to create and format documents, spreadsheets, and presentations	K2
<b>CO3</b>	clarify data inconsistencies and errors using Word, Excel, and PowerPoint to ensure accurate and reliable outputs	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction to Microsoft Word</b>  1.1 Introduction to Word,	K1-K3	1	1-3	Demonstration-Based Learning	Class Discussion

		Screen (Start Menu, Menu Bar, Ruler, Tool Bars)					
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Entering Text- Moving with Cursor & Making Corrections - Saving and Retrieving Documents-Editing and Undo - Delete,	K1-K3	2	1-3	Hands-on Practical Sessions	Class Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.3 Insert and Replace Text - Cut, Copy and Paste. - Mail Merge, Hyperlink, Header, Footer, Word Art, Chart.	K1-K3	2	1-3	Hands-on Practical Sessions	Concept Check
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Basics of MS-Excel</b> 2.1 Excel Getting Started - Cut, Copy, Paste, Insert - Inserting, deleting, and moving - Printing - Page Setup.	K1-K3	2	1-3	Flipped Classroom & Demonstration-Based Learning	Class Discussion
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Calculations - Charting, Filter, Sort Order (Descending & Ascending), Hyperlink, Conditional Formatting, Find & Replace, Format Painter, Merge Cells, Data Validation, Subtotal, Concatenate.	K1-K3	2	1-3	Flipped Classroom	Pair Work

July 25 – 28, 2026 (Day Order 1- 3)	2	(Contd)... 2.2 Calculations - Charting, Filter, Sort Order (Descending & Ascending), Hyperlink, Conditional Formatting, Find & Replace, Format Painter, Merge Cells, Data Validation, Subtotal, Concatenate.	K1-K3	2	1-3	Demonstration-Based Learning	Component 1 - Problem Solving Method: Time-Bound Practical Test–15 Marks – 28.07.2026
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	2.3 Protect Sheet & Workbook, Working of MS-excel: Paste Special- Naming, Moving, Hiding, Grouping Worksheets – Inserting, Deleting, Hiding and Un hiding Rows and Columns – Creating and using Formulas	K1-K3	2	1-3	Flipped Classroom	Error Identification Activity
Aug 7 – 14, 2026 (Day Order 1- 6)		(Contd)... 2.3 Protect Sheet & Workbook, Working of MS-excel: Paste Special- Naming, Moving, Hiding, Grouping Worksheets – Inserting, Deleting, Hiding and Un hiding Rows and Columns – Creating and using Formulas	K1-K3	1	1-3	Hands-on Practical Sessions	Pair Work
Aug 17 - 24, 2026 (Day Order 1- 6)	2	2.4 Freeze Panes – Split Windows, viewing multiple	K1-K3	1	1-3	Flipped Classroom	Pair Work

		windows – Inserting Pictures, shapes – Sorting – Drop Down list – Locking and Unlocking cells					
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	2	(Contd)...  2.4 Freeze Panes – Split Windows, viewing multiple windows – Inserting Pictures, shapes – Sorting – Drop Down list – Locking and Unlocking cells	K1-K3	1	1-3	Hands-on Practical Sessions	Concept Check
Sep 3 – 11, 2026 (Day Order 1- 6)	3	<b>Power Point</b> 3.1 Creating a Presentation with Microsoft PowerPoint - Modifying a Presentation- Inserting Objects into a Presentation	K1-K3	1	1-3	Flipped Classroom	Pair Work
Sep 15-17, 2026 (Day Order 1 - 3)	3	(Contd)...  3.1 Creating a Presentation with Microsoft PowerPoint - Modifying a Presentation- Inserting Objects into a Presentation	K1-K3	1	1-3	Demonstration-Based Learning	Component 2 - Participatory Learning Method - Mini Project (Integrated Application) – 15 Marks – 15.09.2026
Sep 18 –23, 2026	<b>C.A. Test - II</b>						

Sep 24 - 28, 2026 (Day 4 – 6)	3	3.2 Finishing a Presentation - Enhancing Charts - Inserting Illustrations, Objects and Media Clips	K1-K3	1	1-3	Flipped Classroom	Component 3 - Experiential Learning Method: Record Note Book Submission – 20 Marks – 25.09.2026
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	3.3 Printing types, Slide Sorter, Slide Show, Protect Presentation.	K1-K3	1	1-3	Demonstration-Based Learning	Pair Work
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	(Contd)...  3.3 Printing types, Slide Sorter, Slide Show, Protect Presentation.	K1-K3	1	1-3	Flipped Classroom	Integrated Activity
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. Renuka Devi. S. V**  
**Course Title** : **Stress Management**  
**Course Code** : **25BA/GE/ST22**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define and explain key concepts related to stress, including its meaning, types, and sources	K1
<b>CO2</b>	interpret the impact of stress on individuals and organizations, identifying factors that contribute to burnout and its differences from stress	K2
<b>CO3</b>	demonstrate the ability to apply stress management techniques and motivational strategies to reduce workplace stress and promote well-being	K3

<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 15 – 22, 2026 (Day Order 1- 6)	1	<b>Understanding Stress</b> 1.1 Stress – Meaning, Definition	K1-K3	2	1-3	Lecture Method using Power point Presentation	Class Discussion

Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Nature of Stress, Differences between Eustress and Distress	K1-K3	2	1-3	Lecture Method using Power point Presentation	Discussion on Stress
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.3 Meaning of Stressors – Internal and External Stressors	K1-K3	2	1-3	Lecture Method using Power point Presentation	Recap and Group work
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Causes and Consequences of Stress</b> 2.1 Sources of Stress – Organisational, Group, Individual and Environmental Stressors	K1-K3	2	1-3	Lecture Method using Power point Presentation	Component 1- Maintaining a Stress Diary for One on 16.07.2026 (20 Marks)
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Impact of Stress on Health – Short-term and Long-term Effects	K1-K3	2	1-3	Lecture	Discussion on Sources of Stress
July 25 – 28, 2026 (Day Order 1- 3)	2	Contd., 2.2 Impact of Stress on Health – Short-term and Long-term Effects	K1-K3	1	1-3	Lecture Method using Power point Presentation	Role Play on Impact of Stress on Health
July 29 – Aug 3, 2026	<b>C.A. Test – I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	Contd., 2.2 Impact of Stress on Health – Short-term and Long-term Effects	K1-K3	1	1-3	Lecture Method using Power point Presentation	MCQ and Cross Word Puzzle
Aug 7 – 14, 2026 (Day Order 1- 6)	2	2.3 Burnout – Meaning, Causes	K1-K3	2	1-3	Lecture Method using Power point Presentation	Recap and Group work
Aug 17 - 24, 2026 (Day Order 1- 6)	2	S2.3 Burnout – Symptoms & Difference between Burnout & Stress	K1-K3	2	1-3	Lecture Method using Power point	Component 2 - Role Play on Employee Burnout Situations in Workplace on

						Presentation	24.08.2026 (15 Marks)
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	3	<b>Strategies of Stress Management</b> 3.1 Managing Stress - Individual and Organisational strategies	K1-K3	2	1-3	Lecture Method using Power point Presentation	Class Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	3	Contd., 3.1 Managing Stress - Individual and Organisational strategies	K1-K3	2	1-3	Lecture Method using Power point Presentation	Case Study Analysis
Sep 15-17, 2026 (Day Order 1 - 3)	3	3.2 Motivational Strategies to Reduce Stress	K1-K3	1	1-3	Lecture Method using Power point Presentation	Class Discussion
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	3	Contd., 3.2 Motivational Strategies to Reduce Stress	K1-K3	1	1-3	Lecture	Component 3- Self- Reflection Report on Stress Coping Strategies on 28.09.2026 (15 Marks)
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	3.3 Measures to create a Stress-Free Work Environment	K1-K3	2	1-3	Lecture	Recap and Discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	Contd., 3.3 Measures to create a Stress-Free Work Environment	K1-K3	2	1-3	Lecture	Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

