



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

Shri Vaishnav School of Management

Choice Based Credit System (CBCS) in Light of NEP-2020 BBA+MBA - III SEMESTER (2022-2026)

BBA 301: BASICS OF RESEARCH

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment*				
BBA 301	MAJ/MIN	Basics of Research	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

1. To help students to understand research practice, research cycle in general through critical examination of methods associated with decision-making, critical thinking, and ethical judgment.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. To help students develop a thorough understanding of the fundamental theoretical ideas and logic of research.
2. To help students develop a thorough understanding of the issues involved in planning, designing, executing, evaluating and reporting research within a stipulated time period

COURSE CONTENT

UNIT I: Introduction to Research

1. Research – Meaning, Scope and Significance
2. Types of Research (Descriptive, Analytical, Applied, Fundamental, Qualitative, Quantitative, Ex Post Facto Research, Laboratory Experiments, Field Experiments, Field Studies, Survey Research, Case Studies)
3. Characteristics of good research
4. Obstacles in conducting scientific research in management

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5. Research Process: Overview, Broad problem area, preliminary information gathering, literature review, problem statement

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UNIT II: Research Design

1. Variables and Types of Variables
2. Theoretical framework and its components
3. Hypothesis: Definition, Directional and non directional hypotheses, Null and Alternate Hypothesis
4. Research Design: Meaning, Need, Features, Types
5. Study Setting: Contrived and non contrived
6. Unit of analysis: Individuals, dyads, groups, organizations, cultures
7. Time-horizon: Cross-sectional versus longitudinal studies

UNIT III: Measurement, Scaling and Sampling

1. Operationalization of variables
2. Measurement: Meaning, Need, Errors in Measurement
3. Types of Scales: Nominal, Ordinal, Interval, Ratio
4. Rating Scales: Dichotomous, Category, Likert
5. Sampling: Concept, Types of Sampling

UNIT IV: Data Collection and Analysis

1. Sources of data: Primary, Secondary
2. Data Collection Methods: Interviewing, questionnaires, schedules
3. Advantages and Disadvantages of interviewing and questionnaires
4. Constructing questionnaires
5. Ethics in data collection
6. Data Processing: Coding, Editing and Tabulation
7. Hypothesis Testing, Parametric and Non-Parametric Tests (t, z, chi-square)

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UNIT V: Report Writing

1. Report Writing, Significance and Steps
2. Layout of the research report
3. Types of report
4. Precautions while writing report

Suggested Readings

1. Sekaran, U and R. Bougie (Fifth Edition). *Research Methods for Business*. John Wiley & Sons, Ltd. New Delhi
2. Kothari, C.R.(Second Revised Edition). *Research Methodology: Methods and Techniques*. New Age International (P) Ltd Publishers: New Delhi.
3. Zikmund, W. (7th Edition). *Business Research Methods*. Cengage Learning India Private Limited: New Delhi
4. Trochim, W. (Second Edition). *Research Methods*. Biztantra: New Delhi.

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BBA302 E-ACCOUNTING AND TAXATION WITH GST

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM Unive rsity Exam	Tw o Ter m Exam	Te ac he rs As ses sm ent *	END SEM Universit y Exam	Tea che rs Ass ess me nt*				
BBA302	VOC	E-Accounting and Taxation with GST	60	20	20	-	-	4	-	-	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; VOC-Vocational Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives

The goal is to enable students to develop their knowledge of the Goods and Services Tax by offering advanced, updated knowledge systematically, enhancing their problem-solving and analytical skills to improve decision-making, and providing skills and knowledge needed for self – employment and job in the industry.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

- Know the concept of E Accounting and GST
- Obtain theoretical and practical knowledge of Income Tax Act
- Achieve Information relating to computation of taxable income and tax liability.
- To update the procedural part of GST

COURSE CONTENT

UNIT I Concept of E Accounting

1. Concept of business and profession, type of account, rules of account
2. Converting business transaction in Journal according to golden rules
3. Concept of Ledger, Trial sheet and final accounting.

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Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; VOC-Vocational Course.

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UNIT II Income Tax

1. Important concept and definition
2. Theoretical knowledge of various heads of income tax
3. Computation of Taxable Income
4. Procedure of Tax assessment and types of Tax assessment
5. TDS and Tax refund procedure

UNIT III GST

1. Introduction and important terms
2. Structure and classification of GST
3. Concept of income Tax credit
4. Meaning, Scope Place and Time of supply
5. Computation of assessable value under GST

UNIT IV Customs duty

1. Concept and Important definitions - Goods, Dutiable goods, Person In-charge, Indian customs water, types of customs duty, Valuation for custom duty
2. items to be included and excluded in customs value
3. computation of Assessable value and Custom duty (Practical)

UNIT V Practical Implication of GST

1. Filing of ITR
2. Application process of PAN
3. Procedure of ITR challan
4. Payment of TDS

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5. Registration under GST
6. Submission of GST return
7. Procedure claim of Input Tax Credit

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Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; VOC-Vocational Course.

***Teacher's Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Suggested Readings

1. HC Mehrotra and Prof V P Agrawal “Income Tax Law and Account” Sahitya Bhawan Publication, Agra, Latest Edition.
2. Shripal Saklecha “Income Tax Law and Accounts” Satish Printer Indore, Latest Edition.
3. HC Mehrotra and Prof V P Agrawal “ GST and Customs Duty” Sahitya Bhawan Publication, Agra, Latest Edition.
4. Shripal Saklecha “Goods and Service Tax and Customs Duty” Satish Printer Indore, Latest Edition.
5. Modi, Gupta and Gupta “Goods and Service Tax and Customs Duty” SBDP publication, Agra, Latest Edition.
6. Singhania V K “ GST and Customs Law” Taxman Publications New Delhi, Latest Edition.
7. www.gst.gov.in
8. www.icmai.in
9. www.cleartax.in

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BBA303 FUNDAMENTALS OF PRODUCT AND BRAND MANAGEMENT

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teac he rs As ses sm ent *	END SEM University Exam	Teac he rs As ses sm ent*				
BBA303	MAJ/MIN	Fundamentals of Product and Brand Management	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

***Teacher's Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

- 1.** The objective of this course is to expose the students to basics of product management and various aspects of brand management as an integral part of marketing management.
- 2.** To improve the understanding of and competence in making product-market choices, managing brands, and managing new product introduction.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of five questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. Familiarize the students with the relationship between Marketing and Product Management.
2. Equip the students with the various dimensions of product and brand management.

COURSE CONTENT

UNIT I: Introduction to Product Management

1. Need of Product Management
2. Marketing and Product Management
3. Types of Products
4. Product Mix Strategy

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BBA303	MAJ/MIN	Fundamentals of Product and Brand Management	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Product Manager

1. Functions of Product Manager
2. Role and Responsibilities of Product Manager.
3. Qualities of good Product Manager

UNIT III: Product Life Cycle

1. Concept and Importance of Product Life Cycle
2. Product Life Cycle as a Strategic Tool.
3. Product Life Cycle and Marketing strategies

UNIT IV: New Product Development

1. Factors Contributing to a new Product Design, Importance
2. New Product Development Process
3. Characteristics of Successful Product Development

UNIT IV: Branding

1. Definition of Brand.
2. Importance of Branding to Consumers and Producers
3. Branding Challenges and Opportunities
4. Branding Elements – Awareness, Identity, Image, Loyalty

UNIT V: Brand Association

1. Brand Personality- Meaning and Definition
2. Types and Elements of Brand personality

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3. Brand Positioning and Repositioning
4. Brand Extension

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Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

***Teacher's Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Suggested Readings

1. Russel, Lehman (2009). *Product Management*. New Delhi: TMH.
2. Mathur, U C (2010). *Product and Brand Management*. New Delhi: Excel Books.
3. Wiley, Baker and Hart, S. (2010). *Product Strategy and Management*. New Delhi: Pearson.
4. Karl, Ulrich (2009). *Product Design and Development*. New Delhi: TMH.
5. Majumdar, Ramanuj (2003). *Product Management in India*. New Delhi: Prentice Hall
6. Keller, Kevin Lane. (2011). *Strategic Brand Management: Building Measuring & Managing Brand Equity*. England: Pearson Education.
7. Tapan, Panda. (2013). *Brand Management*. New Delhi: Excel Publication.
8. Mathur, U. C. (2010). *Brand Management: Text and Cases*. New Delhi: Macmillan.

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BBA304 BASICS OF PERFORMANCE MANAGEMENT

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA304	MAJ/MIN	Basics of Performance Management	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

The objective of this course is to develop an insight and understanding of performance Management. It also focuses on planning, designing, reviewing, assessing and implementing performance.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

Student should be able to-

1. Understand the importance of performance management in business.
2. Develop key skills involved in effective performance management
3. Evaluate performance and its linkage to reward
4. Familiarize students with ethical and legal issues in performance management system
5. To design a effective performance management system

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BBA304	MAJ/MIN	Basics of Performance Management	60	20	20	-	-	3	-	-	3

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COURSE CONTENT

UNIT I: Introduction

1. Concept and Objectives of Performance Management System(PMS)
2. Evolution of PMS, Performance Appraisal Vs Performance Management
3. Pre-requisites of PMS

UNIT II: Process

1. The Performance Management Cycle (PMC) and its Stages
2. Performance Management Activities
3. Importance of PMC in Business

UNIT III: Performance Planning and Designing Effective PMS

1. Performance Planning: Concept, Objectives, Process, Barriers
2. Steps in Designing Effective PMS
3. Key Elements of an Effective PMS

UNIT IV: Reviewing, Assessing and Implementing Performance

1. Reviewing Performance: Concept, Objectives, Issues and Feedback
2. Assessing Performance: Objectives, Factors Affecting Assessments Techniques
3. Implementing PMS: Steps, Strategies for Effective Implementation of PMS, Performance Linked Rewards

UNIT V: Recent Trends

1. Role of HR Professionals in PMS
2. Recent Practices in PMS

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3. Ethical and Legal issues in PMS
4. Cases in Indian and Global Scenario

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Suggested Readings

1. Ashdown, L. (2014). *Performance Management*. New Delhi; JBA Books
2. Armstrong, M. (2006). *Performance Management: Key Strategies and Practical Guidelines*. Kogan Page Limited; London
3. Rao, T. V. (2015). *Performance Management - Toward Organizational Excellence*. Sage Publications; New Delhi
4. Sharma A.M and Rao N. S. (2015). *Compensation and Performance Management*. Himalaya Publishing House, Mumbai.
5. Aguinis, H. (2013). *Performance Management*. 3rd ed. Harlow: Pearson.
6. Hutchinson, S. (2013). *Performance Management*. London: Chartered Institute of Personnel and Development.

Web Readings

1. <https://ec2-23-21-48-136.compute-1.amazonaws.com/types-of-performance-management-systems/>
2. <https://possibleworks.com/blog/how-to-design-an-effective-performance-management-system/>
3. <https://www.geektonight.com/performance-planning/>
4. <https://www.managementstudyguide.com/performance-assessment-techniques.htm>
5. <https://www.hrzone.com/community/blogs/terkel/11-performance-management-trends-in-2022>

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BBA305 BASICS OF MANAGEMENT ACCOUNTING

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM Unive rsity Exam	Tw o Term Exam	Te ac he rs As ses sm ent *	END SEM Universit y Exam	Te ac he rs As ses sm ent *				
BBA305	MAJ/MIN	Basics of Management Accounting	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

***Teacher’s Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

The objective of the course is to impart the basic knowledge of Management accounting theory, standards, principles, and procedures to accounting problems and its application in business

Examination Scheme

The internal assessment of the students’ performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of five questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more numerical worth 24 marks.

Course Outcomes

1. To enhance the abilities of learners to develop the concept of management accounting and its significance in the business.
2. To enable the learners to understand, develop and apply the techniques of management accounting in the financial decision making in the business corporates.

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3. To make the students develop competence with their usage in managerial decision making and control.

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			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA305	MAJ/MIN	Basics of Management Accounting	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSECONTENT

UNIT I: Introduction to Management Accounting

1. Definition & features
2. Scope & Objectives
3. Functions & Limitations
4. Relationship with other Branches of Accounting.

UNIT II: MARGINAL COSTING

1. Meaning and definition
2. Need & limitations
3. Managerial Decision Making using Marginal Costing

UNIT III: STANDARD COSTING

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1. Meaning and definition of standard cost and standard costing
2. Advantages and Disadvantages of standard costing
3. Variance analysis – Meaning and Types of Variances with Managerial Applications

UNIT IV: BUDGETARY CONTROL

1. Meaning and definition of budget and budgetary control
2. Objectives, Advantages and Disadvantages of budgetary control
3. Classification of Budget, Zero Based Budgeting – Meaning & Application.
4. Practical Application of Budget

UNIT V: Cost Volume Profit Analysis (CVP)

1. Concept of CVP Analysis
2. Break Even Analysis and its Computation
3. Profit Volume Ratio and Margin of Safety

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COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA305	MAJ/MIN	Basics of Management Accounting	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

***Teacher's Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Suggested Readings

1. Jain S.P.& Narang K.L (2013), Cost and Management Accounting, Kalyani Publishers, New Delhi, Latest edition
2. Arora M.N. (2009), Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Latest edition
3. Piallai R.S.N & Bhagvathi (1996), Management Accounting, S. Chand & Co. Ltd., Latest edition
4. Saxena V.K. & Vashist C.D. (2014), Cost and Management Accounting, Sultan Chand & Sons, Latest edition
5. Arora M. N. , A Text Book of Cost and Management Accounting Vikas Publishing House, Latest edition

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BBA306 BASICS OF INDUSTRIAL ENGINEERING

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA306	MAJ/MIN	Basics of Industrial Engineering	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

This course is intended to make students aware about basic principles and techniques of industrial engineering.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of five questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

After successfully completing this course, the students will be able to

- CO1: have an in-depth understanding of industrial engineering function
- CO2: analyse production systems and appreciate the production planning process
- CO3: appreciate the importance of productivity and know how work can be measured.
- CO4: decide on some of the materials management functions like order quantity, time, stock to hold
- CO5: understand location decisions and layout as well as materials handling decisions

COURSE CONTENT

UNIT I: Introduction

1. Concept and definition of industrial engineering
2. Functions and objectives of industrial engineering
3. Scope of industrial engineering, role of industrial engineers
4. Application of industrial engineering.

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COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBA306	MAJ/MIN	Basics of Industrial Engineering	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN – Major/Minor Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Production Planning and Control

1. Definition and importance, types of production systems and their characteristic
2. Functions and objectives of production planning and control
3. Forecasting techniques and applications
4. Steps of production planning and control: process planning

UNIT III: Work System Design

1. Taylor's scientific management, Gilbreths' contributions
2. Productivity – concepts and measurements
3. Method study, Micro-motion study, Principles of motion economy
4. Work measurement – time study, Work sampling, Standard data, PMTS; Ergonomics; Job evaluation and merit rating.

UNIT IV: Inventory Control

1. Definition, types of inventory - codification and standardization
2. ABC analysis, economic order quantity procurement cost, carrying charges, lead-time, re-order point,
3. Definitions, types of inspection and procedure
4. Statistical quality control - basic theory of quality control

UNIT V: Facility Design

Facility location factors and evaluation of alternate locations; Types of plant layout and their evaluation; Computer aided layout design techniques; Assembly line balancing; Materials handling systems.

Suggested Readings

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1. Barnes, R.M. (1991). *Motion & Time study: Design and Measurement of Work*. Wiley
2. Mukhopadhyay, S.K. (2007). *Production Planning and Control: Text and Cases*. PHILearning.
3. Singal, R.K. (2014). *Production Planning and Control*. Katson Books.
4. Zandin, K. & Maynard, H. (2016). *Maynard's Industrial and Systems Engineering Handbook*. McGraw Hill.

BBA307 WINDOWS AND MS OFFICE

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA307	MAJ/MIN	Windows and MS Office	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN- Major/Minor Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

1. To familiarize students with the basics of Windows and MS Office

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of five questions, out of which students will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. Understand basic concepts of windows and MS office for managerial work
2. Analyzing and comprehending the applicability of Windows and MS Office in business
3. Developing skills to become effective business managers

COURSE CONTENT

UNIT I: Introduction

1. Operating System: Definition and Significance

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2. An Overview of popular operating systems (UNIX, MS-DOS, Microsoft Windows, Linux, Mac OS, Android OS)
3. Overview and Features of Application Software Packages (Word-processing, spreadsheet, Graphics, Personal Assistance Package)

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			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBA307	MAJ/MIN	Windows and MS Office	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN- Major/Minor Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Windows

1. Windows: Windows and its types, minimizing, restoring and closing windows, start menu bar, task bar, switching between all programs, using windows help and support, quitting windows
2. Files and folders: Creating, moving, copying, renaming and deleting files and folders
3. The Control Panel: Changing, removing or adding new programs, date and time, screensaver, wallpaper, printers, User accounts, calculators, scanners and cameras, Media player, Notepad

UNIT III: WORD Basics

1. Creating Documents in word, menus, commands, toolbars and icons
2. Entering, changing and aligning text, font size and types, formatting, opening, closing, saving and printing documents.
3. Creating template, creating and working with tables, inserting and formatting pictures
4. Mail merge: Creating main document, creating data source, adding and removing fields
5. Macros: Inserting header and footer, date, time and page numbers

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UNIT IV: EXCEL Basics

1. Spreadsheet: Creating and editing simple worksheets, navigating, working with cells, entering text, alignment, column width, formatting cells, entering formulas, creating charts, Formula, page setup, printing worksheet
2. Functions: ROUND, SQRT, AVERAGE, MAX, MIN, COUNT, SUM, IF, ABS, UPPER, LOWER
3. Data Sort: Data Filters, Auto Filters

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA307	MAJ/MIN	Windows and MS Office	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ/MIN- Major/Minor Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT V: Power Point Basics

1. Navigating in PowerPoint, Creating presentation, inserting and deleting slides, numbering slides
2. Changing font-size, formatting text box, inserting bullets, inserting pictures, tables, sound files, slide transitions
3. Inserting and formatting auto shapes, creating and formatting tables
4. Slide show, printing handouts

Suggested Readings

1. Dinesh Maidasani. (2016). *Learning Computer Fundamentals, MS Office and Internet & Web Technology*. Firewall Media, New Delhi.
2. Sanjay Saxena (2013). *A First Course in Computers (Based on Windows and Office)*. Vikas Publishing House Pvt Ltd, Noida.

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3. Alexis Leon and Mathews Leon (1999). *Fundamentals of Information Technology*. Vikas Publishing House Pvt Ltd, New Delhi.
4. Pradeep K. Sinha and Priti Sinha (2021). *Computer Fundamentals (Concepts, Systems & Applications)*. BPB Publications, New Delhi

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BBA308 E-COMMERCE AND IT

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM Unive rsity Exam	Tw o Ter m Exam	Te ac he rs As ses sm ent *	END SEM Univer sit y Exam	Te ac he rs As ses sm ent*				
BBA308	MAJ	E-Commerce and IT	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ – Major Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives

This course introduces the concepts, vocabulary, and procedures associated with E-Commerce and the Internet. The student gains an overview of all aspects of E-Commerce. Topics include development of the Internet and E-Commerce, options available for doing business on the Internet, features of Web sites and the tools used to build an E-Commerce web site, marketing issues, payment options, security issues, and customer service.

Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. Understand the basic concepts and technologies used in the field of management information systems
2. Understand the processes of developing and implementing information systems in E-commerce
3. Be aware of the ethical, social, and security issues of information systems.

COURSE CONTENT

UNIT I E-commerce and its Technological

1. Overview of E-Commerce
2. The scope of E commerce, Electronic Market, Electronic Data Interchange, Internet Commerce, Benefits and limitations of E-Commerce, Produce a generic framework for E-Commerce.

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3. Architectural framework of Electronic Commerce, Web based E Commerce Architecture.

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			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBA308	MAJ	E-Commerce and IT	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ – Major Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Consumer Oriented E Commerce

1. E-Retailing: Traditional retailing and e retailing, Benefits of e retailing, Key success factors, Models of e retailing, Features of e retailing.
2. E services: Categories of e-services, Web-enabled services, matchmaking services, Information-selling on the web, e entertainment, Auctions and other specialized services. Business to Business Electronic Commerce

UNIT III: Electronic Data Interchange:

1. Benefits of EDI, EDI technology, EDI standards, EDI communications, EDI Implementation, EDI Agreements, EDI Security.
2. Electronic Payment Systems, Need of Electronic Payment System: Study and examine the use of Electronic Payment system and the protocols used, Study Electronic Fund Transfer and secure electronic transaction protocol for credit card payment.
3. Digital economy: Identify the methods of payments on the net – Electronic Cash, cheques and credit cards on the Internet.

UNIT IV: Security in E Commerce Threats in Computer Systems:

1. Virus, Cyber Crime Network Security: Encryption, Protecting Web server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server.

UNIT V: Issues in E Commerce

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1. Understanding Ethical, Social and Political issues in E-Commerce: A model for Organizing the issues, Basic Ethical Concepts, Analyzing Ethical Dilemmas, Candidate Ethical principles
2. Privacy and Information Rights: Information collected at E-Commerce Websites, The Concept of Privacy, Legal protections Intellectual Property Rights: Types of Intellectual Property protection, Governance.

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			THEORY			PRACTICAL		L	T	P	C R E D I T S
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBA308	MAJ	E-Commerce and IT	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ – Major Course.

*Teacher's Assessment shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Suggested Readings

1. Arvind Narayanan, Joseph Bonneau, Edward Felten, Andrew Miller, Steven Goldfeder, Bitcoin and Cryptocurrency Technologies: A Comprehensive Introduction Princeton University Press, ISBN-13: 978-0691171692.
2. Henning Diedrich, CreateSpace, *Ethereum: Blockchains, Digital Assets, Smart Contracts, Decentralized Autonomous Organizations*, Independent Publishing Platform, ISBN-13: 978-1523930470.
3. Arshdeep Bahga and Vijay Madiseti, *Blockchain Applications: A Hands-on Approach*, Vpt, ISBN-13: 978-0996025560.
4. Paul D. Stallard, Robert Lempka, *Next Generation Finance: Adapting the financial services industry to changes in technology, regulation and consumer behavior*.
5. Agustin Rubini, *Fintech in a Flash: Financial Technology Made Easy*.
6. Chandan Sengupta, *Financial Analysis and Modeling using Excel and VBA*, Wiley
7. Wilson Jr., Jay D., *Creating Strategic Value through Financial Technology*. WileyFinance.
8. Paul D. Stallard and Robert Lempka, *Next Generation Finance: Adapting the financial services industry to changes in technology, regulation and consumer behavior*, Harriman house.

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BBAI501 HUMAN VALUES AND PROFESSIONAL ETHICS

COURSE CODE	CATEGOR Y	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CRE DIT S
			END SEM Unive rsity Exam	Tw o Ter m Exam	Te ac he rs As ses sm ent*	END SEM Univer si ty Exam	Te ac he rs As ses sm ent*				
BBAI501	AECC	Human Values and Professional Ethics	60	20	20	-	-	4	-	-	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; AECC- Ability Enhancement Compulsory Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objective

The objective of the course is to disseminate the theory and practice of moral code of conduct and familiarize the students with the concepts of “right” and “good” in individual, social and professional context

Examination Scheme

The internal assessment of the students’ performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

Course Outcomes

1. Help the learners to determine what action or life is best to do or live.
2. Right conduct and good life.
3. To equip students with understanding of the ethical philosophies, principles, models that directly and indirectly affect business.

COURSE CONTENT

UNIT I: Human Value

1. Definition, Need for Human Values, Sources of Values
2. Essence of Values
3. Classification of Values (Temporal Values, Universal Values)
4. Values Across Culture

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COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
BBAI501	AECC	Human Values and Professional Ethics	60	20	20	-	-	4	-	-	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; AECC- Ability Enhancement Compulsory Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Morality

1. Morality its meaning and definition
2. Values Vs Ethics Vs Morality
3. Concept of Impression Management
4. Impression Management Strategies (Intimidation, Ingratiation, Self-promotion, Supplication, Exemplification)

UNIT III: Leadership in Indian Ethical Perspective.

1. Leadership, Pre-requisites of Leadership
2. Approaches to Leadership, Leadership Styles
3. Ethical Leadership
4. Values in Leadership

UNIT IV: Business Ethics

1. Business Ethics its meaning and definition
2. Relevance of Ethics in Business organizations.
3. Theories of Ethics (Teleological, Deontological)
4. Code of Ethics

UNIT V: Globalization and Ethics

1. Globalization and Business Changes
2. Values for Global Managers
3. Corporate Social Responsibility

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4. Benefits of Managing Ethics in Work Place.

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Suggested Readings:

1. Kaur, T. (2004). *Values and Ethics in Management*. Galgotia Publishing Company: New Delhi
2. Kaushal, S.L. (2006). *Business Ethics. Concepts, Crisis and Solutions*. Deep & Deep Publications Pvt. Ltd.: New Delhi
3. Beteille, Andre (1991). *Society and Politics in India*. Athlone Press: New Jersey.
4. Chakraborty, S. K. (1999). *Values and Ethics for Organizations*. Oxford University Press
5. Fernando, A.C. (2009). *Business Ethics - An Indian Perspective*. India: Pearson Education: India
6. Fleddermann, C. D. (2012). *Engineering Ethics*. New Jersey: Pearson Education / Prentice Hall.
7. Boatright, J.R. (2012). *Ethics and the Conduct of Business*. Pearson. Education: New Delhi.
8. Crane, A. and Matten, D. (2015). *Business Ethics*. Oxford University Press Inc: New York.
9. Murthy, C.S.V. (2016). *Business Ethics – Text and Cases*. Himalaya Publishing House Pvt. Ltd: Mumbai
10. Naagrajan, R.R (2016). *Professional Ethics and Human Values*. New Age International Publications: New Delhi.

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