

**RAJARSHI SHAHU MAHAVIDYALAYA (AUTONOMOUS),LATUR**



**Revised Syllabus for the B. A.II Year  
(Academic Year-2020-21)**

**(Semester - III & IV)**

**Programme: - B.A.**

**Subject: Economics**

**CBCS Pattern**

**(Revised Syllabus with effect from June 2019)**

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**(Autonomous)**  
**Choice based Credit System (CBCS) Course Structure (New Syllabus)**  
**Faculty of Social Science**  
**Department of Economics**  
**B. A. Second Year Syllabus (with effect from 2020-2021)**

Semester	Core Course	Course Code	Paper No.	Name of Paper	Lectures in Week	Total No. of Lectures	Internal Marks	ESE	Total Marks	Credits
III - Sem	CCECO-V	U-Eco-327	V	Macro Economics	4	50	30	45	75	3
	CCECO-VI	U-Eco-328	VI	Economic Growth and Development <b>OR</b> Statistical Methods	4	50	30	45	75	3
	SEC ECO- I		I	Data collection and Analysis (SEC-I)	2	30	20	30	50	2
				<b>Total</b>	<b>12</b>	<b>150</b>	<b>90</b>	<b>135</b>	<b>225</b>	<b>9</b>
IV-Sem	CCECO-VII	U-Eco-427	VII	Macro Economics	4	50	30	45	75	3
	CCECO-VIII	U-Eco-428	VIII	Economic Growth and Development <b>OR</b> Statistical Methods	4	50	30	45	75	3
	SEC ECO-II		II	Communication and Presentation (SEC-II)	2	30	20	30	50	2
				<b>Total</b>	<b>12</b>	<b>150</b>	<b>90</b>	<b>135</b>	<b>225</b>	<b>9</b>
				<b>Total Sem - III &amp; IV</b>	<b>24</b>	<b>300</b>	<b>180</b>	<b>270</b>	<b>450</b>	<b>18</b>

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**  
**B.A. S.Y. (Sem. III)**  
**Subject: Macro Economics – V**  
**(Core Course – V)**

**No. of Periods per Week: 04**  
**Course Code: U-ECO-327**

**Total Period: 50**

**Marks: 75**  
**Credits: 03**

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**Learning Objectives:**

After studying this course student will in a position to understand –

- Macro economics policies have an impact on our day to day life.
- The course will enable the students differentiate between micro and macro economics understand concepts from macro economics theories of employment – output, interest rate, and trade cycle.
- The course will also provide knowledge about demand for and supply of money and value of money national income.
- Macro economics course will provide a basic theoretical knowledge in the field of macro-economics.

**Course Outcomes:**

- The course will help the students to learn about the concept of macro economics national income such as-GNP, NNP, GDP, NDP, PCI, and Disposable Income.
  - It may also provide the information to the student's theory's of output and employment, APC, MPC, Consumption function.
  - Evolution and functions of money.
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**Unit – 1                      Nature and scope of macro economics:-                      (Period: 12)**

Meaning, nature, scope and importance of macro economics, Limitation of macro Economics, difference between micro and macro economics, Interdependence of micro and macro economic theory.

**Unit – 2                      National Income:-                      (Period: 12)**

Meaning and concepts – GNP, NNP, GDP, NDP, PCI Disposable Income, Methods of national income accounting and its problems,

**Unit – 3                      Theories of output and employment:-                      (Period: 15)**

Say's Law of market, classical theory of employment, Keynes objection to the Classical theory. Aggregate Demand and Supply functions, Principal of effective Demand. Consumption function – Average propensity to consume, Marginal propensity to consume, Average propensity to saving, Marginal propensity to saving,

**Unit – 4                      Evolution and function of money:-                      (Period: 12)**

The origin of money, barter system and its defects, Definition of money, Types of money, Money multiplier, High power money, functions of money.

## **Basic Reading List:**

- Ackley, G (1976), Macro Economics: Theory and Policy, Macmillan Publishing Company, New York.
- Day, A.C.L. (1960), Outline of Monetary Economics, Oxford University Press Oxford.
- Gupta, S.B. (1994) Monetary Economics, S.Chand and Co.Delhi.
- Heijdra, B.J. and F.V. Ploeg (2001), Foundations of modern macro economics, Oxford University Press, Oxford.
- Lewis, M.K. and P.D. Mizan (2002), Monetary Economics, Oxford University Press, New Delhi.
- Shapiro, E. (1996), Macro economics Analysis, Galgotia Publications, New Delhi.
- Ahuja H.L. (2002), Macro Economics, Theory and Policy; S.Chand and Co.Ltd., New Delhi.
- Dillard, D. (1960), The Economics of John Maynard Keynes; Cross by lock wood and sons, London.
- Hanson, A.H. (1953), A Guide to Keynes, McGraw Hill, New York.

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**  
**B.A. S.Y. (Sem. III)**  
**Subject: Economic Growth and Development –VI**  
**(Opt. – VI)**

**No. of Periods Per Week: 04**  
**Course Code: U-ECO-328-E**

**Total Period: 50**

**Marks: 75**  
**Credits: 03**

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**Learning Objectives:**

After studying this course student will in a position to understand –

- The Course will provide knowledge of different concepts in development economics for the students.
- It will enable the students to understand various theories of development, sectoral and international aspect of development
- . Also, it will of make familiar the students various plan models used in Indian planning.

**Course Outcomes:**

- The students understand different concepts in development economics, the student to also understand various theories of development national and International level.
  - The student to analyzing what type of different in growth and Development plan models used in Indian planning.
  - This course is beneficial to the society to clarify the role of Economic Development in society.
  - This course also provides knowledge of sectoral and international aspect of development and how to solve the economic problems through Economic Development and planning.
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**Unit - 1 Economic Growth and Development:-**

**(Period : 12)**

Meaning, Difference between growth and development, Indicators of economic development – PCI, HDI, Per capita Consumption expenditure, Food security, Economic Development, Technological Development, Social Development, Features of an underdeveloped Economy, obstacles in economic development, Measurement of Economic Growth, International Countries- Classification of Country wise on the basis of Development.

**Unit – 2 Theories of economic development I:-**

**(Period : 12)**

Adam Smith's theory of development, Recardian theory of development, Malthus theory of development, Karl Marx's theory of development. A.K. Model.

**Unit - 3 Theories of economic development II:-**

**(Period : 12)**

Rostows stages of economic growth, Lewis's theory of unlimited supply of labor, Balanced and unbalanced growth approach, The Big Push Theory, Schumpeter Theory

**Unit – 4 Domestic Measures for Economic Development:-****(Period : 15)**

Capital formation and Economic Development – Meaning, Importance, Reasons for low rate of capital formation, Sources of capital formation, disguised unemployment as a source of capital formation – meaning and problem, Human Development Index compare to developed countries, Gender Budget.

**BASIC READING:**

- Adelman (1981), Theory of Eco Growth and development
- Beharman S and T.N. Shrinivasan (1995)
- Ghataks (1986), An Introduction to development Economics Allen & Unwin London.
- Thiriwal A.P. (1999), 6th edition, Growth and Development Macmillian London.
- Myint Hia (1971), Economic Theory & under developed countries Oxford University.
- Higgins B. (1959), Economic Development.
- Ehrlich, P. Ehrlich A. and Holden J. (1997), Economics Population, Resources, Envirment W.H. Freeman, San Francisco.
- Hemple, Lamont C. (1998), Environmental Economics: The Global Challenge first east west Press Edinburgh.
- Zingn M.L. Economics Development and Plaining.

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**  
**B.A. S.Y. (Sem. III)**  
**Subject: Statistical Methods -VI**  
**(Opt. – VI)**

**No. of Periods per Week: 04**

**Total Period: 50**

**Marks: 75**

**Course Code: U-ECO-328-S**

**Credits: 03**

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**Learning Objectives:**

After studying this course student will in a position to understand –

- This course is offered to students to provide knowledge in the area of statistics.
- It is meant provide knowledge of various concepts of statistics With the course.
- The students are made familiar with various tools in statistics like mean, median, mode, measures of dispersion.
- Measures of Dispersion: Types of Dispersion – Range, Quartile Deviation, Mean Deviation and, Standard Deviation and its co-efficient.

**Course Outcomes:**

- The course will help the students to learn about the concepts of stastical methods.
  - It may also provide the information to the students about the concept of central tendency such as- Mean, Median, Mode, Quartiles, Deciles and Percentile.
  - It may provide the information about Types of Dispersion – Range, Quartile Deviation, Mean Deviation and, Standard Deviation and its co-efficient
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**Unit - 1 Introduction:**

**(Period: 12)**

Meaning, Definition of Statistics, Importance and Scope of Statistics, Limitations of Statistics, function of statistics.

**Unit - 2 Collections of Data:**

**(Period: 15)**

Introduction, Objectives and Scope of Enquiry, Methods of Collection of Data: Primary Data – Methods of collecting of primary data, sources of secondary data.

**Unit - 3 Measures of Central Tendency:**

**(Period: 12)**

Types of central tendency -Mean, Median, Mode, Quartiles, Deciles, percentile.

**Unit- 4 Measures of Dispersion:**

**(Period: 12)**

Types of Dispersion – Range, Quartile Deviation, Mean Deviation and, Standard Deviation and its co-efficient.

## BASIC READING List :

- Allen, R.G.D. (1974), Mathematical Analysis for Economists, Macmillan Press, London.
- Croxson, F.E. Cowden D.J. and Kleins (1973), Applied general statistics, prentice Hall, New Delhi.
- Gupta, S.C. and Kapoor V.K. (1993), Fundamentals and applied statistics, S.Chand & Sons; New Delhi.
- Speigal, M.R. (1992), Theory and problems of statistics, McGraw Hill Book, London.
- M.C. Sukla, S.S. Gulshan, Statistics, S.Chand & Company Ltd., New Delhi.
- Gupta S.C. Statistical Methods
- Gupta S.P. Statistical Methods
- Kishor, N. (2005), 'Öæ»Ö³ÖæÿÖ ÆÖÖÓ×ÖÖúß, ×¾ÖªÖ- ÖÏÖúÖ;Ö-Ö, -ÖÖÖÖ- Öæ, ü
- Kishor, N. (2016), ÆÖÖÓµÖÖÿ'ÖÖú ÖÖÓ;Öê ¾Ö ÆÖÖ;ÖÖê-Ö-Ö Ö-ÖüÿÖß, ×¾ÖªÖ²ÖãÆÖÖ ÖÖ²»Ö;ÖÖÖÖ, †Öî, ÖüÖÖ²ÖÖæ



**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**  
**(With effect from 2020-21)**

**B.A. S.Y. (Sem. III)**

**Subject: - SKILL ENHANCEMENT COURSE-I**

**DATA COLLECTION & ANALYSIS-(SEC-I)**

**No. of Periods Per Week : 04      Period: 30**

**Marks : 50**

**Course Code : U-ECO-329-SEC**

**Credits : 02**

**Learning Objectives:**

After studying this course student will in a position to understand –

- Meaning & Types of data: Nominal, Ordinal, Ratio, Scale, Sources of Data Collection:
- Primary Source and Secondary Source, Classification: Meaning, Objectives of Classification, Types of Classification, Formation of Simple distribution, discrete frequency distribution.
- Continuous frequency distribution Difference between Diagrams and Graphs, Rules of Constructing Diagrams and graphs, Types of Diagrams, Graphic Presentation of Data.

**Course Outcomes:**

- The course will help the students to learn about the concept of data & its methods, Classification and tabulation of data.
- Diagram and graphic presentation of data.

**Unit - 1 Introduction to Data:**

**(Period: 10)**

Data: Meaning, Types of data: Sources of Data Collection: Primary and Secondary Source, Methods of Collection of Data: Methods of collecting of primary data, Method of collecting secondary data.

**Unit - 2 Classification and Tabulation of data:**

**(Period: 10)**

Classification: Meaning, Objectives of Classification, Types of Classification, Formation of Simple distribution, discrete frequency distribution and Continuous frequency distribution. Difference between tabulation and Classification, Parts of Table, General rules of tabulation, Types of Table

**Unit - 3 Diagrammatic and Graphic Presentations:**

**(Period: 10)**

Difference between Diagrams and Graphs, Rules of Constructing Diagrams and graphs, Types of Diagrams: One Dimensional Diagrams, Two Dimensional Diagrams and Three Dimensional Diagrams, Graphic Presentation of Data, Histograms, Frequency Polygon, Smoothed Frequency Curve, Cumulative frequency curve/Ogives.

**BASIC READING List:**

- Allen, R.G.D. (1974), Mathematical Analysis for Economists, Macmilian Press, London.
- Croxfon, F.E. Cowden D.J. and Kleins (1973), Applied general statistics, prentice Hall, New Delhi.
- Gupta, S.C. and Kapoor V.K. (1993), Fundamentals and applied statistics, S.Chand & Sons; New Delhi.
- Speigal, M.R. (1992), Theory and problems of statistics, McGraw Hill Book, London.
- M.C. Sukla, S.S. Gulshan, Statistics, S.Chand & Company Ltd., New Delhi.
- Gupta S.C. Statistical Methods
- Gupta S.P. Statistical Methods

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**  
**B.A. S.Y. (Sem. IV)**

**Subject: Macro Economics-VII**  
**(Core Course – VII)**

**No. of Periods per Week: 04**  
**Course Code: U-ECO- 427**

**Total Period: 50**

**Marks: 75**  
**Credits: 03**

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**Learning Objectives:**

After studying this course student will in a position to understand –

- Macro economics policies have an impact on our day to day life.
- The course will enable the students differentiate between micro and macro economics understand concepts from macro economics theories of employment – output, interest rate, and trade cycle.
- The course will also provide knowledge about demand for and supply of money and value of money national income.
- Macro economics course will provide basic theoretical knowledge in the field of macro-economics.

**Course Outcomes:**

- The course will help the students to learn about the concept of macro economics value of money- various approach.
  - It may also provide the information to the students to concepts of supply of money and demand for many.
  - Types of money, classical and modern theory of interest, Trade cycle's Theory. Such as- How trey, Hayke, Keynes views on trade cycle.
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<b>Unit - 1</b>	<b>Theory's of Money: -</b> Fisher's transaction approach, Cash balance approach, comparison between Transaction and Cash balance approach, Keynesian approach.	<b>(Period: 12)</b>
<b>Unit – 2</b>	<b>Supply and Demand for Money: -</b> Concepts of money supply (M1, M2, M3 &M4), Determinates of money supply, Fishers and Keynesian approaches demand for money.	<b>(Period: 12)</b>
<b>Unit – 3</b>	<b>Rate of Interest: -</b> Classical, Neo-Classical and Keynesian theories of interest.	<b>(Period: 12)</b>
<b>Unit – 4</b>	<b>Trade cycles: -</b> Meaning, Nature, characteristics and Phases of trade cycle. Haw trey's monetary theory, Hayek's Overinvestment theory, Keynes's view on trade cycle, the concept of accelerator, Hick's multiplier- accelerator interaction model, Control of trade cycle.	<b>(Period: 15)</b>

### ***Basic Reading List:***

- Ackley, G (1976), Macro Economics: Theory and Policy, Macmillan Publishing Company, New York.
- Day, A.C.L. (1960), Outline of Monetary Economics, Oxford University Press Oxford.
- Gupta, S.B. (1994) Monetary Economics, S.Chand and Co.Delhi.
- Heijdra, B.J. and F.V. Ploeg (2001), Frundations of modern macro economics, Oxford University Press, Oxford.
- Lewis, M.K. and P.D. Mizan (2002), Monetary Economics, Oxford University Press, New Delhi.
- Shapiro, E. (1996), Macro economics Analysis, Galgotia Publcatons, New Delhi.
- Anuja H.L. (2002), Macro Economics, Theory and Policy; S.Chand and Co.Ltd., New Delhi.
- Dillard, D. (1960), The Economics of John Maynard Keynes; Cross by lock wood and sons, London.
- Hanson, A.H. (1953), A Guide to Keynes, McGraw Hill, New York.

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**Faculty of Arts**  
**B.A. S.Y. (Sem. IV)**  
**Subject: Economic Growth and Development-VIII**  
**(Opt. – VIII)**

**Total Period: 50**

**No. of Periods per Week: 04**

**Marks: 75**

**Course Code: U-ECO-428-E**

**Credits: 03**

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• **Learning Objectives:**

- The course will provide knowledge of different concepts in development economics for the students.
- It will enable the students to understand various theories of development, sectoral and international aspect of development.
- It will make familiar the students various plan models used in Indian planning.

**Course Outcomes:**

- The course will help the students to learn about the concept of economic development, Patterns of Investment.
  - It may also provide the information to the students to concepts of macro Economic policy and economic development:-
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**Unit - 1 Sectoral aspect of Development:-**

**(Period:15)**

Role of agriculture in economic development, new technology and sustainable Agriculture, globalization and agricultural growth, Role of industrialization in Economic development growth, Terms of trade between agriculture and industry.

**Unit – 2 Choice and pattern of investment :-**

**(Period: 12)**

Need of investment criteria in less developing countries Present vs. future growth, Alternative investment criteria, Cost benefit analysis.

**Unit - 3 Macro Economic policy and economic development :-**

**(Period: 12)**

Role of monetary and fiscal policies in developing countries, External resources – FDI merit and demerit, Trade Vs Aid, MNC activity in developing countries.

**Unit – 4 International aspect of economic development :-**

**(Period: 12)**

International trade as an engine of economic development, Static and Dynamic gains from trade, IMF, world bank, WTO – establishes and functions.

## **BASIC READING LIST:**

- Adelman (1981), Theory of Eco Growth and development
- Beharman S and T.N. Shrinivasan (1995)
- Ghataks (1986), An Introduction to development Economics Allen & Unwin London.
- Thiriwal A.P. (1999), 6th edition, Growth and Development Macmillian London.
- Myint Hia (1971), Economic Theory & under developed countries Oxford University.
- Higgins B. (1959), Economic Development.
- Ehrlich, P. Ehrlich A. and Holden J. (1997), Economics Population, Resources, Envirment W.H. Freeman, San Francisco.
- Hemple, Lamont C. (1998), Environmental Economics: The Global Challenge first east west Press Edinburgh.
- Zinghm M.L. Economics Development and Planning.

# Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

## Faculty of Arts

### B.A. S.Y. (Sem. IV)

#### Subject: Statistical Methods - VIII

#### (Opt. – VIII)

No. of Periods per Week: 04

Total Period: 50

Marks: 75

Course Code: U-ECO-428-S

Credits: 03

#### Learning Objectives:

After studying this course student will in a position to understand –

- This course is offered to students to provide knowledge in the area of statistics.
- It is meant provide knowledge of various concepts of statistics with the course.
- The students are made familiar with co-relation: Meaning and Definition, Significance of studying correlation.
- Types of correlation: Positive and negative correlation, Simple, partial and multiple correlation, Linear and Non-linear correlation.
- It may provide knowledge of Index Number: Use and importance of Index Number. Problems in Construction of Index Numbers, Methods of Constructing Index Numbers , Component of Time Series: Secular trend, Seasonal variations, cyclical variations, Irregular variations .

#### Course Outcomes:

- The course wills the students to learn about the concept of statistical methods. Definition, Significance of studying correlation.
- The course will be of assistance Types of correlation: Positive and negative correlation, Simple, partial and multiple correlation.
- It may also provide the information about the Use and importance of Index Number. Problems in Construction of Index Numbers, Methods of Constructing Index numbers such as Laspyes's Pasches and Fishers Index Numbers, Analysis of Time Series.

#### Unit - 1 Diagrammatic and Graphic Representation:

(Period: 15)

Introduction: Difference between Diagrams and Graphs, Rules of Constructing Diagrams, Types of Diagrams, One Dimensional Diagram, Two Dimensional Diagrams and Three Dimensional Diagrams, Graphic Presentation of Data, Technique of Construction of Graphs, General Rules of Graphing, Histograms.

#### Unit – 2 Co- Relations:

(Period: 12)

Meaning and Definition, Significance of studying correlation, Types of correlation: Positive and negative correlation, Simple, partial and multiple correlation, Linear and Non-linear correlation, Methods of studying correlation: Scatter diagram method, Graphic method, Karl Pearson's coefficient of correlation.

#### Unit - 3 Index Numbers:

(Period:12)

Introduction, Use and importance of Index Number, Problems in Construction of Index Numbers, Methods of Constructing Index Numbers – Simple Aggregate Method, Weighted Aggregate Method, Laspyer's, Price Index, Paasche's Price Index, Fisher's Price Index.

**Unit- 4 Analysis of Time Series:**

**(Period: 12)**

Definition, Component of Time Series: Secular trend, Seasonal variations, cyclical variations, Irregular variations, Measurement of trend: Freehand or graphic method, Method of semi-averages, Method of moving averages, Method of least squares.

**BASIC READING LIST:**

- Allen, R.G.D. (1974), Mathematical Analysis for Economists, Macmilian Press, London.
- Croxfon, F.E. Cowden D.J. and Kleins (1973), Applied general statistics, prentice Hall, New Delhi.
- Gupta, S.C. and Kapoor V.K. (1993), Fundamentals and applied statistics, S.Chand & Sons; New Delhi.
- Speigal, M.R. (1992), Theory and problems of statistics, McGraw Hill Book, London.
- M.C. Sukla, S.S. Gulshan, Statistics, S.Chand & Company Ltd., New Delhi.
- Gupta S.C. Statistical Methods
- Gupta S.P. Statistical Methods
- $\alpha \hat{u}_i$  (2005),  $\alpha \gg \alpha^3 \alpha \hat{Y} \hat{O} \hat{A} \hat{O} \hat{O} \hat{O} \times \hat{O} \hat{O} \hat{u} \hat{\beta}$ ,  $\times \frac{3}{4} \hat{O}^a \hat{O}^- \hat{O} \hat{I} \hat{O} \hat{u} \hat{O}_i \hat{O} - \hat{O} - \hat{O} \hat{O} \hat{O}^- \hat{O} \hat{\alpha} \hat{u}$
- $\hat{u} \hat{O} \hat{e} \frac{3}{4} \hat{O} \hat{O} \hat{O} \hat{e} \hat{u}$ ,  $^- \hat{O} \frac{3}{4} \hat{O} \hat{O} \hat{u}$ ,  $\hat{u} \hat{O}^2 \hat{O} - \hat{O} \hat{O}$  (2016),  $\hat{A} \hat{O} \hat{O} \hat{O} \mu \hat{O} \hat{O} \hat{Y} \hat{O} \hat{O} \hat{u} \hat{Y} \hat{O} \hat{O} \hat{u} \hat{O} \hat{e}$   $\frac{3}{4} \hat{O} \hat{A} \hat{O} \hat{O} \hat{u} \hat{O} \hat{O} \hat{e} - \hat{O} - \hat{O}^- \hat{O} - \alpha \hat{u} \hat{Y} \hat{O} \hat{\beta}$ ,  $\times \frac{3}{4} \hat{O}^a \hat{O}^2 \hat{O} \hat{a} \hat{E} \hat{A} \hat{O}^- \hat{O} \hat{U}^2 \gg \hat{O}_i \hat{O} \hat{A} \hat{O} \hat{O}$ ,  $\dagger \hat{O} \hat{i}, \hat{O} \hat{u} \hat{O} \hat{O}^2 \hat{O} \hat{O} \alpha \hat{u}$

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Faculty of Arts**

**B.A. S.Y. (Sem. IV)**  
**(With effect from 2020-21)**

**Subject: - SKILL ENHANCEMENT COURSE-II**

**COMMUNICATION & PRESENTATION SKILL-(SEC-II)**

**No. of Periods Per Week : 04**

**Total : 30**

**Marks: 50**

**Course Code : U-ECO-429-SEC**

**Credit:2**

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**Learning Objectives:**

After studying this course student will in a position to understand –

- This course is offered to students to provide knowledge of Interpretation of Data Using Statistical Package of Social Sciences:
- Insert Data, View Data, Analyze Data. Presentation Skills using MS-Office: MS- Word: Functions of Toolbar, MS-Excel:
- Basic Operations of spread sheet, Functions of all Toolbar,- Mathematical and Statistical functions in MS-Excel, & MS-PowerPoint presentation & Communication Skills.

**Course Outcomes:**

- The course will help the students to learn about the concept & interpretation of data.
- It will help to student for uses, Presentation Skills using MS-Office & Communication Skills.

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**Unit - 1 : Interpretation of Data:**

**(Period:10)**

Interpretation of Data Using Statistical Package of Social Sciences: Insert Data, View Data, Analyse Data: Descriptive Statistics, Inferential Statistics, and Correlation etc. Interpretation of Data using R Software.

**Unit - 2 Presentation Skills using MS-Office:**

**(Period: 10)**

MS- Word: Functions of Toolbar, MS-Excel: Basic Operations of spread sheet, Functions of all Toolbar,- Mathematical and Statistical functions in MS-Excel, Drawing of Graphs using MS-Excel, MS-PowerPoint- Basics of presentations, Views, Slide Design, Layout of slides, Slide transition, Slide design, Custom Animation, Set up slide show.

**Unit - 3 Communication Skills:**

**(Period: 10)**

Meaning, Definition, Types of Communication: Verbal, Non-Verbal Communication, Commercial Communication, Importance of Communication, and Scope of Communication.

**References:**

- P.K. Sinha (1992), Computer Fundamental. BPB  
Sanjay Saxena (2000), A First Course in Computers, Vikas  
SPSS: Inc (2004), SPSS 13.0, Brief Guide  
Sally J Vonada BEST: Basic Employability Skills Training: Volume 1  
Barun K Mitra :Personality Development and Soft Skills (Old Edition)  
Adair, John. Effective Communication. London: Pan Macmillan Ltd. 2003.  
Dale Carnegie, How to Win Friends and Influence People.