NOIDA INSTITUTE OF ENGINEERING& TECHNOLOGY, GREATER NOIDA, GAUTAM BUDDH NAGAR
(AN AUTONOMOUS INSTITUTE)

NIET
Greater Noida
Estd.2001
Get Future Ready
Autonomous Institute

Affiliated to

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW

Evaluation Scheme & Syllabus

For

Bachelor of Business Administration

First Year

(Effective from the Session: 2025-26)

NOIDA INSTITUTE OF ENGINEERING& TECHNOLOGY, GREATER NOIDA, GAUTAM BUDDH NAGAR
(AN AUTONOMOUS INSTITUTE)

Bachelor of Business Administration
Evaluation Scheme
SEMESTER-I

Sl. No.	Subject Codes	Subject	Types of Subjects	Periods			Evaluation Schemes				End Semester		Total	Credit
				L	T	P	CT	TA	TOTAL	PS	TE	PE		
1	BBBA0105	Principles of Management	Mandatory	3	0	0	20	20	40	0	60	0	100	3
2	BBBA0104	Managerial Economics	Mandatory	3	0	0	20	20	40	0	60	0	100	3
3	BBBA0102	Financial Accounting	Mandatory	2	1	0	20	20	40	0	60	0	100	3
4	BBBA0101	Business Statistics	Mandatory	2	1	0	20	20	40	0	60	0	100	3
5	BBBA0103	Legal Aspects of Business	Mandatory	3	0	0	20	20	40	0	60	0	100	3
6	BBBA0106	English Language	Mandatory	3	0	0	20	20	40	0	60	0	100	3
		TOTAL											**600**	**17**

Abbreviation Used:

L: Lecture, T: Tutorial, P: Practical, CT: Class Test, TA: Teacher Assessment, PS: Practical Sessional, TE: Theory End Semester Exam.,
CE: Core Elective, OE: Open Elective, DE: Departmental Elective, PE: Practical End Semester Exam, CA: Compulsory Audit,

NOIDA INSTITUTE OF ENGINEERING& TECHNOLOGY, GREATER NOIDA, GAUTAM BUDDH NAGAR
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Bachelor of Business Administration
Evaluation Scheme
SEMESTER-II

Sl. No.	Subject Codes	Subject	Types of Subjects	Periods			Evaluation Schemes				End Semester		Total	Credit
				L	T	P	CT	TA	TOTAL	PS	TE	PE		
1	BBBA0204	Organizational Behavior & Design	Mandatory	3	0	0	20	20	40	0	60	0	100	3
2	BBBA0203	Cost & Management Accounting	Mandatory	2	1	0	20	20	40	0	60	0	100	3
3	BBBA0202	Business Environment	Mandatory	3	0	0	20	20	40	0	60	0	100	3
4	BBBA0205	Quantitative Techniques for Decision Making	Mandatory	2	1	0	20	20	40	0	60	0	100	3
5	BBBA0201	Business Communication	Mandatory	3	0	0	20	20	40	0	60	0	100	3
6	BBBA0254	Introduction to MS Excel	Mandatory	0	0	4	0	0	50	50	0	50	100	2
7	BBBA0259	Mini Project	Mandatory	0	0	4	0	0	50	50	0	50	100	2
		TOTAL											**700**	**19**

Abbreviation Used:

L: Lecture, T: Tutorial, P: Practical, CT: Class Test, TA: Teacher Assessment, PS: Practical Sessional, TE: Theory End Semester Exam., CE: Core Elective, OE: Open Elective, DE: Departmental Elective, PE: Practical End Semester Exam, CA: Compulsory Audit,

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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0105	**Course Name:** Principles of Management	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Basic knowledge of business and management.

Course Objectives: It Enable students to understand Management Concepts, managerial practices and their perspectives and to develop understanding of concepts of Organizing and Directing. It also helps to equip the students with concepts of Motivation and their application and to comprehend and interpret the aspects of Individual and Group Behaviour and it also Inculcate leadership skills and team building capabilities in students.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Develop the basic understanding of Management concepts, principles and practices.	K2
CO2	Understand the process of planning and decision-making.	K2
CO3	Understand the concept of line and staff.	K2
CO4	Analyze the usage of applications of Motivation and various concepts in Management	K4
CO5	Develop leadership skills and team building capabilities in students.	K2

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	1	1	1
CO2	3	3	2	1	1	1
CO3	3	2	1	1	1	1
CO4	3	2	2	1	1	2
CO5	2	2	3	1	3	2

Course Contents / Syllabus

Module 1	**Introduction to Management**	**8 hours**

Management-Meaning, Nature & Significance - Combination of Art & Science, Management as a Profession, Management Vs Administration, Levels of Management - Elements of managerial processes- Styles & Roles of Managers in Organizations.
Contributions of Taylor and Fayol, Human Relations & Behavioral Schools-Hawthorne Studies.

Module 2	**Introduction to Planning**	**8 hours**

Nature, Process of Planning, Planning and Environmental Uncertainties, Types of Planning.
Advantages and Limitations of Planning-Decision Making-Stages in Decision Making. Case studies

Module 3	**Organizing & Organization Structure**	**8 hours**

Nature & Significance of Organization, Authority & Responsibility Relationships-Span of Control, Process of Delegations-Barriers to Delegation, Centralization & Decentralization.
Concept of Line & Staff-Overcoming Line-staff conflict, Committees, Coordination, Organization Structures, Types, Advantages & Disadvantages.

Module 4	**Staffing & Leadership**	**8 hours**

Staffing, Scope of Staffing Functions, Directing: Concept, Principles & Techniques of directing and Coordination Motivation - Theories of Motivation. Theory X, Theory Y, Theory Z. Maslow's need hierarchy
Concept of Leadership-Meaning. Importance, Styles, Supervision, Motivation Communication.

Module 5	**Controlling**	**8 hours**

Controlling: Concept, Principles, Process and Techniques of Controlling.
Relationship between planning and controlling. Case Studies.

	Total Lecture Hours	**40 hours**

Textbook:

S.No	**Book Title**	**Author**

1.	Essentials of Management, Tata McGraw Hill, 11th Edition	Koontz Harold, Weihrich Heinz& Mark V. Cannice (2020)
2.	Organizational Behaviour, Pearson	Robbins Stephen P & Judge Timothy (2016)

Reference Books:

S.No	**Book Title**	**Author**
1.	Management (2019) Pearson, 14th Edition	Robbins & Coulter
2.	Understanding Organizational Behaviour, Oxford University Press, 4th Edition	Pareek Udai (2016)
3.	Principles and Practices of Management, Sultan Chand& Sons, 9th edition,2016	Prasad L. M (2016)
4.	Organizational Behaviour, McGraw Hill International Edition, 12th Edition	Luthans Fred (2013)

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=c8z2CS8jvbs
2.	https://www.youtube.com/watch?v=U4wuKKwV-eg

Mode of Evaluation

CIE							**ESE**	**Total**
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

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School of Management

Course Code: BBBA0104	**Course Name:** Managerial Economics	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Basic knowledge of Economics of class XI & XII

Course Objectives: The purpose of this course is to apply microeconomics concepts and techniques in evaluating business decisions taken by firms. The emphasis is on explaining how tools of standard price theory can be employed to formulate a decision problem, evaluate alternative courses of action, and finally choose among alternatives.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understand the concepts of Managerial Economics to make effective business decisions.	K2
CO2	Understand the law of demand & supply & their elasticity.	K2
CO3	Analyse production concepts, cost concepts and their impact on business decisions	K4
CO4	Analyse pricing decisions under the different market structures.	K4
CO5	Evaluate various theories of the firm and how they affect the business decisions	K5

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	2	1	1
CO2	3	2	1	2	1	1
CO3	3	3	1	2	1	1
CO4	3	3	1	2	1	2
CO5	3	2	1	2	1	2

Course Contents / Syllabus

Module 1	**Fundamentals of Managerial Economics**	**6 hours**

Definition, Nature and Scope of Economics-Microeconomics and Macro Economics, Ten principles of economics, Managerial Economics and its relevance in business decisions.

Incremental Principle, Marginal Principle, Opportunity Cost Principle, Discounting Principle, Concept of Time Perspective, Equi-Marginal Principle, Utility Analysis, Cardinal Utility and Ordinal Utility

Module 2	**Concept - Demand & Supply, Elasticity and Forecasting**	**12 hours**

Theory of Demand, Types of Demand. Determinants of demand, Demand Function, Demand Schedule, Demand curve, Law of Demand, Exceptions to the law of Demand, Shifts in demand curve, Supply Analysis; Law of Supply, Supply Elasticity; Analysis and its uses for managerial decision making.

Elasticity of Demand and its measurement. Price Elasticity, Income Elasticity, Arc Elasticity. Cross Elasticity and Advertising Elasticity. Uses of Elasticity of Demand for managerial decision making

Demand forecasting- meaning, significance and methods (in brief).

Module 3	**Production, Cost and Analysis**	**7 hours**

Production function, Types of production function, Laws of production: Law of diminishing returns, Law of returns to scale, Short-run and Long- run production

Cost, Types of costs, Cost output relationship in the short run. Cost output relationship in the Long run. Estimation of revenue. Average Revenue, Marginal Revenue

Module 4	**Market Structures, Monopolistic Competition and Oligopoly**	**8 hours**

Perfect Competition, features, determination of price under perfect competition. Monopoly: Features, pricing under monopoly, Price Discrimination.

Monopolistic competition: basic features, demand and cost, short run equilibrium, long run equilibrium, excess capacity; Oligopoly- Cournot's model, Kinked demand curve model, Dominant price leadership model

Module 5	**Theories of Firms & Game Theory**	**7 hours**
Economic Theory of the Firm – The Behavioral Theory of the Firm - Managerial Theories of the Firm – Profit concepts & analysis Game Theory and Asymmetric Information.		
	Total Lecture Hours	**40 hours**

Textbook:

S.No	**Book Title**	**Author**
1.	Managerial economics and business strategy (10th ed.). McGraw-Hill	Baye, M., & Prince, J. (2022).
2.	Managerial Economics (7e). Vikas Publication.	Dwivedi, D.N. (2021)
3.	Managerial Economics. Sultan Chand	Varshney & Maheshwari, (2022).

Reference Books:

S.No	**Book Title**	**Author**
1.	Microeconomics (7e). Pearson.	Pindyck, Rubinfeld, Mehta. (2021)
2.	Managerial Economics: Principle and Worldwide Applications, Oxford University Press	Salvatore, D. (2020)

NPTEL/ Youtube/ Faculty Video Link:

1.	http://nptel.ac.in/courses/110101005/1(‘Introduction to Managerial Economics’).
2.	http://nptel.ac.in/courses/110101005/ (‘Theory of Demand’).
3.	http://nptel.ac.in/courses/110101005/38(‘Product Pricing’).

Mode of Evaluation

CIE							**ESE**	**Total**
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

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School of Management

Course Code: BBBA0102	**Course Name:** Financial Accounting	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**2**	**1**	**0**	**3**

Pre-requisite: Basic understanding of accounts.

Course Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	To understand accounting concepts, principles, conventions, and accounting standards.	K2
CO2	To create and prepare financial records and statement in line with GAAP.	K6
CO3	To utilize the concepts of depreciation methods and stock valuation techniques.	K4
CO4	To understand and apply the accounting for Hire Purchase and Installment System.	K3
CO5	To understand and maintain accounting for Consignment, and Joint Venture.	K6

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	1	1	1
CO2	3	2	1	1	1	1
CO3	3	2	1	1	1	1
CO4	3	2	1	1	1	1
CO5	3	2	1	1	1	1

Course Contents / Syllabus

Module 1	**Theoretical Framework and Accounting Standard**	**8 hours**

Financial Accounting: Introduction, Definition, Evolution, Functions, Advantages and Limitations Users of Accounting Information, Branches of Accounting, Accounting Principles: Concepts and Conventions.

Accounting Standards: Meaning, Importance, List of Accounting Standards issued by ASB, Indian AS & International Financial Reporting Standards (IFRS).

Module 2	**Recording of financial transactions, P&L and Balance Sheet**	**8 hours**

Accounting System, Types of Accounts, Accounting Equation, Accounting Cycle, Journal, Ledger and Trial Balance (Including Problems)

Profit and Loss Account and Balance Sheet (Sole Proprietorship only).

Module 3	**Depreciation and Stock Valuation Techniques**	**8 hours**

The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method.

Meaning, Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.

Module 4	**Hire Purchase and Installment System**	**8 hours**

Accounting for Hire Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including default and repossession, stock and debtors system

Module 5	**Consignment and Joint Ventures**	**8 hours**

Consignment: Features, Accounting treatment in the books of the consignor and consignee.

Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co- venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

	Total Lecture Hours	**40 hours**

Textbook:		
S.No	**Book Title**	**Author**
1.	Financial Accounting for management (Oxford University Press, 2nd Edition)	Paresh Shah (2018)
2.	Financial Management (Tata McGraw Hill, 7th Ed.)	Khan and Jain (2016)
Reference Books:		
S.No	**Book Title**	**Author**
1.	A text book of Accounting for Management (Vikas,12th Edition)	Maheshwari S N &Maheshwari S K (2019)
2.	Financial Management (Vikas, 11th Ed.)	Pandey I M (2019)
NPTEL/ Youtube/ Faculty Video Link:		
1.	https://www.youtube.com/watch?v=v-djL7SPw4c	
2.	https://www.youtube.com/watch?v=nWDTQP0sRaQ	

Mode of Evaluation

CIE							**ESE**	**Total**
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

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School of Management

Course Code: BBBA0101	**Course Name:** Business Statistics	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**2**	**1**	**0**	**3**

Pre-requisite: Basic knowledge of statistics.

Course Objectives: The course in Business Statistics aims to equip students with foundational knowledge and practical skills essential for analyzing and interpreting data in business contexts. Students will delve into fundamental statistical concepts, methods, and techniques necessary for effective decision-making. They will learn how to collect, organize, and summarize data systematically, employing descriptive statistics to gain insights into datasets. Probability theory will be explored, enabling students to assess uncertainties and probabilities crucial for business planning. Through practical applications, students will apply these statistical tools to solve real-world business problems, promoting evidence-based decision-making.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understand the basic concept of fundamentals of business statistics and its role descriptive analytics.	K1
CO2	Apply Correlation and Regression analysis into business problems and their implication on Business performance	K4
CO3	Evaluate basic concepts of probability and perform probability theoretical distributions.	K5
CO4	Understand the application of time series analysis and index numbers in business decision making.	K2
CO5	Apply various sampling techniques or Concepts to solve Business Problem.	K4

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	2	1	1
CO2	3	3	1	2	1	1
CO3	3	3	1	2	1	1
CO4	3	2	1	2	1	1
CO5	3	3	1	2	1	1

Course Contents / Syllabus

Module 1	**Matrix Algebra and Business Applications**	**8 hours**

Introduction, types of matrices, Addition of matrices, Subtraction of matrices, Multiplication of matrices, Transpose of matrix, Expansion of determinants, Minor and Cofactors, Properties of determinant, Applications of matrix operations in business decision making.

Module 2	**Introduction to Statistics and Data Presentation**	**8 hours**

Statistics: Definition, Importance & Limitation. Collection of data and formation of frequency distribution. Graphical presentation of frequency distribution – Bar Diagram, Histogram, Frequency curve, Frequency polygon, Ogive

Module 3	**Measures of Central Tendency and Dispersion**	**8 hours**

Measures of central tendency – Mean, Median and Mode. Measures of Dispersion – Range, Mean Deviation, Inter Quartile Range, Quartile Deviation, Mean deviation, Standard Deviation and Coefficient of variation.

Module 4	**Probability and Random Variables**	**8 hours**

Definition of Probability, Elementary problems of probability, Addition and Multiplication theorems of probability, Expectation and variance of a discrete random variable

Module 5	**Time Series Analysis and Index Numbers**	**8 hours**

Time series analysis: Concept, Additive and Multiplicative models, And Components of time series, Trend analysis: Least Square method for Linear equations and Applications in business decision-making.
Index Numbers: Meaning, Types of index numbers, uses of index numbers, Construction of Price, Quantity and Volume indices:-Fixed base and Chain base methods.

Total Lecture Hours	**40 hours**

Textbook:

S.No	Book Title	Author
1.	Mathematics Part I for Class XII, NCERT.	Sharma, R.D.
2.	Business Mathematics,BVP Publications-latest edition.	Thukral,J.K
3.	Statistical Methods, Sultan Chand & Sons	S.P. Gupta
4.	Business Statistics, Pearson Education, New Delhi	Sharma J.K.

Reference Books:

S.No	Book Title	Author
1.	"Quantitative Analysis for Management", Pearson Education	Render, Barry, Stair, R.M., Hanna, M.E., & Badri
2.	"Business Statistics and Applied Orientation", Pearson Education.	Vishwanathan, P.K

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=xxpc-HPKN28
2.	https://www.youtube.com/watch?v=zouPoc49xbk

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
20			20				60	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

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(An Autonomous Institute)

School of Management

Course Code: BBBA0103	**Course Name:** Legal Aspects of Business	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Basic knowledge of Laws and regulations for business organizations.

Course Objectives: To have basic knowledge of relevant provisions of the respective laws and regulations concerning the diverse areas of business.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understanding of the Law of Contract Act, 1872.	K2
CO2	Develop a basic understanding of special contract and breach of contract.	K6
CO3	Understanding of provisions of Sales of Goods Act 1930 and rights of unpaid seller.	K2
CO4	To Understand and apply the provisions of The Consumer Protection Act and Partnership Act.	K2, K4
CO5	To Apply the provisions of the Limited liability partnership Act and Cyber Security Laws.	K4

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	2	1	1
CO2	3	2	1	2	2	1
CO3	3	2	1	2	1	1
CO4	3	2	1	3	2	1
CO5	3	3	1	3	2	2

Course Contents / Syllabus

Module 1	**Law of Contract**	**8 hours**

Indian Contract Act: Offer, Acceptance, Agreement and Contract; Capacity of parties; Essentials of Contract; Valid Contracts; Performance of Contracts; Termination of Contract, Consequence and Remedies for Breach of Contract.

Module 2	**Special Contract**	**8 hours**

Void Contracts; Contingent Contracts; Quasi Contract; Contract of Indemnity and Guarantee; Bailment, Lien, Pledge and Agency Contracts.

Module 3	**Sales of Goods Act 1930 and Rights of unpaid seller**	**8 hours**

Sales of Goods Act: Definition, Features, and Formation of Sale Contract; Condition and Warranty.
Transfer of Ownership of Goods; Performance of Sale Contract; Rights of Unpaid Sellers; Auction Sale.

Module 4	**Basic understanding of Consumer protection Act and Partnership Act.**	**4 hours**

The consumer protection Act 1986: Salient feature definition of consumer; Grievance redressal machinery. Limited liability Partnership: Definition; Incorporation; Eligibility to be Partner, Relationship of partners, Partners as agent, Penalty for False statement; winding up.

Module 5	**Limited liability partnership Act & Cyber Security**	**12 hours**

Limited liability partnership Act – 2008 –features, types, nature, eligibility. Cyber Security Laws – Personal Data Protection Act 2019. Important latest amendments

	Total Lecture Hours	**40 hours**

Textbook:

S.No	**Book Title**	**Author**
1.	Legal Aspects of Business Text & Cases. Taxmann.	Nabi ,M.K.(2022).
2.	Legal aspects of Business. Tata Mcgraw Hill	Pathak, A.(2023)

Reference Books:

S.No	Book Title	Author
1.	A Handbook on Corporate and Other Laws (25 ed.). Bestword' Publications Pvt. Ltd	Bhandari, C. C. (2021).
2.	Elements of Mercantile Law (38 ed.). Sultan Chand & Sons.	Kapoor, N. (2020).

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.indiacode.nic.in/handle/123456789/2187?locale=en
2.	https://legislative.gov.in/sites/default/files/A1872-09.pdf
3.	https://www.indiacode.nic.in/handle/123456789/2390?locale=en
4.	https://legislative.gov.in/sites/default/files/A1930-3_0.pdf

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
20			20				60	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

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School of Management

Course Code: BBBA0106	**Course Name:** English Language	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Understanding of Basic English language

Course Objectives: To provide a foundation in the four basic skills LSRW (Listening, Speaking, Reading, Writing) of language learning, aligned to an International Business English Certification, so that the students can communicate effectively.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Interpret listening tasks for better professional competence.	K2, K5
CO2	Recognize the elements of effective speaking with emphasis on applied phonetics	K1
CO3	Understand the basic objective of the course and comprehend texts for professional reading tasks in preparation for an International Certification in Business English.	K1, K3
CO4	Construct clear and concise written texts in simple English.	K3, K6
CO5	Apply the skill of speaking at the workplace.	K3

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	2	2	1	2	3	1
CO2	2	2	2	2	3	1
CO3	2	2	1	3	2	1
CO4	3	2	1	2	2	1
CO5	2	2	2	2	3	1

Course Contents / Syllabus

Module 1	**Listening Skills**	**8 hours**

Introduction to the course and exam pattern, Process & types of listening, Tips for effective listening & overcoming barriers to listening,

Module 2	**Speaking Skills**	**8 hours**

Skills of effective speaking , Applied phonetics – phoneme, syllable, word accent, Stress, rhythm, Intonation in English, Neutral accent – difficulties of non-native speakers of English,

Module 3	**Reading Skills**	**8 hours**

Reading Basics – skimming, scanning, churning & assimilation, Reading comprehension, Reading texts for paraphrasing & note making, Reading – charts, diagrams, pictures

Module 4	**Writing Skills**	**8 hours**

Vocabulary building – exposure to words from General Service List (GSL) by West & Academic Word List (AWL) Word formation – root words, affixation (prefixes & suffixes) & one-word substitution, Word types – synonyms, antonyms, homophones, homonyms, acronyms & abbreviations, Requisites of a good sentence. Common errors – tenses, concord, articles, prepositions, and others, Basics of letter & email writing and Notices & Memos

Module 5	**Public Speaking**	**8 hours**

Components of effective speaking in the workplace, overcoming stage fright, Role of Kinesics, Chronemics, Proxemics, Haptics, & Voice dynamics, Audio-visual support, Online Presentations & etiquette, Facing an Interview – dyadic/online

	Total Lecture Hours	**40 hours**

Required Software and Tools

British Council English Score Mobile App

Textbook:

S.No	Book Title	Author
1.	ABC Workbook	NIET Publishing House, Meerut, 2023

Reference Books:

S.No	Book Title	Author
1.	Cambridge English Business Benchmark (Pre-intermediate to Intermediate), 2nd edition	Norman Whitby, Cambridge University Press, 2013, UK.
2.	Listening in the Language Classroom	John Field, Cambridge University Press, 2021, UK.
3.	Speaking: Second Language Acquisition, from Theory to Practice	William Littlewood, Cambridge University Press, 2022, UK.
4.	Second Language Writing in Transitional Spaces: Teaching and Learning Across Languages and Cultures edited	Viniti Vaish and Guangwei Hu, Routledge, 2019, UK.
5.	The Writing Revolution: A Guide to Advancing Thinking Through Writing in All Subjects and Grades	Judith C. Hochman and Natalie Wexler, Jossey-Bass, 2022, USA.
6.	The Cambridge Handbook of Corrective Feedback in Second Language Learning and Teaching edited	Hossein Nassaji and Eva Kartchava, Cambridge University Press, 2021, UK
7.	IELTS 11: General Training with answers.	Cambridge English, 2018

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=zZfBHKF0k1k
2.	https://www.youtube.com/watch?v=0V4EWmyh85E

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
20			20				60	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0204	**Course Name:** Organizational Behaviour and Design	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Basic understanding of principles of management.

Course Objectives: To deeply understand the role of individual, groups and structure in achieving organizational goals effectively and efficiently.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Remember the concept of organizational behaviour to understand the behaviour of people in the organization.	K1
CO2	Applicability of analyzing the complexities associated with management of individual behavior in the organization.	K3
CO3	Apply different motivational theories and methods to increase the productivity and job satisfaction of employees.	K3
CO4	Analyze the complexities associated with management of the group behavior in the organization	K4
CO5	Applying the theories of leadership in the work environment	K3

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	2	2	2	1
CO2	2	3	2	2	2	1
CO3	2	2	3	2	2	1
CO4	2	3	2	2	3	1
CO5	2	2	3	2	3	2

Course Contents / Syllabus

Module 1	**Introduction to Organizational Behavior**	**8 hours**
Meaning, importance and historical development of organizational behavior, Factors influencing organizational behavior. Importance of OB to the field of management, Emerging trends and challenges in OB.		
Module 2	**Personality, Perception, Attitudes, and Learning**	**8 hours**
Attitudes and Values, Personality - Concepts, Types , Determinants, individual differences, Big Five Personality Traits, Perception – Process, Errors and Implications of Perception, Concept and theories of learning.		
Module 3	**Motivation and Employee Involvement**	**8 hours**
Concept, importance and theories of motivation. Maslow's Need Hierarchy Theory, Herzberg's Two Factors Theory, Vroom's Expectancy Theory , Redesigning job and work arrangements; Employee Involvement		
Module 4	**Group Dynamics and Teamwork**	**8 hours**
Meaning of groups and group dynamics, Formation, Characteristics and Types of groups, Theories of group dynamics, Five Stage model of group development; Group think and shift; Group and teams; Types of teams		
Module 5	**Organizational Change and Development**	**8 hours**
Organizational Change, Resistance to change, Steps for planned change, Quality Work Life, Organization Development and Interventions, Organization Climate and Managing Organizational Culture		
	Total Lecture Hours	**40 hours**

Textbook:

S.No	**Book Title**	**Author**

1.	Organizational Behavior. United Kingdom: Pearson Education Limited.	Judge, T. A., Robbins, S. P. (2018).
2.	Organizational Behavior: An Evidence Based Approach Fourteenth Edition. United States: Information Age Publishing, Incorporated.	Luthans, K. W., Luthans, F., Luthans, B. C. (2021).

Reference Books:

S.No	**Book Title**	**Author**
1.	Organizational Behavior,9th Edition, Tata McGrawHill.	Steven L. McShane Mary Ann Von Glinow Himanshu Rai, (2022)
2.	Understanding Organization Behaviour ,4E, Oxford University Press	Udai Pareek and Sushama Khanna (2018),
3.	A Textbook of Organisational Behaviour with Text and Cases. India, S. Chand Publishing.	Gupta C.B (2014)

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=yYX4bvQSqbo
2.	https://www.youtube.com/watch?v=fedqjIux1eQ

Mode of Evaluation

CIE							**ESE**	**Total**
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0203	**Course Name:** Cost and Management Accounting	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**2**	**1**	**0**	**3**

Pre-requisite: Basic knowledge of accounting.

Course Objectives: The objective is to equip the student with basic concepts used in cost accounting and various methods involved in cost ascertainment system. It aims at providing knowledge about the use of Costing data and cost sheet for planning, control and decision making in any organization.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Know the techniques of cost management and absorption of costing concepts.	K2
CO2	Gain knowledge of standard costing and variance analysis.	K2
CO3	Practical problems related to budgeting and budgetary control	K3, K4
CO4	Gain Knowledge about job costing and contract costing.	K2
CO5	Develop an understanding of various processes costing where the normal and abnormal losses in business.	K2, K6

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	2	2	1	1
CO2	3	3	2	2	1	1
CO3	3	3	2	2	2	1
CO4	3	2	2	2	2	1
CO5	3	2	2	2	1	1

Course Contents / Syllabus

Module 1	**Costing Approaches and Decision Making**	**8 hours**
Concept of standard cost and standard costing, Absorption Costing vs. Marginal Costing-Break-even analysis, Margin of safety-Application of Marginal Costing for decision making		
Module 2	**Standard Costing and Variance Analysis**	**8 hours**
Concept of standard cost and standard costing, Advantages and limitations-Computation of variances relating to material and Labour costs only.		
Module 3	**Budgeting and Budgetary Control**	**8 hours**
Meaning, Concepts and Types of Budgets, Budgetary Control Vs Standard Costing-Advantages and limitations-Preparation of Budgets		
Module 4	**Job, Batch, and Contract Costing**	**8 hours**
Meaning, Concepts - Job Costing-Batch Costing-Contract Costing.		
Module 5	**Process and Operating Costing**	**8 hours**
Normal and abnormal losses, equivalent production, Joint and By Products-Operating Costing or Service Costing – Transport, Hotel and Hospital.		
	Total Lecture Hours	**40 hours**

Textbook:

S.No	**Book Title**	**Author**
1.	Horngren's Cost Accounting: A Managerial Emphasis Hardcover. Pearson Publication	Srikant Datar and Madhav Rajan (February 2017)

Reference Books:

S.No	**Book Title**	**Author**

1.	Cost Accounting Principles and Practice Kalyani Publishers.	Narang K.L. Jain S.P.(January 2012) 1st Edition

NPTEL/ Youtube/ Faculty Video Link:

1.	https://nptel.ac.in/courses/110101003
2.	https://digimat.in/nptel/courses/video/110101132/L04.html
3.	https://www.icsi.edu/media/webmodules/publications/FULL_BOOK_PP-CMA-2017-JULY_4.pdf
4.	https://www.icai.org/post.html?post_id=17759

Mode of Evaluation

CIE							ESE	Total
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0202	**Course Name:** Business Environment	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Fundamentals of business environment.

Course Objectives: The main objective of the course is to acquaint the students with various environmental factors that create a profound impact on the business organization. It would also make the students capable of analyzing and understanding the implications of different macroeconomic policies implemented by the Government.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Familiarize with the nature of Business Environment and its components and analyze the business environment for effective planning	K4
CO2	Understand the various aspects of the political and legal environment impacting the functioning of a business	K2
CO3	Get insights into the economic system of India and the policies governing and plan within the framework	K3
CO4	Understand the impact of socio cultural and technological environment on business	K2
CO5	Understand the working and contribution of public sector enterprises and the global business environment to seek opportunities to become global.	K4

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	3	2	3	2	1
CO2	3	2	2	3	1	1
CO3	3	3	2	3	1	2
CO4	3	2	2	3	2	1
CO5	3	2	2	3	2	2

Course Contents / Syllabus

Module 1	**Business Environment and Environmental Analysis**	**8 hours**

Meaning of Business Environment, Factors affecting environment to the business, Internal and external environment, microenvironment, macro environment, their impact on business and strategic decisions. Environmental Analysis, Process of Environmental Analysis, Techniques of Environmental Analysis, SWOT Analysis, ETOP, Benefits of Environmental Analysis, Limitations of Environmental Analysis

Module 2	**Political and Legal Environment of Business**	**8 hours**

Key Elements of Political Environment, Relationship between Business and Government, FEMA, Competition Act, SEBI & Consumer Protection Act, 1986 with latest amendments, EXIM Policy

Module 3	**Economic Environment and Policies**	**8 hours**

Economic Systems, Economic Planning – Objectives & Strategies of Current Five Year Plan, Formation and Functions of NITI Aayog, Economic Policies – Industrial, Monetary & Fiscal (Tools & Latest Policies).

Module 4	**Socio-Cultural and Technological Environment**	**8 hours**

Nature and Impact of Culture on Business, Social Responsibilities of Business, Emergence of Middle Class and its influence on Business, Concept and significance of technological environment The Technological Policy, Features & Impact of Technology on Business, Import of technology.

Module 5	**Global Business Environment**	**8 hours**

The contribution of public sector enterprises in India, Privatization and disinvestment in India, Foreign Direct Investment in India, its impact on Indian economy. Globalization, GATT and WTO – understanding WTO, functions, structure, implications for India, overview of G7, G20, OECD, SAARC

Total Lecture Hours	**40 hours**

Textbook:

S.No	Book Title	Author
1.	Business Environment; Himalaya Publishing House, Revised Edition 27th.	Francis Cherunilum (2019)
2.	Essentials of Business Environment; Himalaya Publishing House, Revised Edition 16th.	K. Aswathapa (2021)

Reference Books:

S.No	Book Title	Author
1.	Business Environment, Excel Books, Delhi	Raj Aggarwal (2014)
2.	Economic Environment of Business, Sultan Chand & Sons.	M. Adhikary (2012),

NPTEL/ Youtube/ Faculty Video Link:

1.	https://study.com/academy/lesson/what-is-business-environment-analysis-report.html
2.	https://youtu.be/AilsUB-vLW0
3.	https://youtu.be/noSF-R1JfGk?feature=shared

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
20			20				60	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0205	**Course Name:** Quantitative Techniques for Decision Making	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**2**	**1**	**0**	**3**

Pre-requisite: Basic knowledge of statistics.

Course Objectives: This course aims to provide students with a comprehensive understanding of mathematical and statistical tools essential for informed decision-making in business and management contexts. Students will develop proficiency in applying quantitative methods to analyze and solve complex problems, emphasizing their relevance across various functional areas such as operations, finance, marketing, and strategic planning.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understand the basic operations research concepts and LLP Problems in business modules.	K2
CO2	Understand how to interpret and solve business-related problems and	K2
CO3	Apply certain mathematical techniques in getting the best possible solution to a problem involving limited resources	K4
CO4	Apply the most widely used quantitative techniques in decision making	K4
CO5	Identify project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in order to achieve project success	K6, K7

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	2	1	2	1	1
CO2	3	3	1	2	1	1
CO3	3	3	2	2	1	1
CO4	3	3	2	3	1	1
CO5	2	2	3	3	2	2

Course Contents / Syllabus

Module 1	**Linear Programming Problem**	**10 hours**

Introduction to Operations Research, Linear programming problem: Mathematical formulations of LP Models; Graphical method and Simplex method of solving Linear programming problem.

Module 2	**Transportation Problem**	**10 hours**

Transportation problem: Initial basic feasible solution– Northwest Corner Method, Least Cost Method &Vogel Approximation Method.

Module 3	**Assignment Model and Game Theory**	**5 hours**

Assignment model: Hungarian Method. Game Theory: Concept of game; Two-person zero-sum game; Pure and Mixed Strategy; Saddle Point; Odds Method; Dominance Method and Graphical Method for solving Mixed Strategy Game.

Module 4	**Sequencing Problem**	**10 hours**

Sequencing Problem: Johnsons Algorithm for n Jobs and Two machines, n Jobs and Three Machines, Two jobs and m-Machines Problems

Module 5	**Decision-Making under Uncertainty and Risk**	**5 hours**

Decision-making under certainty, uncertainty and risk situations; Decision tree approach and its applications.

	Total Lecture Hours	**40 hours**

Textbook:

S.No	Book Title	Author
1.	Operations Research(PHI,2ndEdition)	R.Panneerselvam
2.	Operations Research (Pearson,3rd Edition)	Sharma J K
3.	Operations Research (Pearson Education)	A.M. Natarajan,P. Balasubramani

Reference Books:

S.No	Book Title	Author
1.	Quantitative Techniques in Management (TataMcGraw-Hill,2nd)	Vohra
2.	Operations Research –An Introduction(Prentice-Hall,9thedition)	Taha Hamdy

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=1UceIzI5hPE
2.	https://www.youtube.com/watch?v=0zOzHbIGAkU

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
20			20				60	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0201	**Course Name:** Business Communication	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**3**	**0**	**0**	**3**

Pre-requisite: Basic knowledge of oral & written communication.

Course Objectives: Understand business communication process and principles for effective communication in business. Develop the ability to research and write a documented paper and/or to give an oral presentation. Develop the ability to use non -verbal communication in business and to use technology to facilitate the communication process. Develop the ability to give presentations in business and to appear for employment. Apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understand business communication strategies and principles to prepare effective communication for domestic and international business situations.	K2
CO2	Gaining an understanding of effective oral communication skills and emerging electronic modes of communication	K2
CO3	Developing effective presentation skills and Interview skills	K6
CO4	Developing effective employment communication skills.	K6
CO5	Developing effective Group Communication techniques	K6

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	2	2	1	3	2	1
CO2	2	2	1	2	2	1
CO3	2	2	2	2	3	1
CO4	2	2	2	2	3	1
CO5	2	2	2	2	3	1

Course Contents / Syllabus

Module 1	**Fundamentals of Communication**	**7 hours**

Role of communication, defining and classifying communication, purpose and process of communication, characteristics of successful communication, importance of communication in management, communication structure in organization, communication in crisis, barriers to communication

Module 2	**Oral and Written Communication Skills**	**8 hours**

Principles of successful oral communication, Conversation control, reflection and empathy, effective listening, non – verbal communication, Purpose, clarity in writing, principles of effective writing, 3X3 writing process for business communication: Pre writing, Writing, Revising, Specific writing electronic writing process.

Module 3	**Business Correspondence and Presentations**	**8 hours**

Introduction to business letters, writing routine and persuasive letters, positive and negative messages, writing memos, report purpose, kinds and objectives of report writing, Elements of presentation, designing a presentation. Advanced visual support for business presentation, types of visual aid

Module 4	**Employment Communication and Technology**	**9 hours**

CV, Resume, Group Discussion, Interview Skills, Impact of Technological Advancement on Business Communication networks, Intranet, e- mail, SMS, teleconferencing, video conferencing

Module 5	**Group and Media Communication**	**8 hours**

Group communication, Meetings, MoM, Media management, the press release, press conference, Seminars, workshop, conferences.

		Total Lecture Hours **40 hours**
Textbook:		
S.No	**Book Title**	**Author**
1.	Business Communication Essentials a Skill – Based Approach to Vital Business English. Pearson.	Bovee & Thill (2018)
2.	Effective Communication Skills, Khanna Publishing House, Delhi	Kulbhushan Kumar & R.S. Salaria (2018
Reference Books:		
S.No	**Book Title**	**Author**
1.	Business Communication (New Age International Publication)	Bisen & Priya (2016)
2.	Business Communication(Orient Black swan)	Kalkar, Suryavanshi (2019), Sengupta
3.	Business Communications, Khanna Publishing House	Varinder Bhatia (2020)
4.	Business Communication, Prentice Hall of India	Asha Kaul (2019)
NPTEL/ Youtube/ Faculty Video Link:		
1.	https://www.youtube.com/watch?v=HAnw168huqA	
2.	https://www.youtube.com/watch?v=eyXKvOrDoqw	

Mode of Evaluation

CIE							ESE	Total
ST1	**ST2**	**ST3**	**TA1 5**	**TA2 5**	**TA3 5**	**Attendance 5**		
20			**20**				**60**	**100**

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0254	**Course Name:** Introduction to MS Excel	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**0**	**0**	**4**	**2**

Pre-requisite: The student must understand basic computer terminology, must have knowledge of basic excel.

Course Objectives: To give learners the ability to effectively employ a variety of Excel's sophisticated functions and formulae for intricate computations and data processing. to instruct participants on the efficient creation, modification, and analysis of data using pivot tables and pivot charts. to provide participants the tools they need to use Excel macros to automate tedious operations and boost productivity.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Recall and identify the basic features of MS Excel	K4
CO2	Implement formulas and functions	K6
CO3	Analyze Data using sorting, filtration & conditional formatting	K4
CO4	Construct different Excel charts	K6
CO5	Discuss Pivot Table and Macros in Excel	K2

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	2	2	1	1	1	1
CO2	3	3	2	2	1	1
CO3	2	3	2	2	2	1
CO4	2	3	2	2	2	1
CO5	2	3	2	2	2	2

Course Contents / Syllabus

Module 1	**Worksheets and Workbooks in Excel**	**8 Practical**

Features of MS Excel, Worksheets and Workbooks: Definition of Worksheets and Workbooks, Opening, Labeling and Naming Worksheets and Workbooks, Adding, Deleting and Saving Worksheets and Workbooks, Format Worksheet Tabs, Reposition Worksheets, Inserting and Renaming Worksheets, Copy Worksheets, Set Print Titles, Headers/Footers, Page Margins, Page Orientation, Page Breaks, Cell, Cell pointer, Cell address, Change Font Styles and Sizes, Adding Borders and Colors to Cells, Changing Column Width and Row Height, Merge Cells

Module 2	**Charts, Graphics, and Workbook Protection**	**8 Practical**

Adding, Modifying, cropping an image, rotating an image Images, compressing a Picture, Adding WordArt, Inserting AutoShapes, Adding Clip Art, Adding a Hyperlink, Protect worksheet, protect workbook, share workbook, track Changes. Chart elements: Titles, legend, data labels, creating a New Chart, Formatting the Chart, Types of charts, Using Chart Templates.

Module 3	**Data Sorting, Filtering, and Tables**	**8 Practical**

Sorting by One Column, Sorting by Colors or Icons, Sorting by Multiple Columns, Sorting by a Custom List, Creating a Custom AutoFilter, Using an Advanced Filter, Group, Ungroup and Subtotals. Tables: Creating a Table, Entering Data into a Table, Sorting Data into a Table, Using Filters to Sort Tables, Data Validation, Consolidation.

Module 4	**Formulas and Functions in Excel**	**8 Practical**

Creating a Formula, Formula Auditing, Meaning and Advantages of functions, Insert function. SUM, AUTOSUM, SUMIF, SUBTOTAL PRODUCT, POWER, SQRT, ROUND, AVERAGE, AVERAGEIF and AVERAGEIFS, COUNT, COUNTIF, COUNTIFS, MAX MIN, MEDIAN, MODE. Date & time Functions: DATE, NOW, DAY, YEAR, MONTH, TIME, TODAY, WEEKDAY, DATEVALUE, VLOOKUP & HLOOKUP, Rate, Type, PV, FV, NPER, PMT, IPMT, CUMIPMT, NPV, IRR, Names, Defining Names, Using and Managing Defined Names.

Module 5	PivotTables, PivotCharts, and Macros	8 Practical
PivotTable Layout, Grouping PivotTable Items, updating a PivotTable, formatting a PivotTable using Slicers to manipulate PivotTables, Creating a PivotChart, View Macros, Record Macros, Use relative References		
	Total Lecture Hours	40 Practicals

Textbook:

S.No	Book Title	Author
1.	Illustrated introductory, first course. Stamford, CT: Cengage Learning, 2013.	Beskeen, D, Microsoft Office 2013
2.	A to Z of MS EXCEL, A Book for Learners and Trainers, Amazon Digital Services LLC - KDP Print US. 2021.	Rinkoo Jainn

Reference Books:

S.No	Book Title	Author
1.	Excel 2010 Power Programming with VBA	John Walkenbach, Wiley

NPTEL/ Youtube/ Faculty Video Link:

1.	https://www.youtube.com/watch?v=Vl0H-qTclOg
2.	https://www.youtube.com/watch?v=0zOzHbIGAkU

Mode of Evaluation

CIE							ESE	Total
ST1	ST2	ST3	TA1 5	TA2 5	TA3 5	Attendance 5		
50							50	100

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

GREATER NOIDA-201306

(An Autonomous Institute)

School of Management

Course Code: BBBA0259	**Course Name:** Mini Project	**L**	**T**	**P**	**C**
Course Offered in: School of Management (BBA)		**0**	**0**	**4**	**2**

Pre-requisite: Basic knowledge of business problems & management.

Course Objectives: The students will be able to prepare the project based on knowledge gained during the mini project in a company.

Course Outcome: After completion of the course, the student will be able to		Bloom's Knowledge Level (KL)
CO1	Understand and solve business problems in business organizations	K2
CO2	Develop the ability to identify the research gap	K6
CO3	Apply statistical tools to provide optimum solution	K2
CO4	Develop ability to interpret data and draw conclusions	K2, K4
CO5	Develop Multi-Disciplinary Approach for identifying and solving business problems	K4

CO-PO Mapping (Scale 1: Low, 2: Medium, 3: High)

CO-PO Mapping	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**
CO1	3	3	2	2	2	2
CO2	2	3	2	2	1	2
CO3	2	3	2	2	1	2
CO4	2	3	2	3	2	2
CO5	3	3	2	3	2	3

Course Contents / Syllabus

1. At the end of second semester examination, it is mandatory for every student of BBA to undergo on-the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks. The college/institute will facilitate this compulsory training for students.

2. During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by them for exploring feasible suggestions.

3. During the course of training, the organization (where the student is undergoing training) will assign a problem/project to the student.

4. The student, after the completion of training will submit report to the College/Institute which will form part of third semester examination.

5. The report (based on training and the problem/project studied) prepared by the student will be known as Mini Project. The report should ordinarily be based on primary data. It should reflect in depth study of micro problems, ordinarily assigned by the organization where students undergo training. Relevant tables and bibliography should support it. One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance products/services and problems faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problems. The average size of report ordinarily will be of minimum 80-100 pages in standard (12) and double spacing. Two neatly typed and soft bound (paperback) copies of the report will be submitted to the College/Institute. The report will be typed in A-4sizepaper.

6. The report will have two certificates. One by the Head of the Department and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.

7. The Mini Project Report will carry 100 marks and will be evaluated by two examiners (external and internal). The evaluation will consist of (1) Project Report evaluation (2) Project Presentation and Viva. The Project Report evaluation will comprise 50 marks and will be evaluated by internal project guide. The Presentation and Viva Voce would comprise of 50 marks and would be evaluated by two examiners (1 external and 1 internal). The average marks awarded by the 2 examiners will be considered for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to the third examiner. Only such person will evaluate the project report who has minimum three years of experience of teaching BBA classes in a College/University. Experience of teaching BBA classes as guest faculty shall not be counted.

8. It is mandatory that the student make presentations in the presence of teachers and students. The student is expected to answer the queries and questions raised in such a meeting.

9. The students can prepare the Mini Project Report as per the format given in the Summer Training Manual as prescribed by the University.

Project Report Evaluation:

Relevance of Objectives with Topic	Relevance of Research Methodology	Interpretation and Analysis	Total
10	20	20	50

Presentation and Viva Voce Presentation:

Relevance of Objectives with Topic	Relevance of Research Methodology	Interpretation and Analysis	Presentation and Communication Skills	Query Handling	Total
5	10	15	15	5	50