KADI SARVA VISHWAVIDYALAYA

GANDHINAGAR

(Established Under the State Act of Gujarat, No-21, 2007)

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

CBCS Pattern Sem- I

Syllabus, Teaching & Examination Scheme, and Result Rules

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B. P. College of Business Administration, Gandhinagar
&
N. P. College of Computer Studies and Management (BBA Programme), Kadi
(A Constituent of Kadi Sarva Vishwavidyalaya)

1. Objectives:

Preparing for a career in Management requires a broad-based balanced liberal education. **Bachelor of Business Administration (BBA**) program emphasises on understanding of the economic, social, political and cultural environment coupled with the acquisition of necessary problem solving, decision making and leadership skills. The BBA program prepares the students for industry careers and for higher study in management, accounting, finance, marketing and public administration, and related fields.

2. Duration of the Programme:

The duration of the programme is three years spread over six semesters.

3. Admission Rules

Candidates seeking admission to the BBA programme (Sem-I) must have passed Higher Secondary / 10+2 examination or equivalent of any recognized Board or Council in any discipline with English as one of the subjects at 10+2 level. There shall be reservation as per the State Government norms. Admissions are given purely on merit decided on the basis of the percentage obtained at the 10+2 level.

4. CBCS Semester Structure

As per the new UGC guidelines and the instruction from Kadi Sarva Vishwavidyalaya, B P College of Business Administration, Gandhinagar & N. P. College of Computer Studies and Management (BBA Programme), Kadi have proposed the Choice Based Credit System (CBCS) for the BBA programme from the academic year 2017-18. The system proposed to be introduced in the First Year BBA with effect from June 15, 2017 which will be followed for the SYBBA and TYBBA subsequently. The University shall undertake and supervise the instructions and award Bachelor's Degree in Business Administration to students on successful completion of the course.

The entire semester structure as prepared by the college is presented as under.

4.2. Evaluation Rules

The evaluation for one Semester in BBA Programme is as follows:

1) External evaluation out of 455 marks will be done for theory as well as practical aspects: 6 (subjects) × 70 (marks) =420 marks which includes final examination of the theory papers plus 35 marks practical evaluation at the end of the semester.

2) Internal evaluation out of 195 marks will be 6 (subjects) × 30 (marks) =180 marks for theory subjects plus 15 marks for practical evaluation, which are shown in the following table:

Internal Evaluation for Theory Papers

Sr. No.	Method	Marking Weightage
1.	Attendance	10 marks
2.	Assignment	10 marks
3.	Internal exam	10 marks
	Internal Total	30 marks

3) There will be 4 contact hours per subject per class per week

4) Passing level is 40% marks of the exam.

The candidate would be evaluated in the following way:

Semester 1

Subject Code	Name of the subject	Marks	Teaching hours	Total Credits
BBA 101	English	100	50	4
BBA 102	Principles of Management-I	100	50	4
BBA 103	Economics-I	100	50	4
BBA 104	Business Mathematics	100	50	4
BBA 105	Financial Accounting-I	100	50	4
BBA 106	Fundamentals of Information Technology	100	50	4
BBA 107	Industrial Visit	50	25	2
Total		**650**	**325**	**26**

Semester 2

Subject Code	Name of the subject	Marks	Teaching hours	Total Credits
BBA 201	Environmental Studies	100	50	4
BBA 202	Principles of Management-II	100	50	4
BBA 203	Economics-II	100	50	4
BBA 204	Financial Accounting-II	100	50	4
BBA 205	Mercantile Law	100	50	4
BBA 206	Communication Skills-I	100	50	4
BBA 207	Industrial Visit	50	25	2
Total		**650**	**325**	**26**

Note: The evaluation of all the semester will be done as above.

Summary of Semester 1 & 2 (First year):

Semester	No. of Papers	Marks	Teaching hours	Credits
1	7	650	325	26
2	7	650	325	26
Total	14	1300	650	52

Note: The evaluation of all the three years will be done as above.

4.3. Passing and Promotion Criteria

Promotion to	Condition for Promotion
Semester – II	Term of semester – 1 is granted
Semester – III	Term of semester – 1 and 2 are granted
Semester – IV	Pass in all subjects of semester – 1 and Term of semester – 2 and 3 both are granted
Semester – V	Pass in all subjects of semester – 1 & 2 and Term of semester – 3 and 4 both are granted
Semester – VI	Pass in all subjects of semester – 1, 2 & 3 and Term of semester – 4 and 5 both are granted

Term is granted based on internal evaluation.

4.4. Scheme of Evaluation

The performance of each candidate in all the semesters will be evaluated on 7 – point scale in terms of grade. Meaning of the grade, % and qualitative meaning of the grade will be as follows:

Points	Grade	Percentage	Qualitative meaning
10	A+	90 – 100	Outstanding
9	A	80 – 89	Excellent
8	A -	70 – 79	Very Good
7	B+	60 – 69	Good
6	B	50 – 59	Average
5	B -	40 – 49	Fair
0	F	<40	Fail
	I*	Term not granted	

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The grade sheet will contain separate grades for each subject of compulsory papers, practical work and overall grade of the semester combined. It will also contain percentage and the class obtained. The percentage will be calculated on the basis of cumulative performance index obtained by a candidate.

Semester Performance Index (SPI):

The performance of the student in a semester is expressed in terms of the Semester Performance Index SPI.

The semester performance index is the weighted average of "Course Grade Points" obtained by the student in all the semesters. The weightage assigned to the Course Grade Points" are the credits carried in respective subjects. The mathematical expression of the same is given as follows.

$$SPI = \frac{g_1c_1 + g_2c_2 + g_3c_3 + \ldots\ldots\ldots + g_nc_n}{c_1 + c_2 + c_3 + \ldots\ldots + c_n}$$

Where g_1, g_2, ….g_n are grade points obtained by the students in the semester for subjects carrying c_1, c_2, …..c_n respectively.

Illustration:

Subject Code	Credit (c)	Marks	Grade	Grade Point (g)	Total Credits Obtained (c × g)
BBA 101	4	89	A	9	9 × 4 = 36
BBA 102	4	75	A -	8	32
BBA 103	4	62	B+	7	28
BBA 104	4	45	B -	5	20
BBA 105	4	55	B	6	24
BBA 106	4	78	A -	8	32
BBA 107	2	36	A -	8	16
	26				188

SPI = $\frac{188}{26}$ = 7.23

Percentage = (SPI – 0.5)*10

= (7.23 – 0.5)*10

= 6.73 * 10 = 67.30%

Cumulative Performance Index (CPI):

The cumulative performance of a student is expressed in terms of Cumulative Performance Index (CPI). This index is defined as the average of grade points obtained by the students in all the semesters.

If a student repeats a course only grade points obtained in the last attempt are counted towards Cumulative Performance Index.

4.5. How the Mark-sheet will be prepared by the University

- Internal marks out of 30 will be sent by the college.
  (Out of 15 for half credit course)
- The university (KSV) will conduct end term examination of 70 Marks.
  (35 marks for half credit course)
- Overall aggregate grades will be assigned by the university as per the above mentioned Grading Pattern.

List of Subjects – CBCS Pattern

Semester - I		Semester - II	
Subject Code	Subject Name	Subject Code	Subject Name
BBA 101	English	BBA 201	Environmental Studies
BBA 102	Principles of Management-I	BBA 202	Principles of Management-II
BBA 103	Economics-I	BBA 203	Economics-II
BBA 104	Business Mathematics	BBA 204	Financial Accounting-II
BBA 105	Financial Accounting-I	BBA 205	Mercantile Law
BBA 106	Fundamentals of Information Technology	BBA 206	Communication Skills-I
BBA 107	Industrial Visit	BBA 207	Industrial Visit

KADI SARVA VISHWAVIDYALAYA - GANDHINAGAR
Teaching & Examination scheme

BACHELOR OF BUSINESS ADMINISTRATION

BBA SEMESTER-I SYLLABUS - Choice Based Credit System								
Sr. No.	**Name of the subject**	**SUB Total CREDIT**	**Teaching scheme**		**Examination scheme**			
			(per week)		**MID**	**External**		**Total Marks**
			Th.	**Pr.**	**Th.**	**Th.**	**Pr.**	
Part 1	English (BBA 101)	**4**	4	0	30	70	0	100
Part 2	Core Subject 1 : Principles of Management-I (BBA 102)	**4**	4	0	30	70	0	100
	Core Subject 2 : Economics-I (BBA 103)	**4**	4	0	30	70	0	100
	Core Subject 3 : Business Mathematics (BBA 104)	**4**	4	0	30	70	0	100
	Core Subject 4 : Financial Accounting-I (BBA 105)	**4**	4	0	30	70	0	100
Part 3	Fundamentals of Information Technology (BBA 106)	**4**	3	2	30	70	0	100
	Industrial Visit (BBA 107)	**2**	0	2	15	0	35	50
	TOTAL	**26**	**23**	**4**	**195**	**420**	**35**	**650**

BBA SEMESTER-II SYLLABUS - Choice Based Credit System								
Sr. No.	**Name of the subject**	**SUB Total CREDIT**	**Teaching scheme (per week)**		**Examination scheme**			
					MID	**External**		**Total Marks**
			Th.	**Pr.**	**Th.**	**Th.**	**Pr.**	
Part 1	Environmental Studies (BBA 201)	**4**	4	0	30	70	0	100
Part 2	Core Subject 5 : Principles of Management-II (BBA 202)	**4**	4	0	30	70	0	100
	Core Subject 6 : Economics-II (BBA 203)	**4**	4	0	30	70	0	100
	Core Subject 7 : Financial Accounting-II (BBA 204)	**4**	4	0	30	70	0	100
	Core Subject 8 : Mercantile Law (BBA 205)	**4**	4	0	30	70	0	100
Part 3	Communication Skills-I (BBA 206)	**4**	4	0	30	70	0	100
	Industrial Visit (BBA 207)	**2**	0	2	15	0	35	50
	TOTAL	**26**	**24**	**2**	**195**	**420**	**35**	**650**

Question Paper Model
(BBA Semester – CBCS)

Exam Seat No.:_____

KADI SARVA VISHWAVIDYALAYA

BBA Semester - _ Examination Month, Year

Subject code: **Subject Name:**

Date: **Time:**

Total Marks: 70

Instructions:

1. ***Attempt all questions.***
2. ***Make suitable assumptions wherever necessary.***
3. ***Figure to the right indicate full marks.***

Q. 1	**(a) Compulsory – Objective Type – One mark each.**	**10% (07 Marks)**
	(b)	**10% (07 Marks)**
	OR	
	(b)	
Q. 2		**20% (14 Marks)**
	OR	
O. 2		
Q. 3		**20% (14 Marks)**
	OR	
O. 3		
Q. 4		**20% (14 Marks)**
	OR	
O. 4		
Q. 5		**20% (14 Marks)**
	OR	
O. 5		

Note:

1. Objective type questions must cover the entire syllabus.
2. Sub questions may be provided for questions 2 to 5 if required.

BBA Semester–I
English (BBA 101)

Rationale:

This syllabus will provide learners to develop their listening, reading, writing and speaking skills in orderto understand and use of language. The main objective of this syllabus is to develop comprehension skills, improve vocabulary, develop grammatical ability, and enhance writing skills.

Learning Outcome:

After the subject is taught the students shall have learnt the following:

- Four skills of English
- Independent thinking in English
- Hurdles of language and vocabulary

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory + Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 101	English	4 + 0 = 4	3	70	30	4	100

Chapter	Topic	Hrs	Wtge	Marks
1	**Unit: I PROSE** 1. Digital India 2. Lemon-Yellow and Fig- *Manohar Malgonkar* 3. Father s Help-*R K Narayan* **Unit: II POETRY** 1. Father Returning Home- Dilip Chitre 2. Stopping by Woods on a Snowy Evening-Robert Frost 3. Leisure-William Henry Davies ***Note:*** ***ONLY PART ONE OF TEXT CONTENT IS IN THE SYLLABUS***	15	33%	16
2	**Language Work** 1. Reading Comprehension Paragraphs related with general topics. 2. Precise Writing 3. Dialogue Writing	10	17%	16

3	**Grammar** 1. Parts of Speech 1.1.Noun 1.2.Pronoun 1.3.Adjective 1.4.Verb 1.5.Adverb 1.6.Preposition 1.7.Conjunction 1.8.Interjection 2. Tenses 2.1.Formation of various tenses 2.2.The use of various tenses 2.3.Common errors in the use of tenses 3. Tenses in Conditional 3.1.Formation of conditional tenses 3.2.The use of conditional tenses 3.3.Common errors in the use of conditional tenses 4. Modal Auxiliary verbs 4.1.Use of 'Be' 4.2.Use of 'Do' 4.3.Use of 'Have' 4.4.Modal auxiliary 4.5. Uses of 'Can' 5. Subject-verb agreement 5.1.General understanding of singular and plural subjects 5.2.Sentences with subject-verb agreements 5.3.Common errors in subject-verb agreements 6. Articles 6.1.The selection of "A" and "An" The use of Indefinite articles 6.2.The use of definite article 6.3.The repetition of articles 7. Preposition 7.1.Position of preposition 7.2.Objects of a preposition 7.3.Various conceptions expressed by preposition 7.4.Words with appropriate prepositions	25	50%	38

	8. Active-Passive Voice 8.1 Basic Rules 8.2 Omission of the objects 8.3 Passive Voice: Transitive Verb: Two Objects 8.4 Passive Voice: Preposition 8.5 Passive Voice: Imperative Sentences 8.6 Passive Voice: Let 8.7 Passive Voice: Infinitive 8.8 It is/was time + for + Object + Passive Form 9. Word Power 9.1 Synonyms & Antonyms 9.2 One Word Substitution 9.3 Idioms and Phrases			
	Total	**50**	**100%**	**70**

References:

1. Murthy, J.D., *Contemporary English Grammar for Scholars and Students*, Book Palace: New Delhi, 2003. Print.
2. Murphy, Raymond, *Elementary English Grammar*, Cambridge University Press: London, 1999. Print.
3. Murphy, Raymond, *Intermediate English Grammar*, Cambridge University Press: London, 1999.Print.
4. Murphy, Raymond, *Advanced English Grammar*, Cambridge University Press: London, 1999.Print.
5. Wren, P.C, H, Martin, *High School English Grammar & Composition*, S. Chand &Company Ltd: New Delhi, 2003.Print.
6. www.britishcouncilonline. org (for grammar and vocabulary references)
7. www.bluebook.com (for grammar references)

BBA Semester–I
Principles of Management - I (BBA 102)

Rationale:

"Management" as a subject holds core and utmost importance as an integral part of a professional course like BBA to the students in order to learn, understand, relate and execute its knowledge to the real world to the extent of its contributing disciplines in order to become a successful entrepreneur, corporate practitioner or an academician.

Learning Outcome:

- The learners shall be able to understand fundamentals of structured and professional dynamics of corporate world
- The learners shall be able to relate the knowledge with real world for better implementation
- The learners shall be able to take advantage of forward integration of other subjects

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory + Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 102	Principles of Management – I	4 + 0 = 4	3	70	30	4	100

Chapter	Topic	Hrs	Wtge	Marks
1	**Forms of Business:** Meaning and Basic Features, Advantages and Disadvantages of: 1) Sole Proprietorship, 2) Partnership, 3) HUF, 4) Co- Operative Society, 5) Company. Difference between Private Company and Public Company.	10	20%	14
2	**Introduction to Management:** Meaning and Basic Features of Management, Levels of Management, Skills Possess by A Manager (Managerial Skills) and Process of Management, Management as A Science and An Art. Management as An Emerging Profession. Role of Manager.	10	20%	14
3	**The Evolution of Management Thought:**	10	20%	14

	Contribution of Scientific Management, Administrative Management, Bureaucratic Management, Human Relation Movement of Elton Mayo, System Approach and Contingency Management.			
4	**Corporate Social Responsibility And Ethics:** Definition of SR and CSR, Carroll's Global Corporate Social Responsibility Pyramid, Beneficiaries of CSR. Importance of Social Responsibilities in Business. Definition of Ethics, Four levels of Ethical Questions in Business, Tools of Ethics, Factors affecting Business Ethics.	10	20%	14
5	**Planning:** Meaning, Feature, Importance, Limitations and Process of Planning. Types of Planning: Strategic and Operational Planning. Meaning of Plan. Single Use and Standing Plan and in Brief Types of Plan	10	20%	14
	Total	**50**	**100%**	**70**

References:

1. Principles Of Management - Reddy and Tripathi, Tata McGrawhill Publications
2. Management, James A F Stoner and Others, Pearson Education
3. Management Text and Cases, R. Satya Raju & A. Parthasarathy, Eastern Economy Edition
4. Management, Robert Kreitner & Mamata Mohapatra, Himal Impressions
5. Principles of Management (GTU), Sachin Kulkarni, Tech-max Publication
6. Forms of Business Organization, S P Shah and Others, Mahajan Publication.

BBA Semester – I
Economics – I (BBA 103)

Rationale:

The importance of management education, in the prevailing situation is growing leaps and bounds wherein a subject like Basic Economics at the introductory level is of outmost importance. This is because, the student, after being graduated, has to ultimately work in the industry and hence must know the basic concepts of economics which are seen, applied vehemently in the corporate as well as in the social life. This course encompasses the micro economic concepts and their uses and applications. The macro part shall be covered in semester-II in order to develop a logical link in the understanding of Economics in totality in the minds of the students.

Learning Outcome:

At the end of the subject the students shall have learnt the following:

- Various micro economic concepts and principles used and applied in the daily life.
- Scope of application of various concepts and principles taught.
- Utility of application of the concepts and the principles.

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory + Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 103	Economics – I	4 + 0 = 4	3	70	30	4	100

Chapter	Topic	Hrs	Wtge	Marks
Introduction to Economics	Definition (Wealth Definition, Welfare Definition, Scarcity Definition & Modern Definition)- Nature and Scope of Economics	7	20%	14
Microeconomics	Microeconomics: Meaning – Uses – Limitations	6		
Utility Analysis	Concept of Utility-Types of Utility - Law of Diminishing Marginal Utility-Relationship between Marginal Utility and Total Utility	8	50%	35
Demand and Law of Demand	Meaning of Demand-Determinants of Demand-Law of Demand- Expansion – Contraction & Increase-Decrease in Demand	8		

Supply and Law of Supply	Meaning of Supply-Determinants of supply- Law of Supply; Expansion – Contraction & Increase-Decrease in supply	8		
Price Determination Under Free Market Mechanism	Demand and Supply as determinants of price under Free Market Mechanism – Effect of change in demand/supply on equilibrium price	8	10%	7
Markets	Defining Market on the basis of geographical location, nature of functions and nature of competition Perfect Competition: Meaning and Characteristics Monopoly: Meaning and Characteristics Monopolistic Competition: Meaning and Characteristics Oligopoly: Meaning and Characteristics	5	20%	14
	Total	**50**	**100%**	**70**

References:

1. Principles of Economics, B. M. Mule and Ramakanta Prusty, Mahajan Publications.
2. Principles of Economics, V. Lokanathan, S. Chand Publications.
3. Elementary Economic Theory, K. K. Dewett and J. D. Varma, S. Chand Publications
4. Modern Economic Theory, K. K. Dewett, S. Chand Pubications.

BBA Semester–I
Business Mathematics (BBA 104)

Rationale:

The importance of management education, in the prevailing situation, is growing leaps and bounds wherein a subject like Basic Mathematics at the introductory level is of utmost importance. This is because, the student learning mathematics develops analytical and logical capabilities which are seen applied vehemently in the corporate and well as the social life. This course encompasses the basic concepts of mathematics and their applications required by managers in their day to day operations.

Learning Outcome:

After the subject being taught the student will be able to know:

- The various Mathematical concepts of routine use for managers.
- Scope of application of the various concepts and principles taught.
- Utility of application of the concepts and the principles.
- Utility of application of the concepts and principles for the industry

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory + Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 104	Business Mathematics	4 + 0 = 4	3	70	30	4	100

Chapter	Topic	Hrs.	Wtge	Marks
Arithmetic and Geometric Progression	**Arithmetic Progression-** Definitions, Common Difference, General terms, Summation of n terms, Sum of n Natural Numbers, Sum of squares and cubes of first n natural numbers **Geometric Progression-** Definitions, Common Ratio, General terms, Summation of n terms	10	20%	14
Set Theory	Sets, types of sets, subject, power set, null set, universal set, equality of two sets, complement of a set, union and intersection of sets, different of two sets, Venn diagram law of algebra of sets, De Morgan Laws, Cartesian product of two sets and number of elements in a finite set.	12	25%	18

Function	Concepts of a function, domain, co-domain and range of a function, constant functions, real functions, different functions and their graphs - linear function, function in economic theory (demand, supply, consumption, revenue and cost function) equilibrium price.	12	20%	14
Matrices	Definition; Types Of Matrices; Equality Of Matrices; Matrix Operations-Addition, Product, Transpose. Properties of Square Matrices: Determinant, Minors, Adjoint, Inverse and Orthogonal Matrix	10	25%	17
Interest	Simple Interest, Compound Interest (reducing balance & flat interest rate), Practical problems	6	10%	07
	Total	**50**	**100%**	**70**

References:

1. Business Mathematics, Dr. K. R. Kachot, Mahajan Publication.
2. Mathematics for managers, Raghavan.
3. Business Mathematics, Dr. Amarnath Dikshit and Dr. Jitendra kumar Jain, Himalaya Publishing House.
4. Business Mathematics, J K Singh.
5. Business Mathematics, Padmalochan Hajarica, Himalaya Publication.
6. Business Mathematics, B.S. Shah Publication.
7. Mathematics for MBA Entrance Examinations, R.S Aggrawal, S. Chand Publication
8. Business Mathematics, V. K. Kapoor, Sultan Chand and Sons, New Delhi.

BBA Semester–I
Financial Accounting-I (BBA 105)

Rationale:

Accountants and auditors help to ensure that the Nations firms are run more efficiently, their public records kept more accurately, and their taxes paid properly and on time. They perform these vital functions by offering an increasingly wide array of business and accounting services to their clients. Broadly, these services include public, management, and government accounting, as well as internal auditing. However, students of management are not expected to become accountants in true sense. Yet, the basics of accounting and the functions of an accountant must be well understood by them in order to control, manage and run the firm efficiently. Hence, a subject on Accountancy at the preliminary level is quite important.

Learning Outcome:

At the end of the subject students shall have learnt the following:

- Concepts and principles of accounting
- Record-keeping and classification of business transactions
- Preparing of final account
- Bank reconciliation and rectification of errors

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory + Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 105	Financial Accounting-I	4 + 0 = 4	3	70	30	4	100

Chapter	Topic	Hrs	Wtge	Marks
Introduction	Definition, objectives, Characteristics, Limitations and Users of Accounting Information	4	10%	07
Accounting Concepts	Business Entity Dual aspect Going Concern Accounting Period Money Measurement Objectivity	8	15%	11

	Cost Concept Matching Concept Realization Concept Accrual Concept Consistency Concept Disclosure Concept Materiality Concept Conservatism Concept			
Recording of Transactions	***Accounting Cycle :*** Rules of Debit and Credit, Types of Accounts, Journal ,Ledger posting, Subsidiary Books (Purchase, Sales and Returns Books only), and Trial Balance	14	30%	21
Final Accounts of Sole Proprietorship	Specimen and preparation of Trading Account, Profit & Loss Accounts & Balance Sheet Practical Examples	10	20 %	14
Bank Reconciliation Statement	Meaning, Reasons for differences between Cash Book and Pass Book, Practical Examples	7	15%	10
Rectification of Errors	Meaning, Types and Causes of errors, Elementary level examples	7	10%	7
	Total	**50**	**100%**	**70**

References:

1. Tulsian P. C.,"Financial Accounting", Pearson Education, New Delhi.
2. Gupta R.L. and V. K. Gupta.,"Financial Accounting", Sultan Chand & Sons, New Delhi.

BBA Semester-I
Fundamentals of Information Technology (BBA 106)

Rationale:

The importance of management education, in the prevailing situation, is growing leaps and bounds wherein a subject like Basic Computers at the introductory level is of outmost importance. Computer is an indispensable appliance that every person always bases on it. It also helps for business to use computer. You see nowadays it is information technology business. Especially, people usually use computer for daily life from day to day and never feel bored about using it. This age is known as the era of IT business, where every application is linked with computer technologies. The use of computers can make business transactions very accurate, thus keeping a proper record of profit and loss. Computers play a very vital role in education**.**

Learning Outcome:

After the subject being taught the student will be able to know:

- The various computer concepts and principles used and applied in the daily life.
- Scope of application of the Ms Office and principles taught.
- Utility of application of the internet.
- Knowledge of windows base operating system.

Subject Code	Subject Title	Teaching Scheme	Exam Scheme				
		Theory +Practical	External Theory		Internal	Credit	Total Marks
			Hrs.	Max. Marks	Max. Marks		
BBA 106	Fundamentals of Information Technology	3 + 2 = 5	3	70	30	4	100

Chapter	Topic	Hrs	Wtge	Marks
Introduction to Computer, Hardware and Software	**Introduction** Application of Computer Characteristics of Computer Block Diagram of Computer **Introduction to H/W** Input Devices: Keyboard, Mouse, Scanner, OCR, OMR, BCR, MICR. Output Devices : Monitor, Printers, Plotter. Storage Devices : HDD, FDD, CDROM, DVD **Introduction to S/W** Types of S/W: Application Software, System Software and Utility Software Difference of H/W & S/W **Introduction to Memory** Types of Memory : Primary & Secondary Memory Classification of RAM Classification of ROM Introduction to Cash Memory and Flash Memory	10	20%	14
Operating System and Internet	**Operating System** Introduction to OS, Application of OS, Booting- Warm and Cold booting **Windows** Advantages of Windows Windows different terms (Desktop , Icon , Wallpaper, Taskbar, My computer , Network Neighborhood , My document , Recycle bin , Control panel & it's setting , Find , Shutdown, Logoff, Notepad , Paint.) What is internet ,Uses of internet, Types of computer	10	20%	14
MS-Word	Introduction to MS Word, Applications of MS Word	12	25%	18

	Basic operations (New, open, save, save as, pages setup, print, print preview, undo, redo, find, replace, Header-footer.) Formatting operation (Bold, Italic, Font, paragraph, Bullets-numbering, Border shading, Change case, Column, Drawing toolbar.) Miscellaneous operation (hyper link , auto text , auto correct , macro , spell – check , drop cap ,mail merge, saving a document with a password , table)			
MS Excel	Introduction To Excel ,Applications of MS Excel ,Concept of workbook, worksheet, workspace, Types of data , Formatting workbook , Conditional formatting , Sorting Data, Data validation , Data filter , Charts , Goal seek , Protecting Worksheet, Pivot table Functions and formulas- 1.Mathematical -,Int, fact, sign, MOD, Power, ABS , sum , sum if 2. Logical - AND, OR, NOT, if 3. Statistical- Min, max, avg, count if 4. Text –Concatenate, find, left, right, trim 5. Lookup- Hlookup, Vlookup 6. Date and Time	12	25%	17
MS Power Point	Introduction to MS PowerPoint. Applications of Presentation Creating presentation (adding slide , formatting , adding colors , background & shading) Special Features (custom animation, slide transition, slide sorter, inserting sound)	6	10%	7
	Total	**50**	**100%**	**70**

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