

**BBA: Semester-I****Paper MGTB-101: ENGLISH LANGUAGE**

(From list I)

**Duration: 3Hrs.****Marks: 100****Credits: 2**

The subject of English Language is basically designed for students of Management to equip with the concept of Communication and improve their English language to be used for business communication. The more specific objectives are as follows:

- To make learners know and understand and use basics of communication, both oral and written communication.
- To make learners know and understand the correct use of narration in English language.
- To make learners know and understand oral communication, public speaking and presentation Skills
- To develop the professionals' ability of writing and presenting technical writing skills, such as, technical report, proposal and business correspondence etc.
- To facilitate the learners to sharpen their English grammar by remedial grammar with a view to combating the challenges they may face in industries/organization; to create conducive environment for professionals to grow as good and responsible human beings imbibing values and ethics.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1:	Use of various facets of communication skills, such as, Reading, Writing, Listening and Speaking Skills.
CO2:	To identify, formulate and solve the real life problems with positive attitude, Overcome the problems he/she faces in oral and written communication
CO3:	Acquire knowledge of and methods for using Business communication, such as, reports, proposals and business letters, Resume/CV etc.

CO4:	To make effective and impressive communication.
CO5:	Better presentation and communication using proper body language.

## Course Contents

### Unit I: Introduction to Communication

Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers

### Unit II: Reported Speech

What is reported speech, where to use, how to report the speech of second person to others, words used for reported speech, etc.

### Unit III: Oral Communication

Meaning, nature, and scope - Principles of effective oral communication - Techniques of effective speech - Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Meetings - Rumohr - Demonstration and Dramatization - Public address system - Group Discussion - Oral report - Closed circuit TV). The art of listening - Principles of good listening. Jam sessions – Debates etc.

### Unit IV: Business Letters

Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence  
Drafting of business letters, Enquiries, and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters -Circular letters - Application for employment and resume - Report writing - Notices, Agenda and Minutes of the Meetings – Memos – cover letters – resume/ cv drafting.

### Unit V: Basic Grammar

Aids to correct writing- Tenses, Modals, Subject-verb agreement, common errors.

## Suggested Readings:

1. Bovee, and Thill, Business Communication Essentials, Pearson Education
2. Shirley Taylor, Communication for Business, Pearson Education

3. Locker and Kaczmarek, Business Communication: Building Critical Skills, McGraw Hill Education
4. Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, Effective Business Communication (SIE), McGraw Hill Education
5. Dona Young, Foundations of Business Communication: An Integrative Approach, McGraw Hill Education
6. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, Business Communication: Connecting in a Digital World (SIE), McGraw Hill Education

**Note: Latest edition of textbooks may be used.**

## **Teaching Learning Process**

Interactive classroom sessions with the help of power point presentations, case discussions and group discussions to ensure active participation and continuous learning.

## **Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

## **Keywords:**

English, Oral Communication, Business letters, Basic Grammar, Reported Speech

## **BBA: Semester-I**

### **Paper MGTB-102: CONSTITUTION OF INDIAN AND HUMAN RIGHTS**

(From list-II)

**Duration: 3Hrs.**

**Marks: 100**

**Credits: 4**

## **Course Objective**

To bring about aware among students about our constitution and human rights

## **Course Learning Outcomes**

After completing the course, the student shall be able to:

- CO1: Understand the emergence and evolution of Indian Constitution.
- CO2: Understand the structure and composition of Indian Constitution
- CO3: Understand and analyse federalism in the Indian context.
- CO4: Analyse Panchayathi Raj institutions as a medium of decentralization.
- CO5: Evaluate the Indian Political scenario amidst the emerging challenges.

CO6: Evaluate Indian foreign relations under cold war and post-cold war era.

## Course Contents

### Unit I: Indian Constitutional Philosophy

- a) Features of the Constitution and Preamble
- b) Fundamental Rights and Fundamental Duties
- c) Directive Principles of State Policy

### Unit II Union and State Executive, Legislature and Judiciary

- a) Union Parliament and State Legislature: Powers and Functions
- b) President, Prime Minister and Council of Ministers
- c) State Governor, Chief Minister and Council of Ministers
- d) The Supreme Court and High Court: Powers and Functions

### Unit III: Concept and Development of Human Rights

- a) Meaning Scope and Development of Human Rights
- b) United Nations and Human Rights – UNHCR
- c) UDHR 1948, ICCPR 1966 and ICESCR 1966

### Unit IV: Human Rights in India

- a) Protection of Human Rights Act, 1993 (NHRC and SHRC)
- b) First, Second and Third Generation Human Rights
- c) Judicial Activism and Human Rights

## Suggested Readings:

1. Durga Das Basu, Introduction to the Constitution of India, Prentice – Hall of India Pvt. Ltd. New Delhi
2. SubashKashyap, Indian Constitution, National Book TrustJ.A. Siwach, Dynamics of Indian Government & Politics
3. D.C. Gupta, Indian Government and Politics, Vikas Publishing House Pvt Ltd (1 July 1973)
4. H.M. Sreevai, Constitutional Law of India, 4th edition in 3 volumes (Universal Law Publication)

**Note: Latest edition of textbooks may be used.**

## Teaching Learning Process

Interactive classroom sessions with the help of power point presentations, case discussions and group discussions to ensure active participation and continuous learning.

### **Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

### **Keywords**

Constitution of India, Legislature and Judiciary, Human Rights, State Governor, Chief Minister, United Nations

## **BBA: Semester-I**

### **Paper MGTB-103: MANAGEMENT PROCESS**

**Duration: 3Hrs.**

**Marks: 100**

**Credits: 4**

### **Course Objective**

The field of management has undergone a sea change and has today assumed a form of a profession with a well-defined body of knowledge. This knowledge is continuously evolving, and new issues and findings are constantly emerging. This field is attracting many people who want to undergo a formal training in this area.

This subject is designed to provide a basic understanding to the students with reference to working of business organizations through the process of management. It will give a brief understanding of the managerial functions of planning (including decision making) and organizing. It will also throw light on the managerial functions of staffing, directing, and controlling

## Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: Evaluate the global context for taking managerial actions of planning, organizing, and controlling
- CO2: Assess global situation, including opportunities and threats that will impact management of an organization
- CO3: Integrate management principles into management practices.
- CO4: Assess managerial practices and choices relative to ethical principles and standards.
- CO5: Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- CO6: Determine the most effective action to take in specific situations.
- CO7: Evaluate approaches to addressing issues of diversity.

## Course Contents

### Unit I: Introduction to Management

- Nature of Management- Meaning, Definition, its nature purpose, importance & Functions.
- Evolution of Management Thoughts- Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e., Schools of management thought) Indian Management Thought.

### Unit II: Planning and Decision Making

- Planning - Meaning - Need & Importance, types of levels - advantages & limitations.
- Forecasting - Need & Techniques
- Decision making - Types - Process of rational decision making & techniques of decision making.

### Unit III: Organizing and Directing

- Organizing - Elements of organizing & processes: Types of organizations, Delegation of authority - Need, difficulties in delegation – Decentralization.
- Directing- Introduction, Principles and Elements of Direction; Supervision, Traditional vs. Development Supervision.

### Unit IV: Controlling and Coordination

- Controlling- Concept, Importance, Process & Types of Controlling, Contemporary Issues in Control, Entrepreneurs and Control. Operations Management- Importance, Service and Manufacturing Firms, Project Management Tools & Techniques.
- Coordination- Coordination- Definition, Characteristics, Objectives, Techniques.

### **Unit V: Contemporary Management Issues**

- Management in the International Area.
- Change and Organizational Development.
- Ethics, Corporate Governance and Social Responsibilities.

### **Recommended book**

1. L. M. Prasad: Principles and Practice of Management, (2016): Sultan Chand & Sons Publications, New Delhi
2. V.S.P. RAO: Principles of Management text and cases

### **Reference books**

1. Robbins, De Cenzo, Bhattacharya and Agarwal, (2009): Fundamentals of Management- Essential Concepts & Applications 6e, India, Pearson
2. Hellriegel, Jackson and Sloceum, (2008): Management- A Competency Based Approach 10e, India, South- Western Cengage Learning.
3. Stoner, Freeman, Gilbert, Jr., (2006), Management 6e, India, Prentice- Hall

### **Teaching Learning Process**

Interactive classroom sessions with the help of power point presentations, case discussions and group discussions to ensure active participation and continuous learning.

### **Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

### **Keywords**

Principles of Management, Management Thoughts, Planning and Decision Making, Organizing and Directing, Controlling and Coordination, Contemporary Management Issues.

**BBA: Semester-I****Paper MGTB-104: BUSINESS ORGANIZATION AND ENVIRONMENT****Duration: 3Hrs.****Marks: 100****Credits: 4****Course Objective**

This module provides students with an elaborative understanding of organizational behavior, its key principles, concepts & theories. The range of concepts & theories that students will be introduced includes foundation of individual behavior, groups & group dynamics, motivation, leadership, organization design, organization structure, work stress, organization culture, organization change. By the end of the module, students will be fully equipped with the knowledge and skills required to understand & deal human behavior in the organization as individual, group member & organization.

**Course Learning Outcomes**

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

1. Identify and evaluate social, cultural, legal, and technical factors in business environment.



2. Describe the various economic system and sectors.
3. Discuss economic planning and policies of Indian economy.
4. Apply ethical values and social responsibilities in business.
5. Explain International economic grouping and organisations.

## **Course Contents**

### **Unit I: Foundations of Individual Behavior**

- Introduction and Conceptual framework of OB- Nature & Scope of Organizational Behavior. The organization and the individual.
- Personality: Determinants and Attributes, Big Five Model
- Major Personality Attributes: Locus of Control, Machiavellianism, Self Esteem, Self-Monitoring, Type A & B personality, Risk taking ability.
- Learning and Learning Theories: Concept, Law of Effect, Classical Conditioning, Operant Conditioning, Social Learning Theory. Reinforcement Theory and OB Modification Process and its Advantages.
- Attitudes: Concept, its components and various job-related attitudes, Job satisfaction and its impact on OB.
- Values: Concept, types of values, Robbin's Dominant Work Values today, Hofstede's Values Across Cultures, Javidan & House's The G.L.O.B.E. Findings.
- Perception: Definition, factors affecting individual perception, Perceptual Selectivity.

### **Unit II: Motivation and Leadership**

- Motivation: Definition and concept, different types of motives.
- Theories of motivation: Maslow's Hierarchy of Needs, Herzberg's Two Factor theory, ERG theory, Vroom's Expectancy theory, Equity theory, Reinforcement theory and Behavior Modification.
- Leadership: Nature and Significance of leadership, Trait theory of leadership.
- Behavioral theories of leadership- Ohio State Studies, Michigan Studies, and Managerial Grid.
- Contingency theories - Fiedler's model, Hersey, and Blanchard's situational theory, leader-member exchange theory, path goal theory, charismatic leadership.

### **Unit III: Foundations of Group Behavior**

- Group: Definition, Classification of Groups, stages of group development, Group Structure, Group Processes, Strength, and weakness of group over individuals.
- Team: Concept of team, Group v/s Team, Team Effectiveness, Different types of teams, how to convert an individual into team player.
- Conflict and Collaboration: Transitions in Conflict Thought, Functional versus Dysfunctional Conflict, Conflict Process.

- Conflict Management: Techniques, Negotiation process, Bargaining strategies, Global implications.

#### **Unit IV: Structural & Cultural Dimensions of OB**

- Organization Structure: Definition, Elements of Organization Structure, Common Organization Designs: simple Structure, Bureaucratic Structure, Matrix Structure.
- New Designs Option: Team Structure, Virtual Structure, Boundaryless Organization Structure; Factors affecting choice of different organization designs.
- Organization Culture: Meaning of Organizational Culture, Creating and Sustaining Culture, Countries and Culture, Employee Acculturation Process.
- Organizational Climate: Concept and How to build a more positive and employee centered climate.

#### **Unit V: Organizational Change and Stress Management**

- Organizational Change: Change Concept, Forms of Change, Sources of Resistance to Change, Tactics to deal with resistance.
- Approaches/ Models to Managing Change: Lewin's Change Model and Nadler's Organizational Model, Action Research: Steps in action Research and Change agents.
- Stress Management: Work Stress, types of stress, stages of stress, causes of stress: extra-organizational, organizational, group and individual; Strategies to cope with stress: individual strategies and organizational strategies.

#### **Recommended Book**

1. Robbins, Judge & Sanghi, (2009): Organizational Behavior 13e, India, Pearson, Prentice Hall

#### **Reference Book**

2. L. M. Prasad, (2011): Organizational Behavior, India, Sultan Chand & Sons
3. Hersey, Blanchard & Johnson, (2009), India, Pearson/ Prentice Hall
4. Keith Davis: Organizational Behavior: Human Behavior at Work, McGraw Hill Book Co

#### **Teaching Learning Process**

Interactive classroom sessions with the help of power point presentations, case discussions and group discussions to ensure active participation and continuous learning.

#### **Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

### **Keywords**

Organizational Behavior, Personality traits, Group behavior, Motivation, Leadership, Stress Management.

## **BBA: Semester-I**

### **Paper MGTB- 105: PRINCIPLES OF ACCOUNTING**

**Duration: 3Hrs.**

**Marks: 100**

**Credits: 6**

### **Course Objective**

This course provides conceptual knowledge of financial accounting and the techniques for preparing accounts in different types of business organisations.

### **Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1: understand the theoretical framework of accounting and to prepare financial statements

CO2: explain and determine depreciation and value of inventory

CO3: learn accounting for hire purchase transactions, leases, branches, and departments

CO4: understand the concepts of partnership firm and prepare accounts for dissolution of a partnership firm

CO5: develop the skill of preparation of trading and profit and loss account and balance sheet using computerized accounting.

## **Course Contents**

### **Unit-1: Introduction**

Conceptual Framework: Accounting principle, Concepts and Conventions Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS), Accounting Process: Journal, ledger, Trial Balance, Financial Statements (overview) Capital Expenditure (and Receipts), Revenue Expenditure (and Receipts) and Deferred Revenue Expenditure. Preparation of Financial Statements of a profit-making sole proprietorship trading firm with additional information, Preparation of Financial Statements of a not-for-profit organisations.

### **Unit-2: Depreciation Accounting and Inventory Valuation**

Accounting for Plant Property and Equipment & Depreciation: Meaning of Depreciation, Depletion and amortization, Objective and Methods of depreciation (Straight line, Diminishing Balance), Change of Method, Inventory Valuation: Meaning, Significance of Inventory Valuation, Inventory Record System-Periodic and Perpetual, Methods of Inventory Valuation- FIFO, LIFO, and Weighted Average

*(Relevant accounting Standards as applicable)*

### **Unit-3: Special types of accounting**

Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession, profit Computation (Stock & Debtors System only), Accounting for Leases: Concept, Classification of leases (Simple practical problems), Accounting for Branches (excluding foreign branches): Dependent branches ('Debtor's system' and 'Stock & debtors System') and overview of independent branches. Departmental Accounting: Concept, Type of departments, Basis of allocation of departmental expenses, Methods of departmental accounting (excluding memorandum stock and memorandum mark-up account method)

*(Relevant accounting Standards as applicable)*

### **Unit-4: Accounting for Partnership Firm**

Partnership accounts: Fundamentals, Admission, Retirement and Death of a partner (only an overview), Accounting for Dissolution of Partnership Firm: Dissolution of Partnership Firm including Insolvency of partners (excluding sale to a limited company), Gradual

realization of assets and piecemeal payment of liabilities

### **Unit-5: Computerized Accounting System**

Computerized Accounting System: Computerized accounts by using any popular accounting software: Creating a company; Configure and Features settings; Creating Accounting Ledgers and Groups, Creating Stock Items and Groups; Vouchers Entry; Generating Reports – Cash Book, Ledger Accounts, Trail Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement, Selecting and Shutting a Company; Backup and Restore of Data of a Company

**Note:** Latest Accounting Standards to be followed

### **References**

- Goyal, Bhushan Kumar and H.N. Tiwari, Financial Accounting, Taxmann
- Kumar, Alok. Financial Accounting, Singhal Publication.
- Lt Bhupinder. Financial Accounting – Concepts and Applications, Cengage
- Monga, J R. Financial Accounting: concept and Applications. Mayur paper Backs, New Delhi
- Sehgal, Ashok & Deepak Sehgal. Fundamentals of Financial Accounting, Taxmann
- Tulsian, P C. Financial Accounting, Tata McGraw Hill New Delhi
- Lal, Jawahar, Seema Srivastava & Abrol, Shivani. Financial Accounting Text and problems, Himalaya Publishing House, New Delhi.

### **Additional Resources**

- Charles, T Horngren, Gart L. Sundem, John and Elliot and Donna R. Philbrick.
- *Introduction to Financial Accounting*, Pearson.
- Leonardo, A. Robinson, James R. Qanis, C. Wayne Alderman, *Accounting Information Systems: A cycle Approach*. Publisher Wiley.
- Marshall, B Romney and Paul, John Steinbart, *Accounting Information Systems*, Pearson Education Limited.
- Robert, L. Hurt, *Accounting Information Systems: Basic Concepts and Current Issues*, McGraw Hill.

**Note:** Latest edition of readings may be used

### **Teaching Learning Process**

Theory/ numerical with examples, Practical Lab Lectures

### **Assessment Methods**

- There shall be 4 credit hours for lectures + one credit hour (Two Practical Periods per week per batch) for practical lab + one credit hour for tutorials (per group)

- Examination scheme for computerized accounting system – Practical for 20 marks. The practical exam will be of one hour
- Theory exam shall carry 80 marks (Including Internal Assessment of 25 Marks). The theory exam will be of 2.5 hours

### **Keywords**

Financial Statements, Depreciation, Inventory Valuation, Hire Purchase, Branch Accounting, Departmental Accounting

**BBA: Semester-**  
**Paper MGTB – 106: BUSINESS MATHEMATICS**

**Duration: 3Hrs.**

**Marks: 100**

**Credits:**

**4**

### **Course Objective**

Business mathematics is used by commercial enterprises to record and manage business operations. Commercial organizations use mathematics in accounting, inventory management, marketing, sales forecasting, and financial analysis. Mathematics typically used in commerce includes elementary arithmetic, elementary algebra, statistics, and probability. Business management can be made more effective in some cases by use of more advanced mathematics such as calculus, matrix algebra and linear programming.

### **Course Learning Outcomes**

After completing the course, the student shall be able to:

- CO1: comprehend the concept of systematic processing and interpreting the information in quantitative terms to arrive at an optimum solution to business problems.
- CO2: develop proficiency in using different mathematical tools (matrices, calculus, linear programming, and mathematics of finance) in solving daily life problems.
- CO3: acquire competence to use computer for mathematical computations, especially with big data.
- CO4: obtain critical thinking and problem-solving aptitude.
- CO5: evaluate the role played by mathematics in the world of business and economy.

## Course Contents

### UNIT I: Basics of Business Mathematics

- Ratio and proportion
- Indices
- Logarithms

### UNIT II: Equations

- Linear – simultaneous linear equations up to three variables,
- Quadratic and cubic equations in one variable,
- Equations of a straight line,
- Intersection of straight lines,
- Graphical solution to linear equations.

#### **Inequalities**

- Graphs of inequalities in two variables
- Feasible & Infeasible solutions

### UNIT III

- Simple and Compound Interest including annuity – Applications
- Basic concepts of Permutations and Combinations

### UNIT IV

- Sequence and Series – Arithmetic and geometric progressions
- Sets, Functions and Relations

### UNIT V

- Limits and Continuity – Intuitive Approach
- Basic concepts of Differential and Integral Calculus (excluding trigonometric functions)

### Recommended book:

- R S Agarwal, Quantitative Aptitude, S. Chand Publishing, 17th Edition, 2012

### Reference books:

- Abhijit Guha, Quantitative Aptitude, Tata McGraw - Hill Education, 4th Edition, 2010
- P. Gupta, Quantitative Aptitude, Unique Publisher
- Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Business Mathematics, Vikas Publishing House Pvt. Ltd, New Delhi.

**Note: Latest edition of textbooks may be used.**

## **Teaching Learning Process**

This course is well structured and sequenced attainment of knowledge and skills. It will constitute an important aspect of teaching learning process. the course would involve lectures supported by group tutorials, open ended projects, and self-study.

## **Assessment Methods**

The Assessment for this paper would include a theory exam of 75 marks and Internal assessment of 25 marks. Internal assessment will include 10 marks for practical exam, 10 marks for class tests/assignments, and 5 marks for attendance. There shall be 4 Credit Hrs. for Lectures + one Credit Hr. (Two Practical Periods per week per batch) for Practical Lab + one credit Hr. for Tutorials (per group). Use of simple calculator is allowed. Proofs of theorems/ formulae are not required. Trigonometric functions are not to be covered.

## **Keywords**

Linear Equations, Inequalities, Permutations and Combinations, Sequence and Series, Relations and Functions, Differential Calculus, Integral Calculus.



**BBA: Semester-I**

**Paper MGTB-107: FUNDAMENTALS OF COMPUTERS**

**Duration: 3Hrs.**

**Marks: 100**

**Credits: 4**

**Course Objective**

Computers have become an integral part of work life of every individual. Today's pace of corporate functioning cannot even be thought of without computers. Keeping into mind such a necessity, this paper is introduced to help the students learn the basic skills of operating a computer and office automation.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1: Understand the concept of input and output devices of Computers and how it works.

CO2: Understand the concepts, structure, types, and design of operating Systems.

CO3: Understand the concept of Data Communication, its Modes, its Forms and Data Communication Channels

CO4: Understand evolution of internet, its application, and its basic services.

CO5: Recognize when to use each of the Microsoft Office programs to create professional and academic documents

CO6: Create and design a word document for general office use.

CO7: Students will have a working knowledge of paragraph formatting, macro, and mail-merge in MS-Word.

## **Course Contents**

### **Unit I: Introduction to Computers**

Computer defined, Classification of computers, Basic computer organization, Input devices, Output devices, Primary Memory (ROM, RAM), Secondary Memory, Binary digit system, Bits, Bytes, Other units of memory, Software (Application software, Operating Software).

### **Unit II: Microsoft Word**

Introduction to Toolbars, Menus, Ribbons, Text formatting, Finding, and replacing text, inserting illustrations (picture, clipart, shapes, Smart art, Chart), Headers, Footers, Text box, Word art, Symbols, Page setup, Watermark, Page border, Paragraph formatting, grouping, ungrouping, Mail merge, Spell check, Word count, Zoom, Save, save as, Printing documents, Print preview

### **Unit III: Microsoft Excel**

Introduction to components of Excel window interface, Toolbars, Worksheet concept, Cell address, Formatting, Cell alignment, Conditional formatting, Inserting, Deleting and formatting cell, Autosum, Sorting & Filtering, Inserting illustrations (picture, clipart, Shapes, Smartart), Inserting and formatting charts, Text box, Header & Footer WordArt, Object, Symbol, page layout, Basic formulas (sum, multiplication, average, maximum, minimum, percentage), Spellcheck, Inserting & editing comment, Save, Save as, Printing, Print preview, Page break view.

### **Unit IV: Microsoft PowerPoint**

Introduction to components of PowerPoint window interface, Toolbars, Slide layout, design, Slide formatting, arranging, and ordering, inserting tables, Illustrations (Picture, Clipart, Shapes, Smartart, Chart, Text box, Header & Footer, WordArt, Movie, Sound, Slide animation, Slide transition, Slide show basics, Slide's handout, Slide's sorter, Printing handouts, Print preview.

### **Unit V: Networking and Internet**

Computer networking basics, Network topology (Star, Ring, Bus, Hybrid, LAN, WAN, MAN, Internet surfing, Internet browsers (Mozilla, Internet explorer, Chrome, Opera), Opening & operating email accounts, Dropbox, Instant messaging, Search engines

## **Recommended Readings**

- Sinha, P.K. and Sinha, Priti, Computer fundamentals, BPB Publications, New Delhi, Sixth Edition, 2011.
- Management Information System: Jawadekar

- Management Information System: Laudon & Laudon
- Internet (Use of Search Engines Google & Bing etc)

### **Other Recommended Readings**

- <http://office.microsoft.com/en-in/starter-help/introduction-to-excel-starter-HA010385336.aspx> (Web Link)
- <http://www.nashualibrary.org/documents/IntroductiontoMicrosoftWord2010handout.pdf> (Web Link-Article)
- <http://www.jus.uio.no/english/studies/student-services/juriteket/guide-master-w10.pdf> (Web Link-Article)
- [http://en.wikipedia.org/wiki/History\\_of\\_the\\_Internet](http://en.wikipedia.org/wiki/History_of_the_Internet) (Web Link)
- <http://www.engr.sjsu.edu/gaojerry/course/cmpe296u/slides/introduction.pdf> (Web Link-Article)
- <http://www.ece.sunysb.edu/~tom/Robertazzi-Basics-Comp-Net-11-28-11.pdf>
- [http://en.wikipedia.org/wiki/Computer\\_network](http://en.wikipedia.org/wiki/Computer_network) (Web Link)

**Note: Latest edition of readings may be used**

### **Teaching Learning Process**

Theory/ numerical with examples, Practical Lab Lectures

### **Assessment Methods**

- There shall be 4 credit hours for lectures + one credit hour (Two Practical Periods per week per batch) for practical lab + one credit hour for tutorials (per group)
- Examination scheme for computerized accounting system – Practical for 20 marks. The practical exam will be of one hour
- Theory exam shall carry 80 marks (Including Internal Assessment of 25 Marks). The theory exam will be of 2.5 hours

### **Keywords**

Computer, ROM, RAM, Microsoft Office, Network, Internet