

USHAB220 – SKILL BASED ELECTIVE II: PRACTICAL: COMMUNICATION SKILLS IN ENGLISH

Year: I Sem: II	Course Code: USHAB220	Title of the Course: Communication Skills in English	Course Type: Practical	Course Category: Skill Based Elective	H/W 2	Credits 2	Marks 60
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Objectives

1. To gain knowledge about the concepts of communication.
2. To communicate effectively by drafting letters for business and banking correspondence.
3. To develop English language skills in listening, speaking, reading and writing by having learners engage in a range of communicative tasks and activities.
4. To increase vocabulary through the study of word parts, use of context clues and Practice with a dictionary.
5. To develop public speaking abilities by giving opportunities to speak in class, both informally and formally.

COURSE OUTCOMES (CO)

1. Understand the elements, types, process and barriers in communication.
2. Develop the skill of communicating through drafting various types of letters for business and banking correspondence.
3. Improve the vocabulary for daily usage.
4. Be able to write discharge summary and consent form related to hospitals. Also prepare the students for group discussions and role plays.
5. Develop the skill to make students prepare PowerPoint presentations.

CO	PO					
	1	2	3	4	5	6
CO1	H	M	M	L	L	H
CO2	H	M	M	L	L	H
CO3	H	M	M	L	L	H
CO4	H	M	M	L	L	H
CO5	H	M	M	L	L	H

CO	PSO					
	1	2	3	4	5	6
CO1	H	L	L	L	L	L
CO2	H	M	M	H	M	H
CO3	M	M	L	H	L	H
CO4	M	M	H	H	L	M
CO5	H	M	L	M	H	H

(Low- L, Medium - M, High - H)

Syllabus

Unit I: Introduction to Communication

Definition of Communication – Elements – Types and Media's of communication – Process of communication Barriers in communication (K5)

Unit II: Letter writing skills

Structure of letter – Leave letter – Complaint letter – Letter of Application Enquiry – Sales Letter – Banking Correspondence (K5)

Unit III: Vocabulary and Phrases

Every day words General statements – Past – Present – Future (K5)

Unit IV: Professional Skills

Aptitude Test – Logical and Reasoning – Basic Interview Questions Preparation of Resume Writing discharge summary Consent for admission (K5)

Unit V: Practical Sessions

Group discussions – Role-play – Email – Browsing for assignments Presentation skills Use of Google scholars (K5)

Textbooks

1. P. D. Chaturvedi and MukeshChaturvedi, Communication Skills, Pearson Education, 1st Edition, 2012.
2. B. S. Verma and R. T. S. Pundir, Professional Communication, Vayu Education of India, 1st Edition, 2011.

Reference Books

1. B. S. Sijwali and InduSijwali, You & the Interview Board, Arihant Publications 1st Edition, 2009
2. Hari Mohan Prasad and Rajnish Mohan, How to prepare for Group discussion & Interview, Tata Macgraw Hill Education Private Limited, 1st Edition 2012.

UCHAG20 - ACCOUNTING FOR HOSPITAL ADMINISTRATORS - I

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/W	Credits	Marks
II Sem: III	UCHAG20	Accounting for Hospital Administrators I	Theory	Core	6	4	100

Objectives

1. To understand the accounting concepts, principles and framework to analyse and effectively communicate information to a variety of stakeholders.
2. To develop the ability to use the fundamental accounting equation to analyze the effect of business transactions on an organization's accounting records and financial statements.
3. To apply the dual entry recording framework to a series of transactions that results in a balance sheet.
4. To develop the skill of recording financial transactions and preparation of reports in accordance with GAAP.
5. To equip with the knowledge of accounting process and preparation of final

accounts of sole trader.

6. To equip with the knowledge of accounting process and preparation of final accounts of sole trader.

COURSE OUTCOMES (CO)

1. Acquire conceptual knowledge of basics of accounting and understand the accounting concepts, principles and conventions.

2. Understand and apply the rule of accounting equation and the dual entry recording framework to a series of transactions that results in a balance sheet.

3. Apply the golden rules of accounting and able to record journal entries and prepare ledger accounts using double entry book keeping.

4. Be able to prepare various subsidiary books like sales book, purchases book, purchase returns book, sales returns book, bills receivable book, bills payable book and cash book.

5. Understand the purpose of balance sheet, prepare financial statements in accordance with appropriate standards and report the results of a firm.

CO	PO					
	1	2	3	4	5	6
CO1	H	H	M	L	L	H
CO2	H	H	M	L	L	H
CO3	H	H	M	L	L	H
CO4	H	H	M	L	L	H
CO5	H	H	M	L	L	H

CO	PSO					
	1	2	3	4	5	6
CO1	H	M	M	M	M	M
CO2	H	M	M	M	H	M
CO3	H	M	M	H	H	M
CO4	H	M	H	H	H	M
CO5	H	M	H	H	H	H

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Introduction to Concepts

Definition of Accounting – Financial Accounting (K1, K2)

Functions of Financial Accounting (K1, K2)

Limitations (K1, K2)

Meaning of Accounting Principles (K1, K2, K3)

Accounting Concepts (K1, K2, K3)

Conventions – Features (K1, K2)

Unit II: Double Entry System

System of Book keeping (K1, K2)
Single Entry System – Double Entry System (K1, K2, K3)
Meaning of Debit and Credit – Advantages of Double Entry System (K1, K2, K3)
Distinction between Double Entry and Single Entry (K1, K2, K3)
Accounting Equation – Rules for Accounting Equation (K1, K2, K3, K4)
Uses of Computer in Accounting (K1, K2)

Unit III: Journal and Ledger

Accounting Cycle – Introduction (K1, K2)
Journal and Journalizing (K1, K2, K3, K4)
Classification of Accounts (K1, K2)
Ledger – Meaning of Ledger (K1, K2)
Method of preparing an Account – Posting in the Ledger – Balancing of Ledger (K1, K2, K3, K4)
Distinction between Journal and Ledger (K1, K2)

Unit IV: Books of Accounts

Subsidiary Books – Preparation of different Subsidiary Books (K1, K2)
Sales Book – Sales Returns Book (K1, K2, K3, K4)
Purchase Book – Purchase Return Book (K1, K2, K3, K4)
Cash Book – Types- Petty Cash Book (K1, K2, K3, K4)
Bill Receivable Book – Bills Payable Book (K1, K2, K3, K4)
General Journal or Journal Proper (K1, K2)

Unit V: Final Accounts

Trial Balance – Meaning (K1, K2)
Definition – Objectives (K1, K2)
Preparation of Manufacturing Account (K1, K2, K3)
Final Accounts – Trading Account (K1, K2, K3)
Profit and Loss Account (K1, K2, K3)
Balance Sheet with adjustments (Simple problems) (K1, K2, K3, K4)

Textbooks

1. Jain S.P. and Narang K.L., Advanced Accounting, Kalyani Publishers, New Delhi, 2005.
2. S.N.Maheswari and Sharad K Maheswari, Principles of Financial Accounting, Vikas Publishing House Pvt Ltd, 2013.

Reference Books

1. Reddy T.S. and Murthy A Financial Accounting Margham Publications, Chennai, 2007.
2. Nagarajan K.L., Vinayagam N. and Mani P.L., Principles of Accountancy, Eurasia Publishing House, New Delhi, 2006.
3. Grewal T.S, Double Entry Book, S. Chand and Co, New Delhi, 2005.

UCHAJ20 - INTRODUCTION TO RESEARCH METHODOLOGY

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Year:	Course	Title of the	Course	Course	H/	Credits	Marks
II	Code:	Course:	Type:	Category:	W		
Sem:	UCHAJ20	Introduction	Theory	Core	5	4	100
IV		to Research Methodology					

Objectives

1. To understand and apply research approaches techniques and strategies in the appropriate manner for managerial decision making.
2. To apply a range of quantitative and / or qualitative research techniques to business and management problems / issues.
3. To demonstrate knowledge and understand data analysis and interpretation in relation to the research process.
4. To illustrate various types of data and methods for collecting data.
5. To utilize statistical tools to analyze aspects of research and to draft research report.

COURSE OUTCOMES (CO)

1. **Understand the various types of research and apply it in real life study.**
2. Distinguish the types of research design, understand the concept of Hypothesis and formulate the same.
3. Comprehend the various types of sampling techniques, scaling techniques and measurements.
4. Distinguish various types of data collection methods and enable the students to draft questionnaire incorporating the scaling techniques.
5. Enable the students to analyze data using statistical packages and to follow a systematic process to write a research report.

CO	PO					
	1	2	3	4	5	6
CO1	H	L	H	L	M	L
CO2	H	L	H	L	H	L
CO3	H	M	H	L	H	M
CO4	H	L	H	M	H	L
CO5	H	L	H	M	H	L

CO	PSO					
	1	2	3	4	5	6
CO1	H	M	H	M	H	M
CO2	H	M	H	M	H	M
CO3	H	M	H	M	M	M
CO4	H	M	H	M	M	M
CO5	H	M	H	M	H	M

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Introduction

- Definition of research – meaning – objectives (K1, K2)
- Types of research (K1, K2, K3, K4)
- Research process (K1, K2, K3)
- Qualities of a researcher (K1, K2)
- Criteria of good research (K1, K2, K3, K4)
- Problems encountered in research (K1, K2, K3)

Unit II: Research Design

- Defining research problem (K1, K2)
- Research design- Features of good research design (K1, K2, K3)
- Types of research design – factors affecting research design (K1, K2, K3)
- Hypothesis- Meaning – Definition – Need for hypothesis (K1, K2, K3, K4)
- Formulation of hypothesis – Types of hypothesis (K1, K2, K3, K4)
- Test of hypothesis – Type I and Type II error (K1, K2, K3, K4)

Unit III: Sampling and Scaling

- Sampling techniques (K1, K2, K3)
- Types of sampling (K1, K2, K3, K4)

- Merits and demerits of Probability Sampling (K1, K2, K3)
- Merits and demerits of Non Probability Sampling (K1, K2, K3)
- Scaling – Types (K1, K2, K3, K4)
- Measurements – Classification (K1, K2, K3)

Unit IV: Data Collection

Collection of primary and secondary data (K1, K2, K3)
Interview techniques (K1, K2, K3)

Survey and interview method – merits and demerits (K1, K2, K3)
 Questionnaire – pre requisites of using questionnaire (K1, K2, K3, K4)
 Structured and Unstructured questionnaire (K1, K2, K3.K4)
 Types of secondary data (K1, K2, K3)

Unit V: Data analysis and Report writing

Steps in report writing (K1, K2, K3.K4)
 Introduction to Statistical Packages (K1, K2, K3)
 Descriptive: Percentage Analysis – Charts (K1, K2, K3.K4)
 Inferential Analysis: Mean- Median- Mode (K1, K2, K3.K4)
 Range- Variance- Standard Deviation (K1, K2, K3.K4)
 Correlation – Regression- Chi-square – ANOVA (Only Theory) (K1, K2, K3)

Textbooks

1. C.R. Kothari, Research Methodology Methods and Techniques, New Age International Publishers, 4th Edition, 2019.
2. P. Ravilochanan, Research Methodology, Margham Publication, First Edition 2012.

Reference books

1. B.N. Ghosh, Scientific Methods and Social Research, Sterling Publishers Pvt. Ltd., Delhi, 4th Edition 2015.
2. Dipak Kumar Bhattacharyya, Research Methodology, Excel Books, 2nd Edition, 2006.
3. Ajai Gaur, Statistical Methods for practice and Research, 1st Edition, 2006.

UCHAK20 - ACCOUNTING FOR HOSPITAL ADMINISTRATORS – II

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/ W	Credits	Marks
II Sem: IV	UCHAK20	Accounting for Hospital Administrators II	Theory	Core	6	4	100

Objectives

1. To understand the evolution and role of cost and management accounting in business and its application in decision making.
2. To compute core financial ratios that communicates essential information.
3. To familiarize the concepts of cost accounting and material control with pricing methods.
4. To present and analyze variety of managerial decisions by preparing cash and funds flow statement.
5. To apply and analyze various tools and techniques of management accounting and determine optimal managerial decision.

COURSE OUTCOMES (CO)

1. Gain knowledge in basic concepts, tools and techniques of management accounting.
2. Be able to analyze the annual reports of an organisation and interpret the required financial information by calculating various ratios.
3. Classify the costs to better understand the business expenses and prepare cost sheet by breaking cost based on its types.

4. Prepare funds flow statement, cash flow statement and evaluate the fund movements and cash position of an organization.
5. Apply the cost, volume and profit concepts, prepare various budgets like cash budget, production budget, sales budget that aids in decision making.

CO	PO					
	1	2	3	4	5	6
CO1	H	L	H	L	H	M
CO2	M	L	H	L	H	M
CO3	H	L	H	L	H	H
CO4	H	M	H	L	H	H
CO5	H	M	H	L	H	H

CO	PSO					
	1	2	3	4	5	6
CO1	H	M	M	M	H	M
CO2	H	M	M	M	H	M
CO3	H	M	M	M	H	M
CO4	H	M	M	M	H	M
CO5	H	M	M	M	H	M

(Low - L, Medium - M, High - H)

Syllabus

Unit I: Introduction

- Introduction to Management Accounting – Meaning - Characteristics (K1, K2, K3)
- Principles – Scope – Objectives/Functions/Role (K1, K2, K3)
- Advantages – Limitations of Management (K1, K2, K3)
- Tools and Techniques of Management Accounting (K1, K2, K3)
- Introduction to Cost Accounting - Functions - Limitations (K1, K2, K3)
- Need for Cost Accounting - Difference between Cost & Management Accounting (K1, K2, K3)

Unit II: Ratio Analysis

- Ratio Analysis Calculation of various ratios (K1, K2, K3)
- Profitability ratios (K1, K2, K3, K4)
- Liquidity ratios (K1, K2, K3, K4)
- Solvency ratios (K1, K2, K3, K4)
- Turnover ratios (K1, K2, K3, K4)
- Capital Structure ratios (K1, K2, K3, K4)

Unit III: Funds Flow and Cash Flow

- Funds Flow Analysis – Working Capital (K1, K2, K3, K4)
- Current Assets – Current Liabilities (K1, K2, K3, K4)
- Preparation of Funds Flow Statement (Simple problems with sale of Fixed Assets)

under Indirect Method) (K1, K2, K3, K4)
 Cash Flow Analysis – Meaning – Importance (K1, K2, K3, K4)
 Difference between Funds Flow and Cash Flow (K1, K2, K3, K4)
 Preparation of Cash Flow Statement (Simple problems with sale of Fixed Assets under Indirect Method) (K1, K2, K3, K4)

Unit IV: Cost Accounting

Classification of costs – Methods of Costing (K1, K2, K3)
 Elements of Cost sheet (K1, K2, K3, K4)
 Pricing of Materials – Methods of pricing (K1, K2, K3)
 FIFO (K1, K2, K3, K4)
 LIFO (K1, K2, K3, K4)
 Process Costing (K1, K2, K3, K4)

Unit V: Marginal Costing & Budgetary Control

Marginal Costing – Meaning – Introduction to all concepts (K1, K2, K3)
 Cost Volume Profit Analysis excluding managerial decision making (K1, K2, K3, K4)
 Budget and Budgetary Control – Meaning – Explanation – Advantages – Disadvantages (K1, K2, K3)
 Types of Budgets – Cash Budget (K1, K2, K3, K4)
 Flexible Budget (K1, K2, K3, K4)
 Production Budget (K1, K2, K3, K4)
 Sales Budget (K1, K2, K3, K4) **Note:**

80% Problems and 20%

Theory Textbooks

1. Khan and Jain, Management Accounting, Tata McGraw Hill, New Delhi, 2007.
2. R.S.N.Pillai and Bagavathi, Management Accounting, S. Chand and Co., New Delhi, 2010.

Reference Books

1. Prasanna Chandra, Fundamentals of Financial Management, Tata McGraw Hill, New Delhi, 2007.
2. Sahaf M.A, Management Accounting, Vikas Publishing House, New Delhi, 2006.
3. Subir Kumar Banarjee, Financial Management, S.Chand & Co., New Delhi, 2006.

UCHAP20 - PROJECT

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/W	Credits	Marks
III Sem: V	UCHAP20	Project	Practical/ Theory	Core	2	4	100

Objectives

1. To discover potential research areas in the field of management and hospital administration.
2. To enable students to understand the challenges in the work environment.
3. To develop better insight in the existing literature.
4. To enable students to use analytical techniques and provide suitable solutions for the problems.
5. To improve the decision making skills of the students.

COURSE OUTCOMES (CO)

1. Identify the existing problem in the work environment.
2. Devise a suitable plan for solving the problem.
3. Understand and interrelate fundamental aspects based on the available literatures.
4. Analyse and interpret data for decision making.
5. Document and provide feasible solutions which will promote the organisation growth and the student's career growth.

CO	PO					
	1	2	3	4	5	6
CO1	H	M	M	H	H	M
CO2	H	M	H	H	H	M
CO3	H	M	M	M	H	H
CO4	H	M	H	M	H	M
CO5	H	M	H	H	H	M

CO	PSO					
	1	2	3	4	5	6
CO1	H	H	M	M	H	H
CO2	H	H	M	M	H	H
CO3	M	M	M	M	H	H
CO4	H	M	M	H	H	H
CO5	H	M	M	M	H	H

(Low - L, Medium - M, High - H)

Syllabus

Each student shall belong to a team of 5 and are required to prepare the report on the basis of investigation carried out in a particular problem area identified by them in a hospital. The report should demonstrate the capability of the students for some creative potential and original approach to solve the practical problems in day today activities in a hospital.

The report should include surveys, interpretation, planning and design of improved integrated management systems in a hospital, presented in a comprehensive manner and viva voce examination will be conducted on the basis of the report.

Evaluation Pattern

- The mode of evaluating the project will consist of two parts. One on the basis of report writing and the other will be through Viva Voce Examination
- The valuation of the report writing and Viva Voce Examination will be done by the internal and external examiner.
- 60 marks will be awarded for report writing and 20 marks for overall review and 20 marks for oral examination.
- Project will be for a period of 1 month which will be during the II year in the month of May.
- Each team should find a reputed hospital to carry out her investigation with the approval of the department.
- After completing the Project, the students should get an Attendance Certificate from the hospital.

The following are the components for report writing

Content	40 Marks
Methodology	10 Marks
Layout	10 Marks
Overall Performance Review	20 Marks (CA – 80 Marks)
Viva Voce	(Semester 20 Marks)
Oral Presentation	10 Marks
Question and Answer	10 Marks

UCHAR20 - INTERNSHIP (2 MONTHS)

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/W	Credits	Marks
III Sem: VI	UCHAR20	Internship	Practical	Core	-	8	100

Objectives

1. To explore alternatives prior to graduation.
2. To integrate theory and practice.
3. To assess the interests and abilities in the field of management and hospital

administration.

4. To develop work habits and attitudes necessary for work environment.

5. To build a record of work experience.

COURSE OUTCOMES (CO)

1. Identify work and its function in the economy

2. **Develop communication, interpersonal and other critical skills for employability.**

3. Realize the importance of professionalism in the workplace.

4. Gain ethical experience in organizational culture.

5. Ability to identify the diverse needs and global issues for sustainable growth.

CO	PO					
	1	2	3	4	5	6
CO1	L	H	M	L	H	M
CO2	L	H	M	L	H	M
CO3	L	H	M	L	H	M
CO4	L	H	M	L	H	M
CO5	L	H	M	L	H	M

CO	PSO					
	1	2	3	4	5	6
CO1	H	M	M	M	H	H
CO2	H	M	M	M	H	H
CO3	H	M	M	M	H	H
CO4	H	M	M	H	H	H
CO5	H	M	H	M	H	H

(Low - L, Medium - M, High - H)

Syllabus

Each student shall be required to prepare the report on the basis of training undergone by her in a hospital. The report should demonstrate the capability of the students in studying the hospital and its services and activities in totality.

Evaluation Pattern

- Each student should undergo the training separately.
- The mode of evaluating the student will consist of two parts. One on the basis of report writing and the other will be through Viva Voce.
- The valuation of the report writing will be by the internal examiner while for the oral examination an external examiner will be called for.
- 60 marks will be awarded for report writing and 20 marks for overall review and 20 marks for oral examination.
- Training will be for a period of 3 months which will be during the last semester of the course.
- Each student should find a reputed hospital to carry out her investigation with the approval of the department.
- After completing her training, the student should get an Attendance Certificate from the hospital.

The following are the components for report writing

Content	50 Marks
Layout	10 Marks
Overall Performance Review	CA – 60 Marks
Viva Voce	Semester 40 Marks
Oral Presentation	20 Marks
Question and Answer	20 Marks

UGHAB620 - NON MAJOR ELECTIVE II: PRACTICALS: ADVANCED EXCEL

Year:	Course Code:	Title of the Course:	Course Type:	Course Category:	H/W	Credits	Marks
III Sem: VI	UGHAB620	Advanced Excel	Practical	Non Major Elective	3	2	100

Objectives

1. To introduce the students to the basic of Microsoft Excel.
2. To acquaint students with spreadsheet concept, functions, formula; graphing tools and tables.
3. To enable the students to use a spreadsheet to track data and automatically see sums averages and totals.
4. To enable the students to explore and acquire skills in respect of most sophisticated computerized data analysis and documentation procedures and practices so as to help

them serve better in an organization.

5. To enable the students ready with required skill for employability in the job market.

COURSE OUTCOMES (CO)

1. Gain knowledge in basics and advanced Microsoft Excel.
2. Be trained in creating worksheet, enter data set and can perform all arithmetic operations using formulas.
3. Prepare and can calculate the pay roll of employees in an organization.
4. Understand how to create and extract pivot table from the data set.
5. Analyze the data sets using various graphic tools and functions.

CO	PO					
	1	2	3	4	5	6
CO1	H	H	M	L	L	M
CO2	H	H	M	L	L	M
CO3	H	H	M	L	L	M
CO4	H	H	M	L	L	M
CO5	M	H	M	L	L	M

CO	PSO					
	1	2	3	4	5	6
CO1	H	L	M	H	M	L
CO2	H	L	M	H	M	L
CO3	H	L	M	H	H	L
CO4	H	L	M	H	H	L
CO5	H	L	M	H	H	L

(Low-L, Medium – M, High - H)

Syllabus

Unit I: Introduction to Microsoft Excel

Entering and Revising Data - Moving Data within a Workbook - Finding and Replacing Data - Correcting and Expanding Upon Worksheet Data - Defining a Table
 - Naming Groups of Data - Creating Formulas to Calculate Values - Finding and Correcting Errors in Calculations (K5)

Unit II : Formatting and Filters

Formatting Cells- Defining Styles - Applying Workbook Themes and

Table Styles -Adding Images to Worksheets - Limiting Data That Appears on Your Screen - Manipulating List Data - Defining Valid Sets of Values for Ranges of Cells (K5) **Unit III: Creating Dynamic Lists by Using PivotTables**

Sorting Data Lists-- Looking Up Information in a Data List - Analyzing Data Dynamically by Using Pivot Tables - Filtering, Showing, and Hiding PivotTable Data Editing PivotTables - Formatting PivotTables -Creating PivotTables from External Data (K5)

Unit IV: Analyzing Alternative Data Sets

Defining an Alternative Data Set -Defining Multiple Alternative Data Sets - Varying Your Data to Get a Desired Result by Using Goal Seek - Finding Optimal Solutionsby Using Solver - Analyzing Data by Using Descriptive Statistics - Consolidating Multiple Sets of Data into a Single Workbook - Grouping Multiple Sets of Data (K5) **Unit V: Creating Charts and Graphics 235**

Creating Chart - Customizing the Appearance of Charts - Finding Trends in Your Data - Adding Graphics to Spreadsheet - Creating Dynamic Charts by Using Pivot Charts - Creating Diagrams by Using Smart Art (K5)

Text Books

1. Curtis D. Frye, Step by Step Microsoft Excel 2007, Microsoft Press, 2012.
2. John Walkenbach, Microsoft Excel 2016 Bible, John Wiley & Sons, 2015.

Reference books

1. Paul McFedries, Excel 2016 Formulas and Functions, Pearson Publications, 2016.
2. www.coursera.org

Practical List

1. Create a Worksheet with entering 10 Patient's data of a hospital with necessary formatting and sorting.
2. Create a worksheet and perform various arithmetic operations.
3. Find out total hours worked in a week by the employees in a company using arithmetic operator and fill the details using auto fill operation.
4. Calculate the total salary of all sales representative after adding the commission of 2% for each sale.
5. Create a mark list for 5 students in five subjects, and calculate the total average, minimum and maximum mark in each subject and results as pass or fail. Insert chart for input values
6. Create a sales and profit report for the first quarter and calculate the 10% Bonus, which is 10% of the Profit. .
7. Create a Pivot table and extract the medicine imported from a data set in a year by a company and insert pivot chart
8. Create an eligibility list for the second round of interview among the candidates those who scored above 60% marks in their first round.