

TEERTHANKER MAHAVEER UNIVERSITY, MORADABAD



Accredited with NAAC **A** Grade

12-B Status from UGC

SKILL ENHANCEMENT COURSES

COURSES OFFERED UNDER -NEP-2020

SKILL ENHANCEMENT COURSES (SEC)

S.No.	Course Code	Course Name	Credit
1.	TMUSE240101	Innovation & Entrepreneurship Development	3
2.	TMUSE240201	Modern Office Management	3
3.	TMUSE240301	Basic Analytical Skills	3
4.	TMUSE240401	Advance Analytical Skills	3

Course Code: TMUSE240101	Skill-Enhancement Course -1 Innovation & Entrepreneurship Development	L-2 T-1 P-0 C-3
Course Outcomes:	On completion of the course, the students will be :	
CO1.	Understanding the basic concepts, role and importance of entrepreneurship for the economic development	
CO2.	Understanding the systematic process of selecting and screening of a business idea.	
CO3.	Developing personal creativity and entrepreneurial initiative.	
CO4.	Understanding the concepts and schemes offered by various commercial banks and financial institutions like IDBI, ICICI, SIDBI, SFC. etc.	
CO5.	Analyzing business environment in order to identify business opportunities.	
Course Content:		
Unit-1:	Introduction to Innovation and Entrepreneurial Idea Generation and Identifying Business Opportunities Concepts of Entrepreneurship Development in Indian Context: Evolution of the concept of Entrepreneur, Entrepreneur Vs. Intrapreneur, Entrepreneur Vs. Entrepreneurship, Entrepreneur Vs. Manager, Attributes and Characteristics of a successful Entrepreneur.	6 Hours
Unit-2:	Creating Entrepreneurial Venture: Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea.	6 Hours
Unit-3:	Project Management: Technical, Financial, Marketing, Personnel and Management Feasibility, Estimating and Financing funds requirement - Schemes offered by various commercial banks and financial institutions like IDBI, ICICI, SIDBI, SFCs.	6 Hours
Unit-4:	Entrepreneur Development Programmes (EDP'S): Types, 7S Model, History of entrepreneurship development in India, Current Status of Entrepreneurship development in India.	6 Hours
Unit-5:	Entrepreneurship Development and Government: Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants -Export Oriented Units - Fiscal and Tax concessions available.	6 Hours
Text Books:	<ol style="list-style-type: none"> David H. Holt. (2008) <i>Entrepreneurship: New Venture Creation</i> - , Practice Hall Desai, V. (2001) <i>Dynamics of Entrepreneurship Development</i>. Himalaya Publishing house Chary, S. N. (2002) <i>Business Gurus Speak</i>. Macmillian India, New Delhi. 	

Reference Books:	<ol style="list-style-type: none">1. Shrinivas P. (2001), <i>Thought Leaders</i>. Tata McGraw Hill Publishing Company2. Steven.B.(1983) <i>Entrepreneurship</i>. New American Library3. Hisrich, Robert D., and Michael P. Peters.(2016) <i>Entrepreneurship</i>. McGraw-Hill Education4. Berger, B.(1991) <i>The Culture of Entrepreneurship</i>. ICS press5. Nagarajan, K. (2004) <i>Project Management</i>. New age international (P) Ltd. Delhi <p>* Latest editions of all the suggested books are recommended.</p>	
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Course Code: TMUSE240 201	Skill enhancement course-2 <u>MODERN OFFICE MANAGEMENT</u>	L-2 T-1 P-0 C-3
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Identifying and describing the fundamental principles and practices of modern office management. (<i>Remembering, Understanding</i>)	
CO2.	Demonstrating effective communication and coordination skills within an office environment. (<i>Applying</i>)	
CO3.	Utilizing modern technology and office automation tools to enhance office efficiency. (<i>Applying</i>)	
CO4	Analyzing and implementing records management and information retrieval systems. (<i>Analyzing, Applying</i>)	
CO5.	Evaluating office layout and ergonomics to design a productive and healthy workplace. (<i>Evaluating, Creating</i>).	
Course Content:		
Unit-1:	Introduction to Modern Office Management <ul style="list-style-type: none"> • 1.1 Definition and Importance of Office Management • 1.2 Role and Functions of office staff • 1.3 Office Organization and Administration • 1.4 Types of Office and Their Characteristics • 1.5 Office Ethics and Professionalism 	8Hours
Unit-2:	Communication and Coordination <ul style="list-style-type: none"> • 2.1 Fundamentals of Business Communication • 2.2 Types and Channels of Communication • 2.3 Barriers to Effective Communication • 2.4 Coordination in the Office Environment • 2.5 Techniques for Effective Meetings and Presentations • 2.6 Report writing: The 5W-H plan for writing • 2.7 Steps in writing workplace documents • 2.7 Basics of Editing and document layouts 	8 Hours
Unit-3:	Technology and Office Automation <ul style="list-style-type: none"> • 3.1 Overview of Office Automation Systems • 3.2 Common Office Software (Word Processing, Spreadsheets, Presentation Software) • 3.3 Email and Scheduling Tools • 3.4 Use of Internet and Intranet in Office Management • 3.5 Introduction to Database Management Systems 	8 Hours
Unit-4:	Records Management and Information Retrieval <ul style="list-style-type: none"> • 4.1 Importance of Records Management • 4.2 Types of Records and Filing Systems • 4.3 Electronic Records Management • 4.4 Information Retrieval Systems • 4.5 Legal and Ethical Issues in Records Management 	8 Hours
Unit-5:	Office Layout and Ergonomics <ul style="list-style-type: none"> • 5.1 Principles of Office Layout • 5.2 Space Management and Utilization • 5.3 Ergonomics in the Office: Importance and Implementation • 5.4 Office Furniture and Equipment • 5.5 Health and Safety in the Office staff 	8 Hours

<p><u>Text Books:</u></p>	<ol style="list-style-type: none"> 1. Brock, Susan L. (2009) <i>Effective Office Management: A Best Practice Guide</i>. Crisp publication edition 2. Arora, S.P. (2009) <i>Modern Office Management</i>. Vikas Publishing House Pvt Limited 	
<p><u>Reference Books:</u></p>	<ol style="list-style-type: none"> 1. Bates, David W. (2001) <i>Office Management: A Productivity and Effectiveness Approach</i>. Business pro collection 2. Bhatia, R.C.(2007) <i>Principles of Office Management</i>. Lotus press, New delhi 3. Locker, Kitty O., and Stephen Kyo Kaczmarek. (2016) <i>Business Communication: Building Critical Skills</i>. McGraw-Hill Education <p>* Latest editions of all the suggested books are recommended.</p>	

Course Code TMUSE240301	Skill Enhancement Course (SEC)-3 Basic Analytical Skills	L-2 T-1 P- C-3
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Operationalizing the inter-related concept of Percentage in Profit, Loss and Discount.	
CO2.	Applying the arithmetical concepts in Ratio and Proportion, Mixture and Allegation and Average.	
CO3.	Employing the techniques of Percentage, Ratios and Average in inter related concepts of Time and Work, Time speed and Distance.	
CO4.	Evaluating the different possibilities of various reasoning-based problems in series, Blood relation, Direction and Coding-Decoding.	
Course Content:		
Quantitative Aptitude (QA)		
Unit-1:	Percentages Basic calculation, Ratio equivalent, Multiplying factor, Percentage change, Increment, Decrement, Successive percentages and word problems Profit Loss Discount Basic definition, formula, concept of mark up, discount, relation with successive change, faulty weights	9 Hours
Unit-2:	Ratio, proportions and variations Concept of ratios, proportions, variations, properties and their applications Mixtures and allegations Mixtures of 2 components, mixtures of 3 components, Replacements Averages Basic Averages, Concept of Distribution, Weighted Average, equations	9 Hours
Unit-3:	Time and Work Same efficiency, different efficiency, alternate work, application in Pipes and Cisterns Time Speed Distance Basic concept of Proportionalities, Average speed, Problems based on Trains, Boat and stream, Races- Linear and circular	10 Hours
Logical Reasoning (LR)		
Unit-4:	Blood Relations Indicating Type, Operator Type (Coded BR), Family Tree Type Direction sense Simple statements, shadow type	4 Hours
Unit-5:	Coding and Decoding Sequential coding, Reverse coding, Abstract coding Number and alphabet series Number series, Alphabet series	4 Hours
Text Books:	1. Agrawal, R.S. (2022) <i>Quantitative Aptitude</i> . S Chand & Sons Pvt. Ltd. New Delhi.	

	<ol style="list-style-type: none"> 2. Sinha, Nishith K. (2023) <i>Logical Reasoning</i>. Disha publications inc 3. Agrawal, R.S. (2018) <i>Verbal and Non-Verbal Reasoning</i>. S Chand & Sons Pvt. Ltd. New Delhi. 	
<p><u>Reference</u> <u>Books:</u></p>	<ol style="list-style-type: none"> 1. Sharma, A. (2003). <i>How to Prepare for Quantitative Aptitude</i>. Tata Mcgraw-Hill 2. Tyra, M. (2018) <i>Quicker Maths</i>. Bsc publishing co. Pvt. Ltd. 3. Sinha, Nishith K (2016). <i>Quantitative Aptitude for CAT</i>. Pearson Education India, <p>* Latest editions of all the suggested books are recommended.</p>	

Course Code TMUSE240401	Skill Enhancement Course (SEC)-4 Advance Analytical Skills	L-2 T-1 P- C-3
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Applying the concepts of modern mathematics Divisibility rule, Remainder Theorem, HCF /LCM in Number System.	
CO2.	Relating the rules of permutation and combination, Fundamental Principle of Counting to find the probability.	
CO3.	Applying calculative and arithmetical concepts of ratio, Average and Percentage to analyze and interpret data.	
CO4.	Employing the concept of higher-level reasoning in Clock and Calendars, Syllogism and Puzzle Problems.	
Course Content:		
Quantitative Aptitude (QA)		
Unit-1:	Number theory Classification of Numbers, Divisibility Rules, HCF and LCM, Factors, Cyclicity (Unit Digit and Last Two digit), Remainder Theorem, Highest Power of a Number in a Factorial, Number of trailing zeroes SI and CI Simple Interest, finding time and rate, Compound Interest, difference between SI and CI, Concept of Installments	8 Hours
Unit-2:	Permutations and combinations Fundamental counting, and or, arrangements of digits, letters, people in row, identical objects, rank, geometrical arrangements, combination: basic, handshakes, committee, selection of any number of objects, identical and distinct, grouping and distribution, de-arrangements Probability Introduction, Probability based on Dice and Coins, Conditional Probability, Bayes Theorem	8 Hours
Data interpretation and Data Sufficiency (DI & DS)		
Unit-3:	Data Interpretation Basics, Bar Chart, Line Chart, Tabular Chart, Pie Chart, DI tables with missing values Introduction of Data Sufficiency, different topics-based DS	8 Hours
Logical Reasoning (LR)		
Unit-4:	Clocks and calendars Introduction, Angle between hands, Gain and loss of Clock, Interchange of hands, Introduction of Calendars, Leap Year, Ordinary Year	8 Hours
Unit-5:	Syllogisms Two statements, three statements Problem Solving Introduction, Puzzle based on 3 variables, Puzzle based on 4 variables	10 Hours
Text Books:	1. Agrawal, R.S. (2022) <i>Quantitative Aptitude</i> . S Chand & Sons Pvt. Ltd. New Delhi.	

	<ol style="list-style-type: none"> 2. Sinha, Nishith K. (2023) <i>Logical Reasoning</i>. Disha publications inc 3. Agrawal, R.S. (2018) <i>Verbal and Non-Verbal Reasoning</i>. S Chand & Sons Pvt. Ltd. New Delhi. 	
<p><u>Reference Books:</u></p>	<ol style="list-style-type: none"> 1. Sharma, A. (2003). <i>How to Prepare for Quantitative Aptitude</i>. Tata Mcgraw-Hill 2. Agrawal, R.S.(2022) <i>Quantitative Aptitude</i>. S Chand 3. Tyra, M. (2018) <i>Quicker Maths</i>. Bsc publishing co. Pvt. Ltd. <p>* Latest editions of all the suggested books are recommended.</p>	