Kadi Sarva Vishwavidyalaya Gandhinagar

(A University established vide Gujarat State Government Act 21 of 2007 in May 2007 and approved by UGC (ref F. 9-18/2008(cpp-1) March 19,2009))



Faculty of Management Bachelor of Business Administration (BBA)

Semester – I Syllabus

W. E. F.

Academic Year 2023-24

BBA Semester–I Major Course Principles of Management - I (MAM201-1C)

Course Objective:

- Management as a subject holds utmost importance as an integral part of a professional course like BBA.
- It makes the students learn, understand, relate and execute its knowledge to the real world
- The course thus aims to help the students/learners to become successful corporate practitioners, entrepreneurs and academicians

Course Outcome:

After successful completion of the course the learner shall be able to:

- Understand fundamentals of structured and professional dynamics of corporate world
- Relate the knowledge with real world for better implementation
- Take advantage of forward integration of other subjects

COURSE	TITLE OF CATEGORY		ODEDUTS	TEACHING HOURS PER WEEK EVALUATION					ΓΙΟΝ
CODE	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAM201 -1C	Principles of Management-I	MAJOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)	
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. Types of company. Difference among various businesses, Basics of Management Meaning and Basic Features of Management, Levels of Management Skills Possess by A Manager (Managerial 	15	25%	
	Skills) Management as A Science and An Art. Management as An Emerging Profession. Role of Manager. Management Vs Administration.			

	The Evolution of Management Thought			
	Contributions and limitations of –			
	Scientific Management,			
	Administrative Management,	15	250/	
2	Bureaucratic Management,	15	23%	
2	Human Relation Movement of Elton Mayo,			
	System Approach and			
	Contingency Management.			
	Planning			
	Process of Management, Meaning, Feature, Importance,			
	Limitations and Process of Planning. Types of Planning:		25%	
	Strategic and Operational Planning. Meaning of Plan.	15		
3	Single Use and Standing Plan and Types of Plan			
5	(objectives, strategies, policies, procedures, rules,			
	methods, programmes and budgets)			
	Decision Making			
	Meaning, Features, Importance, Process of Decision			
	Making. Effective Decisions and Guidelines for making			
	effective decisions. Individual Vs Group decision			
	making. Positive and Negative aspects of Group decision			
1	making. Problem solving and approaches for problem	15	25%	
-	solving (Routine approach, Scientific approach,	15	2370	
	quantitative and creative approach)			
	Life, legacy and lessons from corporate personalities			
	Family background , education and business evolution			
	of:- Dhirubhai Ambani, Ratan Tata, Jeff Besos, Elon			
	Musk, Narayan Murthy, Kiran Mazumdar- Shaw.			
	Total	60	100%	

- 1. Principles and Practice of Management L M Prasad, Sultan Chand & Sons, New Delhi
- 2. Principles Of Management Reddy and Tripathi, Tata McGrawhill Publications
- 3. Management, James A F Stoner and Others, Pearson Education
- 4. Management Text and Cases, R. Satya Raju & A. Parthasarathy, Eastern Economy Edition
- 5. Management, Robert Kreitner & MamataMohapatra, Himal Impressions
- 6. Principles of Management (GTU), Sachin Kulkarni, Tech-max Publication
- 7. Forms of Business Organization, S P Shah and Others, Mahajan Publication.
- 8. Wikipedia.org
- 9. Youtube.com

Creative Application

Chapter-1 Process of opening any form of business and market visit. Chapter-4 Presentation on planning of any small event with procedure. Chapter-5 Demonstrating the key aspect and procedure of decision making. Chapter-6 Role play of other business tycoons

BBA Semester–I Major Course Principles of Economics-I (MAM202-1C)

Course Objective:

- The importance of management education in the prevailing situation is growing by leaps and bounds wherein a subject like Basic Economics at the introductory level is of outmost importance.
- The student, after being graduated, has to ultimately work in the industry and hence he/she 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 microeconomic concepts, their uses and applications to develop a logical link in the minds of the students in understanding and applying them.

Course Outcome:

After successful completion of the course the learner shall be able to:

- Understand various microeconomic concepts and principles used and applied in the daily life.
- Understand the utility of application of the concepts and the principles.

COURSE CODE	TITLE OF	CATEGORY OF CREDITS		TEACHING HOURS PER WEEK			EVALUATION		
	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAM202 -1C	Principles of Economics-I	MAJOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
	Introduction to Economics		
	Definition (Wealth Definition, Welfare		
	Definition, Scarcity Definition & Modern		
	Definition)		
1	Nature and Scope of Economics	15	25%
	Microeconomics: Meaning – Uses – Limitations		
	Central Problem of Economy and Production		
	Possibility Curve		
	What, How and For Whom to Produce		

	Production Possibilities Curve and Its Properties					
	Utility Analysis					
	Concept of Utility		250/			
2	Types of Utility	15				
	Law of Diminishing Marginal Utility	15	2370			
	Relationship between Marginal Utility and Total					
	Utility					
	Demand and Supply					
	Demand: Meaning, Determinants, Law of					
	Demand, Expansion and Contraction of Demand					
3	and Increase and Decrease in Demand	25%				
	Supply: Meaning, Determinants, Law of Supply,		1			
	Expansion and Contraction of Supply and Increase					
	and Decrease in Supply					
	Price Determination Under Free Market					
	Mechanism					
	Demand and Supply as Determinants of Price					
	under Free Market- Effect of Change in					
	Demand/Supply on Equilibrium Price					
	Different Forms of Markets					
4	Defining Market, nature of functions and nature of	15	25%			
	competition					
	Perfect Competition: Meaning and Characteristics					
	Monopoly: Meaning and Characteristics					
	Monopolistic Competition: Meaning and					
	Characteristics					
	Oligopoly: Meaning and Characteristics					
	Total	60	100%			

- 1. Principles of Economics, B. M. Mule and RamakantaPrusty, Mahajan Publications.
- 2. Principles of Economics, V. Lokanathan, S. Chand Publications.
- 3. Principles of Economics, D N Diwedi.
- 4. Principles of Economics, V. Loknathan, S. Chand & Company
- 5. Elementary Economic Theory, K. K. Dewett and J. D. Varma, S. Chand Publications
- 6. Modern Economic Theory, K. K. Dewett, S. Chand Pubications.
- 7. Wikipedia.org
- 8. Youtube.com

BBA Semester–I Minor Course Financial Accounting - I (MAE201-1C)

Course Objective:

- Financial Accounting as a subject discloses the business's profits and losses to present a genuine and fair picture of the business to protect the interests of all internal and external stakeholders.
- It makes the students understand accounting concepts, conventions and rules and prepare a financial statement of a business.
- The course thus aims to help the students/learners to have accounting information for decision making in business.

Course Outcome:

After successful completion of the course the learner shall be able to understand:

- Concept, Objectives, Characteristics, Branches and Limitations of Accounting
- Classification of Business Transactions and Record-Keeping
- Preparation of Final Account of Sole Proprietorship
- Bank Reconciliation and Rectification of Errors

COURSE	RSE TITLE OF CATEGORY		CDEDITS	TEACHING HOURS PER WEEK			EVALUATION		
CODE	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAE201- 1C	Financial Accounting-I	MINOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructiona l Hours	Weightage in % (Approx.)
	Introduction of Accounting Definition, Objectives, Characteristics, Branches,		
	Limitations of Accounting and Users of Accounting Information		
1	Accounting Concepts & Conventions	15	25%
	Business Entity Concept, Dual aspect Concept, Going		
	Concern Concept, Accounting Period Concept, Money		
	Measurement Concept, Objectivity Principle, Cost		
	Concept, Matching Concept, Realization Concept,		

	Accrual Concept, Consistency, Disclosure, Materiality		
	and Conservatism (Only Theory)		
	Recording of Transactions-I		
	Systems of Record Keeping: Single Entry & Double		
	Entry Book Keeping System, Basis of Accounting: Cash		
	and Accrual Basis, Classification/Types of Accounts,		
	Rules of Debit and Credit (Only Theory)		
	Recording of Transactions-II		
2	Practical Examples of Journal Book, Ledger Book and	15	25%
	Subsidiary Book related to Goods and Cash Book		
	Recording of Transactions-II		
	Practical Examples of preparation of Trial Balance		
	Final Accounts of Sole Proprietorship		
	Specimen of Trading Account, Profit & Loss Accounts		
3	& Balance Sheet, Practical Examples with elementary	15	25%
	adjustments like depreciation, outstanding expenses and		
	prepaid expenses, outstanding incomes and incomes		
	received in advance and provision for doubtful debts,		
	interest on drawings and interest on capital.		
	Bank Reconciliation Statement		
	Meaning, Reasons for differences between Cash Book		
4	and Pass Book, Elementary level Practical Examples	15	2504
4	Rectification of Errors	15	2370
	Meaning, Types of Errors and Elementary level		
	Practical Examples.		
	Total	60	100%

- 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.

Skill Development Activities:

- List out the accounting concepts and conventions with practical problems.
- Practical application of Accounting cycle; starting from preparation of Journal Book, Ledger Posting based on Journal, preparation of Trial Balance and Balance sheet.
- Prepare a subsidiary book with imaginary figures.
- Prepare a Final Account of Sole Proprietorship with imaginary figures.
- Prepare a Bank Reconciliation Statement with imaginary figures.

BBA Semester-I Minor Course Psychology of Personal Adjustment (MAE202-1C)

Course Objectives:

- To make the learner mentally, emotionally and socially healthy
- To help the learner understand the self and others

Course Outcomes:

After successful completion of the course, the learners will -

- Be mentally healthy, emotionally sound and responsible citizen of the country
- Apply Psychological theories / Principles at personal level to understand self and others.

COURSE	TITLE OF CATEGORY COURSE OF COURSES	ODEDITS	TEAC	HING HOUR WEEK	S PER	E	VALUATI	ON	
CODE		OF COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAE202 -1C	Psychology of Personal Adjustment	MINOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	An Introduction to Psychology of Personal Adjustment		
	Meaning and nature of psychology of adjustment, meaning and		
	scope of personal adjustment, Characteristics of satisfactory		
	adjustment, Methods of adjustment.	15	250/
	Interpersonal Relationship	15	23%
	Effect of early family experiences, fundamentals of interaction-		
	communication – feedback – social expectation – role- behaviour-		
	reciprocal gratification		
2	Family Adjustment		
	Meaning and nature of Family, the Functions of Family,		
	the Dynamics of Family interaction: the Husband – Wife		
	Relationship, the Parent-Child Relationship, Adjusting to Family	15	250/
	crises.	15	23%
	School Adjustment		
	School as a New Experience, the Home-school Relationship, the		
	Teacher-Child Relationship, the Dynamics of learning		

3	Motivation and Frustration		
	The Process of Motivated Behaviour Personal Needs, Physiological		
	Needs and Psychological Needs, Sources of Frustration, Effects of		
	Frustration	15	25%
	Job Adjustment		
	The Transition from School to Work, Factors Affecting Job		
	Selection, Factors Affecting Job Satisfaction		
4	Psychosexual Adjustment		
	Factors in Mate Selection, Psychosexual Relationships in Marriages,		
	Why Some People do not Marry?	15	2504
	Old Age Adjustment	15	23%
	Changes that Occur during the Aging Process, Sources of		
	Adjustment Difficulties, Viewing Old Age Constrictively		
	Total	60	100%

Reference

• George, Lehner and Ella Kube, The Dynamics of Personal Adjustment., Prentice – Hall. Ine.(N.J.)

• Weiten W. and Lloyd, M.A. (2007) Psychology Applied Modern Life Adjustment in the 21st Century, 8th Edition. United State Thomson Wadsworth

BBA Semester–I Multi-Disciplinary Course Business Mathematics (MDC221-1C)

Course Objective:

- The basic objective to learn this subject is to adapt the knowledge of various mathematical tools and techniques and models which helps in dealing with real-life business situations.
- The student learning mathematics develops analytical and logical capabilities which are seen applied vehemently in the corporate as well as the social life.
- The course encompasses the basic concepts of mathematics and their applications required by managers in their day to day operations.

Course Outcome:

After successful completion of the course, the learner shall be able to:

- Learn various Mathematical concepts of routine use for managers.
- Interpret and solve business related problems.
- Utilize the application of the concepts and principles for the industry

COURSE	SE TITLE OF CATEGORY		ODEDITS	TEACHING HOURS PER WEEK			EVALUATION			
CODE	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs).	Total (Hrs.)	CCE	SEE	TOTAL MARKS	
MDC 221-1C	Business Mathematics	MDC	4	4	0	4	50	50	100	

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	Set Theory Sets, types of sets, subsets, 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, De Morgan Laws, Cartesian product of two sets and number of elements in a finite set.	15	25%
2	Matrices Meaning of matrix and types of matrix, Equality of matrix, Addition and subtraction and multiplication of matrices, Transpose of matrix, Determinant, Minors, Adjoint and Inverse of matrix.	15	25%

3	Function Concepts of a function, domain, co-domain and range of a function, Types of Function-Constant, One-one and Many-one functions, Linear function-cost, revenue and profit function, Break-Even Analysis. Interest	15	25%
	Arithmetic Progression- Definitions. Common Difference.		
	General terms, Summation of n terms. Arithmetic Mean.		
	Geometric Progression- Definitions, Common Ratio, General		
4	terms, Summation of n terms, Geometric Mean.	15	25%
-	Differentiation		
	Definition of Derivative, Derivatives of some functions using		
	Definition, Basic Rules of Differentiation, some standard		
	formulas of derivative, Derivative of Composite Function.		
	Total	60	100%

- 1. Business Mathematics, Dr. K. R. Kachot, Mahajan Publication.
- 2. Mathematics for managers, Raghavan.
- 3. Business Mathematics, Dr. AmarnathDikshit and Dr. Jitendrakumar Jain, Himalaya Publishing House.
- 4. Business Mathematics, PadmalochanHajarica, Himalaya Publication.
- 5. Business Mathematics, B.S. Shah Publication.
- 6. Business Mathematics, V. K. Kapoor, Sultan Chand and Sons, New Delhi.

BBA Semester-I Multi-Disciplinary Course Fundamentals of Sociology (MDC222-1C)

Course objectives:

- To introduce students to the fundamental social processes of society, social institutions and theories of stratification and mobility
- To look at how individuals are shaped by society and, in turn, shape it

Course Outcome:

After successful completion of the course, the learners will -

- Understand the social interaction
- Understand how individuals are shaped by society and, in turn, shape it

COURSE CODE	TITLE OF	TITLE OF CATEGORY		TEACHING HOURS PER WEEK			EVALUATION		
	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MDC222 -1C	Fundamentals of Sociology	MDC	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	Nature of Sociology		
	Meaning and Definition of Sociology		
	Origin of Sociology		
	Development of sociology	15	25%
	Field of sociology	15	2370
	The subject area of sociology		
	Nature of Sociology		
	Relationship of Sociology with other Social Sciences		
2	Basic Concepts		
	Community		
	Community committees and institutions	15	25%
	Social group		
	Human and animal society		
3	Institutions		
	Marriage,	15	2504
	Family,	13	23%
	Religion		

4	Stratification and Mobility:		
	Concepts - equality, inequality, hierarchy, exclusion,		
	poverty, and deprivation.		
	Theories of social stratification - Structural		
	functionalist theory, Marxist theory, Weberian	15	250/
	theory.	15	23%
	Dimensions - Social stratification of class, status		
	groups, gender, ethnicity and race.		
	Social mobility - open and closed systems, types of		
	mobility, sources and causes of mobility		
	Total	60	100%

Sociology Book in English

- Sociology Prof. M. L. Gupta and Dr. D. D. Sharma
- Elementary Concept of Sociology Dr. G. K. Agarwal
- Indian Society - Dr. G. K. Agarwal
- Introduction to Sociology Dr. G. K. Agarwal
- Social Structure and Change in India Hirendra Pratap Singh and Naveen Kumar
- Rural and Urban Sociology Dr. G. K. Agarwal
- An Introduction to Sociology Mustafa Hussain
- Sociology CN Shankar Rao
- Sociology Parimal. B. Kar
- Sociology JP Singh
- Sociology Gopi Raman Singh

KADI SARVA VISHWAVIDYALAYA

Basic Course in English Language (BBA and B.Com. Semester 1/2)

AEC201-1C

Learning Outcomes

- 1. Awareness of basic language functions
- 2. Mechanics of higher language skills
- 3. Conceptualization of structure
- 4. Communicative aspect of the language

COURSE	TITLE OF	CATEGORY	CDEDITS	TEACHI	NG HOURS WEEK	PER	EV	'ALUA'	ΓΙΟΝ
CODE	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
AEC201- 1C	Basic Course in English Language	AEC	2	2	0	2	25	25	50

Course Content

Units	Content	Reference Books	Hrs.	
1	Language functions			
1.1	Language purpose and functions:	pose and functions: Oxford guide to effective Writing and		
	concept and contextual understanding	Speaking By: John Seely, Oxford	03	
	with basic functions examples and	University Press Publication		
	practice			
		The official Cambridge Guide to		
		IELTS By: Cullen, French and		
		Jakeman, Cambridge University press		
		publication		
2	Grammar			
2.1	Parts of speech	Communication Skills by Sanjay		
	1. Noun	Kumar and Pushpa Lata, Oxford		
	2. Pronoun	University Press publication,		
	3. Verb			
	4. Adverb		12	
	5. Adjective			
	6. Preposition			
	7. Connectives			

2.2	Tens	es	As above	
	Using	g Tenses:		
	-simp	le present or present progressive		
	-Prese	ent perfect or simple past		
	-simp	le past or past perfect		
	-simp	le future or future progressive		
	-futur	re perfect		
	-prese	ent perfect continuous		
	-Past	perfect continuous		
	-futur	e perfect continuous		
2.3	Moda	als		-
	L	Use of 'Be', 'Do', 'Have'	Communication Skills By Saniay	
	П	Can – Could	Kumar and Pushna Lata Oxford	
		Shall – Should	University Press publication	
	III. IV	Will – Would	eniversity riess publication	
	V	May = Might		
	VI	Must $-$ Ought to		
	VII	Dare Need		
2.4	VII. Subi	Date – Neeu	As above	
2.4	Activ	va Daggiva Voice	As above	
2.3	Acuv	Pagia Dulas	As above	
	і. П	Basic Rules Omissions of the objects		
		Dessive vision Transitive verb		
	111.	Passive voice: Transitive verb,		
	TV.	Two Objects, Preposition		
2		Imperative sentences		
3	Com	municative Aspects	Commence in a finance Claithe Day Commission	2
3.1	Proce	ss of Reading	Communication Skills By Sanjay	3
	-	Need for developing efficient	Kumar and Pusnpa Lata, Oxford	
		reading	University Press publication	
	-	Difference between efficient		
		and inefficient reader		
	-	Four basic steps to effective		
		reading		
	-	Overcoming common		
		obstacles		
	-	Four types of reading		
	-	Methods of reading		
	-	Approaches to efficient		
		reading		
	-	Tips for effective reading		
3.2	Read	ing comprehension		4
	-	Strategies to Reading	As above	
		comprehension		
	-	Reading and practicing from		
		the given 5 passages (exam		
		will include an unseen		
1	1	massage)		

3.3	Listening comprehension	The official Cambridge Guide to	2
	– Listening to and solving the	IELTS By: Cullen, French and	
	IELTS tests recordings	Jakeman, Cambridge University press	
		publication	
3.4	Precis writing: what it is, some	Communication Skills By: Sanjay	3
	working principles, seven steps to	Kumar and Pushpa Lata, Oxford	
	write an effective precis, step by step	University Press publication.	
	practical precis writing for the		
	suggested passages.		
3.5	Paragraph Development	Technical Communication: principles	3
	Introduction, central components,	and Practice By: Meenakshi Raman	
	techniques for paragraph	and Sangeeta Sharma, Oxford	
	development, Exercises as suggested	university press publication	
	and free writing practice. (familiar	• • •	
	topics)		

Reference Books:

- **1.** Oxford guide to effective Writing and Speaking By: John Seely, Oxford University Press Publication
- 2. The official Cambridge Guide to IELTS By: Cullen, French and Jakeman, Cambridge University press publication
- **3.** Communication Skills By Sanjay Kumar and Pushpa Lata, Oxford University Press publication
- **4.** Technical Communication: principles and Practice By: Meenakshi Raman and Sangeeta Sharma, Oxford university press publication

BBA Semester-I Skill Enhancement Course Fundamentals of Information Technology (SEC221-1C)

Course Objective:

- This course aims to familiarize students with computers and Microsoft Windows, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.
- Computer is an indispensable appliance that every person always bases on it. People usually use computer for daily life.
- 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.

Course Outcome:

After successful completion of the course, the learner shall be able to:

- Understand various computer concepts and principles used and applied in the daily life.
- Learn Scope of application of the MS Office and principles taught.
- Learn the concept of windows base operating system.

COURSE	TITLE OF	CATEGORY	ODEDITO	TEACH	HING HOURS WEEK	PER	Е	VALUA	TION
CODE	COURSE	COURSES	CREDITS	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
SEC221- 1C	Fundamentals of Information Technology	SEC	2	0	4	4	25	25	50

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	Introduction Application of Computer Block Diagram of Computer Operating System Introduction to OS, Application of OS, Booting- Warm and Cold booting Windows Advantages of Windows	15	25%

	Total	60	100%
	sorter, inserting sound)		40001
4	Special Features (custom animation, slide transition, slide		
	background & shading)		
	Creating presentation (adding slide formatting adding colors	15	25%
	Applications of Presentation		
	MS Power Point		
	4.Text –CONCATENATE, FIND, LEFT, RIGHT, TRIM		
	3.Statistical- MIN, MAX, AVG, COUNT IF		
	2.Logical - AND, OR, NOT, IF		
	SUM, SUMIF		
3	1.Mathematical - INT, FACT, SIGN, MOD, POWER, ABS,		
2	Functions and formulas –	15	25%
	validation, Data filter, Charts, Protecting Worksheet		
	workbook, Conditional formatting, Sorting Data, Data		
	workbook, worksheet, workspace. Types of data. Formatting		
	Introduction To Excel. Applications of MS Excel. Concept of		
	MS Excel		
	(hyper link, auto text, spell – check, drop cap, mail merge,		
	Miscellaneous operation		
	shading, Change case, Column, Drawing toolbar.)		
	(Bold, Italic, Font, paragraph, Bullets-numbering, Border		
2	Formatting operation	15	23%
	undo, redo, find, replace, Header-footer.)	15	0.5%
	(New, open, save, save as, pages setup, print, print preview,		
	Basic operations		
	Introduction to MS Word, Applications of MS Word		
	MS-Word		
	it's setting. Find. Shutdown, Logoff, Notepad. Paint)		
	Neighborhood My document Recycle bin Control panel &		
	(Deskton Joon Wellpener Teskher My computer Network		

- 1. Fundamentals of Computers by V. Rajaraman (PHI)
- 2. PC Software for Windows by TAXALI (TMH)
- 3. Foundations of Computing by P.K. Sinha (BPB)
- 4. Computer Science by E BalaguruSwami (TMH)

- 5. A first course in Computer by Sanjay Saxena, 2003 Edition,.
- 6. Computer Fundamental Concept, System and Applications by D.P. Nagpal.
- 7. Introduction to Computers by Peter Nortans
- 8. Microsoft Office 2003 in ten simple steps or less by Michael Desmond
- 9. Wikipedia.org
- 10. Youtube.com

BBA Semester – I Indian Knowledge System Introduction to IKS (IKS201-1C)

Course Objective:

- Due to major changes in the educational system introduce in India about 200 years back, there was a great disruption to the process of knowledge transmission and the continuity is mostly lost.
- This course is an effort to bring snippets of the Indian Knowledge System (IKS) by providing a fresh relook at the corpus and culling out relevant portions that may generate renewed interest in the subject and motivate the learner to go deep into it.

Course Outcome:

After successful completion of the course, the students shall be able to learn:

- Historicity of Indian Knowledge System
- About four Vedas
- About the Indian Education System

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practica l (Hrs.).	Total (Hrs.)	CCE (Theory)	SEE (Theory)	TOTAL MARKS
IKS201-1C	Introduction to IKS	IKS	2	2	-	2	25	25	50

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
	Indian Knowledge System- An Overview Importance of Ancient Knowledge		
	Definition, The IKS Corpus – A Classification Framework		
1	Historicity of IKS Some Unique Aspects of IKS	15	50%
	The Vedic Corpus Introduction to Vedas		
	The Four Vedas The Four Divisions of Each Veda		
2	Vedic Life: Distinctive Features Preservation of culture, tradition and Dharma through	15	50%

education.		
Svadhyaya, Pravachana.		
Continuity of the family and the Vamsha, who are the		
carriers of Knowledge, Tradition and Dharma.		
Total	30	100%

Introduction to Indian Knowledge System Concepts and Applications, B Mahadevan, Vinayak Rajat Bhat, Nagendra Pavana, PHI Learning Private Limited, New Delhi

BBA Semester – I Indian Knowledge System Indian Astronomy-I (IKS202-1C)

Course Objective:

- Astronomy referred as the "mother of all the sciences" and has the power to give clarification about the origins of life and universe for present as well as future generations. There are many astronomers who have greatly contributed in the field of Indian astronomy. the subject will throw the light on the same.
- It will also create inspirational drive to know and understand through the treasure trove of Indian knowledge systems, where science and spirituality converge to illuminate the path to enlightenment with potential applications in our daily lives.

Course Outcome:

After successful completion of the course, the students shall be able to:

- Understand the universe explained in the Upanishads by ancient scholars like Aryabhata and Brahmagupta.
- Understand Indian knowledge system that weaves together threads of ancient wisdom and scientific discovery.
- have the knowledge about implementation of science in spirituality with potential applications in our daily lives.

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE (Theory)	SEE (Theory)	TOTAL MARKS
IKS202- 1C	Indian Astronomy-I	IKS	2	2	-	2	25	25	50

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
	Historical Introduction & Celestial Sphere		
	Introduction, Ancient Indian Astronomy, The Vedic Period		
	and Vedāngajyotisa, Siddhanta, Aryabhața I (476 AD),		
1	Astronomers after Aryabhata, Contents of the Siddhantas,	15	50%
	Continuity in Astronomical Tradition, Diurnal Motion of		
	Celestial Bodies, Motion of Celestial Bodies Relative to		
	Stars, Celestial Horizon, Meridian, Pole Star and Directions,		

	Zodiac and Constellations, Equator and Poles (Vişuvadvrtta and Dhruva), Latitude of a Place and Altitude of Pole Star, Ecliptic and the Equinoxes		
2	Co-ordinate Systems & Rāsi and Nakṣatra Systems Introduction, Celestial Longitude and Latitude (Ecliptic System), Right Ascension and Declination (Equatorial System), Azimuth and Altitude (Horizontal System), Hour Angle and Declination (Meridian System), Phenomenon of Precession of Equinoxes, Ancient Indian References to the Precession, Effects of Precession on Celestial Longitude, Tropical (Sayana) and Sidereal (Nirayana) Longitudes, Zodiac and Rāsis, Nakṣatra System	15	50%
	Total	30	100%

Reference books:

- 1. Indian astronomy: An introduction by S. Balachandra Rao, Universities Press (India) Ltd, Hyderabad
- 2. THE ARYABHATI of ARYABHATA: An Ancient Indian Work on Mathematics and Astronomy, Walter Eugene Clark, The University of Chicago Press, Illinois
- 3. Indian Astronomy- A source book (Based primarily on Sanskrit Texts), Compiled by B V Subbarayappa & K V Sharma, Nehru Center, Bombay.