

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY, GREATER NOIDA, GAUTAM BUDDH NAGAR
(AN 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: 2024-25)

**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 Subject	Periods			Evaluation Schemes				End Semester		Total	Credit
				L	T	P	CT	TA	TOTAL	PS	TE	PE		
3 WEEKS COMPULSORY INDUCTION PROGRAM														
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	18

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,
MOOCs: Massive Open Online Courses.

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Bachelor of Business Administration

Evaluation Scheme

SEMESTER-II

Sl. No.	Subject Codes	Subject	Types of Subject	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

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CE: Core Elective, OE: Open Elective, DE: Departmental Elective, PE: Practical End Semester Exam, CA: Compulsory Audit,
MOOCs: Massive Open Online Courses.

Subject Name: Principles of Management **L-T-P [3-0-0]**

Subject Code: BBBA0105 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic knowledge of business and management.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level(KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Introduction to Management	Management-Meaning,Nature&Significance-CombinationofArt&Science,Managementasa Profession, Management Vs Administration, Levels of Management-Elements of managerial processes- Styles & Roles of Managers in	Class Discussion + PPT	4 Hours	Assignment: Mention 5 CSR Practices of any organisation of your choice.	CO1

		Organizations.				
1	Introduction to Management Thoughts	Contributions of Taylor and Fayol, Human Relations & Behavioural Schools-Hawthorne Studies.	Class Discussion + PPT	4 Hours		CO1
2	Introduction to Planning	Nature, Process of Planning, Planning and Environmental Uncertainties, Types of Planning.	Class Discussion + PPT	4 Hours	Assignment: Take any organization of your choice and do SWOT analysis of it.	CO2
2	Planning	Advantages and Limitations of Planning-Decision Making-Stages in Decision Making. Case studies		4 Hours		CO2
3	Organizing	Nature & Significance of Organization, Authority & Responsibility Relationships-Span of Control, Process of Delegations- Barriers to Delegation, Centralization & Decentralization.	Class Discussion + PPT	4 Hours	Assignment: Make Organisation structure of your college.	CO3
3	Organization Structure	Concept of Line & Staff-Overcoming Line-staff conflict, Committees, Coordination, Organization Structures, Types, Advantages & Disadvantages.	Class Discussion + PPT	4 Hours		CO3
4	Staffing	Staffing, Scope of Staffing Functions, Directing: Concept, Principles & Techniques of directing and Coordination Motivation - Theories of Motivation. Theory X, Theory Y, Theory Z. Maslows need hierarchy	Class Discussion + PPT	4 Hours	Assignment: Make a list of various motivating factors for students on opting for various courses.	CO4
4	Leadership	Concept of Leadership-Meaning. Importance, Styles, Supervision, Motivation Communication.	Class Discussion + PPT	4 Hours		CO4
5	Controlling	Controlling: Concept, Principles, Process and Techniques of Controlling	Class Discussion + PPT	4 Hours	Assignment: Explain modern techniques of controlling.	CO5
5		Relationship between planning and controlling. Case Studies.	Class Discussion + PPT	4 Hours		CO5
Total				40 Hours		

Textbooks

Sr No	Book Details
1.	Koontz Harold, Wehrich Heinz & Mark V. Cannice (2020) – Essentials of Management, Tata McGraw Hill, 11th Edition
2.	Robbins Stephen P & Judge Timothy (2016) A. — Organizational Behaviour, Pearson
Reference Books	
Sr No	Book Details
1.	Robbins & Coulter : Management (2019) Pearson, 14th Edition,
2.	Pareek Udai (2016) : Understanding Organizational Behaviour, Oxford University Press, 4th Edition,
3.	Prasad L. M (2016) : Principles and Practices of Management, Sultan Chand & Sons, 9th edition, 2016
4.	Luthans Fred (2013) : Organizational Behaviour, McGraw Hill International Edition, 12th Edition,

Subject Name: Managerial Economics **L-T-P [3-0-0]**

Subject Code: BBBA0104 **Applicable in Department: School of Management (BBA)**

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

Course Objective: The purpose of this course is to apply micro economics 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 Outcomes(CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Basic Concept	Definition, Nature and Scope of Economics-Micro Economics and Macro Economics, Ten principles of economics, Managerial Economics and its relevance in business decisions.	Class Discussion/ PPT/ video clips/TPS Activity	6 Hours	Assignment on Opportunity Cost of time.	CO1
1	Fundamental Principles of	Incremental Principle, Marginal Principle, Opportunity Cost Principle, Discounting				CO1

	Managerial Economics	Principle, Concept of Time Perspective, Equi-Marginal Principle, Utility Analysis, Cardinal Utility and Ordinal Utility	(Think Pair Share)			
2	Demand and supply concepts	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.	Class Discussion/ PPT/ video clips/TPS Activity (Think Pair Share) Role Play/ Case discussion	12 Hours	Analyze how changes in demand and/or supply factors would affect the equilibrium price and quantity. Use graphical representations to illustrate these shifts.	CO2
2	Elasticity concepts	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				CO2
2	Demand forecasting	Demand forecasting- meaning, significance and methods (in brief).				CO2
3	Production concepts	Production function, Types of production function, Laws of production: Law of diminishing returns, Law of returns to scale, Short-run and Long-run production	Class Discussion/ PPT/ video clips/TPS Activity (Think Pair Share)/ Field project study	7 Hours	Pen down the field study conducted by the group and also write your understanding of different cost concepts .	CO3
3	Cost concept and analysis	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				CO3
4	Perfect and Imperfect Market Structures	Perfect Competition, features, determination of price under perfect competition. Monopoly: Features, pricing under monopoly, Price Discrimination.	Class Discussion/ PPT/ video clips/TPS Activity (Think Pair Share)	8 Hours	Analyze the chosen industry in terms of its market structure. Identify the major players, their market shares, and the degree of product	CO4

					differentiation (if applicable). Discuss the entry barriers present in the industry and their impact on competition and market outcomes.	
4	Monopolistic competition & Oligopoly	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				CO4
5	Theories of firm	Economic Theory of the Firm – The Behavioral Theory of the Firm - Managerial Theories of the Firm – Profit concepts & analysis –	Class Discussion/PPT/ video clips/TPS Activity (Think Pair Share)	7 Hours	Define adverse selection and explain how it occurs due to information asymmetry. Identify examples of adverse selection in the chosen industry and discuss its implications for market participants, including buyers, sellers, and intermediaries.	CO5
5	Game theory concepts	Game Theory and Asymmetric Information.				CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	Baye, M., & Prince, J. (2022). Managerial economics and business strategy (10th ed.). McGraw-Hill
2.	Dwivedi, D.N. (2021) Managerial Economics (7e). Vikas Publication.
3.	Varshney & Maheshwari, (2022). Managerial Economics. Sultan Chand
Reference Books	
Sr No	Book Details
1.	Pindyck, Rubinfeld, Mehta. (2021). Micro Economics (7e). Pearson.
2.	Salvatore, D. (2020). Managerial Economics: Principle and Worldwide Applications, Oxford University Press
Links (Only Verified links should be pasted here)	
http://nptel.ac.in/courses/110101005/1 (‘Introduction to Managerial Economics’).	
http://nptel.ac.in/courses/110101005/ (‘Theory of Demand’).	
http://nptel.ac.in/courses/110101005/38 (‘Product Pricing’).	



**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY
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Subject Name: Financial Accounting **L-T-P [2-1-0]**

Subject Code: BBBA0102 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic understanding of accounts.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Theoretical Framework	Financial Accounting: Introduction, Definition, Evolution, Functions, Advantages and Limitations Users of Accounting Information, Branches of Accounting, Accounting Principles: Concepts and Conventions.	Discussion, PPT	4 Hours	Present a Comparative analysis of Ind-AS and IFRS	CO1

1	Accounting Standards	Accounting Standards: Meaning, Importance, List of Accounting Standards issued by ASB, Indian AS & International Financial Reporting Standards (IFRS).	Discussion, PPT,	4 Hours		CO1
2	Recording of financial transactions	Accounting System, Types of Accounts, Accounting Equation, Accounting Cycle, Journal, Ledger and Trial Balance (Including Problems)	Discussion, Practical Problems	4 Hours	Numerical question of Final Accounts.	CO2
2	P&L and Balance sheet	Profit and Loss Account and Balance Sheet (Sole Proprietorship only).	Discussion, Practical Problems	4 Hours		CO2
3	Depreciation	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.	Discussion, Practical Problems	4 Hours	Numerical question on Depreciation to be solved through different methods.	CO3
3	Stock Valuation Techniques	Meaning, Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.		4 Hours		CO3
4	Hire Purchase and Installment System	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	Discussion, Practical Problems, Case study	8 Hours	Company XYZ sells a piece of equipment to Company ABC under a hire purchase agreement. The equipment's cash price is \$20,000. Company ABC agrees to pay a down payment of \$4,000 and the remaining balance in 12 equal monthly installments. The interest rate charged by Company XYZ is 10% per annum on	CO4

					<p>the outstanding balance. Calculate:</p> <p>a) The total amount payable by Company ABC. b) The monthly installment payment.</p>	
5	Consignment	Consignment: Features, Accounting treatment in the books of the consignor and consignee.	Discussion, Practical Problems & Case study	4 Hours	<p>ABC Company and XYZ Company enter into a joint venture to develop a new product. They agree to share profits and losses equally. The following transactions occur during the joint venture: ABC Company contributes \$50,000 in cash. XYZ Company contributes \$30,000 in machinery.</p> <p>Joint venture incurs expenses of \$20,000 for research and development.</p> <p>Sales revenue from the new</p>	CO5

					product amounts to \$120,000. Prepare the memorandum joint venture account, showing the entries for each transaction and calculate the profit or loss to be shared by ABC Company and XYZ Company.	
5	Joint Venture	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).		4 Hours		CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	Paresh Shah (2018)- Financial Accounting for management (Oxford University Press, 2nd Edition)
2.	Khan and Jain (2016) - Financial Management (Tata McGraw Hill, 7th Ed.)
Reference Books	
Sr No	Book Details

1.	Maheshwari S N &Maheshwari S K (2019) – A text book of Accounting for Management (Vikas,12th Edition)
2.	Pandey I M (2019)- Financial Management (Vikas, 11th Ed.)
3.	Khan and Jain (2016) - Financial Management (Tata McGraw Hill, 7th Ed.)



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Subject Name: Business Statistics **L-T-P [2-1-0]**

Subject Code: BBBA0101 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic knowledge of statistics.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Module 1	Introduction, types of matrices, Addition of matrices, Subtraction of matrices, Multiplication of matrices, Transpose of matrix, Expansion of	PPT, Smart Board, YouTube links	8 Hours	Assignment 1	CO1

		determinants, Minor and Cofactors, Properties of determinant, Applications of matrix operations in business decision making.				
2	Module 2	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	PPT, Smart Board, YouTube links	8 Hours	Assignment 2	CO2
3	Module 3	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.	PPT, Smart Board, YouTube links	8 Hours	Assignment 3	CO3
4	Module 4	Definition of Probability, Elementary problems of probability, Addition and Multiplication theorems of probability, Expectation and variance of a discrete random variable..	PPT, Smart Board, YouTube links	8 Hours	Assignment 4	CO4
5	Module 5	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.	PPT, Smart Board, YouTube links	8 Hours	Assignment 5	CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	Sharma, R.D., Mathematics Part I for Class XII, NCERT.
2.	Thukral, J.K.; Business Mathematics, BVP Publications-latest edition.
3.	S.P. Gupta, Statistical Methods, Sultan Chand & Sons
4.	Sharma, J.K., Business Statistics, Pearson Education, New Delhi
Reference Books	
Sr No	Book Details
1.	Render, Barry, Stair, R.M., Hanna, M.E., & Badri, "Quantitative Analysis for Management", Pearson Education
2.	Vishwanathan, P.K., "Business Statistics and Applied Orientation", Pearson Education.



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Subject Name: Legal Aspects of Business **L-T-P [3-0-0]**

Subject Code: BBBA0103 **Applicable in Department: School of Management (BBA)**

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

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

Course Outcomes(CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Law of Contract	Indian Contract Act: Offer, Acceptance, Agreement and Contract; Capacity of parties; Essentials of Contract; Valid Contracts; Performance of Contracts;	PPT/discussion/ cases/ short clips	4 Hours	Case based analysis and Presentation	CO1
1		Termination of Contract, Consequence and Remedies for Breach of Contract.		4 Hours		CO1

2	Special contract	Void Contracts; Contingent Contracts; Quasi Contract; Contract of Indemnity and Guarantee;	PPT/discussion/ cases/ short clips	4 Hours	Case based analysis and Presentation	CO2
		Bailment, Lien, Pledge and Agency Contracts.		4 Hours		CO2
3	Sale of goods act 1930	Sales of Goods Act: Definition, Features, and Formation of Sale Contract; Condition and Warranty.	PPT/discussion/ cases/ short clips	4 Hours	Case based analysis and Presentation	CO3
	Rights of unpaid seller	Transfer of Ownership of Goods; Performance of Sale Contract; Rights of Unpaid Sellers; Auction Sale.		4 Hours		CO3
4	Basic understanding of Consumer protection Act and Partnership Act.	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.	PPT/discussion/ cases/ short clips	4 Hours	Case based analysis and Presentation	CO4
5	Limited liability partnership Act	Limited liability partnership Act – 2008 –features, types, nature, eligibility.	PPT/discussion/ cases/ short clips	6 Hours	Case based analysis and Presentation	CO5
	Cyber Security	Cyber Security Laws – Personal Data Protection Act 2019. Important latest amendments		6 Hours		CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	Nabi ,M.K.(2022). Legal Aspects of Business Text & Cases. Taxmann.
2.	Pathak, A.(2023) Legal aspects of Business. Tata Mcgraw Hill
Reference Books	
Sr No	Book Details

1.	Bhandari, C. C. (2021). A Handbook on Corporate and Other Laws (25 ed.). Bestword' Publications Pvt. Ltd
2.	Kapoor, N. (2020). Elements of Mercantile Law (38 ed.). Sultan Chand & Sons.
Links (Only Verified links should be pasted here)	
1.	<u>https://www.indiacode.nic.in/handle/123456789/2187?locale=en</u>
2.	<u>https://legislative.gov.in/sites/default/files/A1872-09.pdf</u>
3.	<u>https://www.indiacode.nic.in/handle/123456789/2390?locale=en</u>
4.	<u>https://legislative.gov.in/sites/default/files/A1930-3_0.pdf</u>

Subject Name: English Language **L-T-P [3-0-0]**

Subject Code: BBBA0106 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Understanding of Basic English language

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Module 1: Module 2:	Listening Skills: Introduction to the course and exam pattern Process & types of listening	Activities, discussions	8 Hours	Assignment 1 Exercises on listening skills	CO1

	Module 3: Tips for effective listening & overcoming barriers to listening,			will be conducted in the Lab sessions.	
2	<p>Module 1: Speaking Skills: Skills of effective speaking</p> <p>Applied phonetics – phoneme, syllable, word accent, Stress, rhythm</p> <p>Module 2: Intonation in English</p> <p>Module 3: Neutral accent – difficulties of non-native speakers of English,</p> <p>Module 4:</p>	Activities, discussions	8 Hours	<p>Assignment 2</p> <p>Speaking practice activities will be conducted in the lab sessions.</p>	CO2
3	<p>Reading Skills</p> <p>Module 1: Reading Basics – skimming, scanning, churning & assimilation</p> <p>Reading comprehension</p> <p>Module 2: Reading texts for paraphrasing & note making</p> <p>Module 3: Reading – charts, diagrams, pictures</p> <p>Module 4:</p>	Interactive & Flipped classroom method	8 Hours		CO3
4	<p>Writing Skills</p> <p>Module 1: Vocabulary building – exposure to words from General Service List (GSL) by West & Academic Word List (AWL)</p> <p>Word formation – root words, affixation (prefixes & suffixes) & one-word substitution</p> <p>Module 2:</p> <p>Word types – synonyms, antonyms, homophones, homonyms, acronyms & abbreviations</p> <p>Module 3:</p>	Interactive & Flipped classroom method	8 Hours	<p>Assignment 4</p> <p>Writing exercises will be conducted in the lab sessions</p>	CO4

	Module 4:	Requisites of a good sentence. Common errors – tenses, concord, articles, prepositions, and others				
	Module 5:	Basics of letter & email writing and Notices & Memos				
5	Module 1:	Public Speaking Components of effective speaking in the workplace, overcoming stage fright	Interacti ve sessions, activities , mock interviews	8 hours		CO5
	Module 2:	Role of Kinesics, Chronemics, Proxemics, Haptics, & Voice dynamics				
	Module 3:	Audio-visual support				
	Module 4:	Online Presentations & etiquette				
	Module 5:	Facing an Interview – dyadic/online				
Total				60 Hours		

Required Software and Tools

British Council English Score Mobile App

Textbooks

Sr No

Book Details

1. ABC Workbook, NIET Publishing House, Meerut, 2023

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



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Subject Name: Organizational Behaviour and Design **L-T-P [3-0-0]**

Subject Code: BBBA0204 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic understanding of principles of management.

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

Course Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Module 1	Meaning, importance and historical development of organizational behavior, Factors influencing organizational behavior	Classroom Discussion/ PPT/Case study	8 hours	Case based analysis and presentation	CO1
	Module 2	Importance of OB to the field of management, Emerging trends and challenges in OB.				CO1

2	Module 3	Attitudes and Values, Personality - Concepts, Types , Determinants, individual differences, Big Five Personality Traits,	Classroom discussion/PPT / Role play/Case Studies	8 hours	Case based analysis and presentation	CO2
	Module 4	Perception – Process, Errors and Implications of Perception, Concept and theories of learning.				CO2
3	Module 5	Concept, importance and theories of motivation. Maslow’s Need Hierarchy Theory, Herzberg’s Two Factors Theory, Vroom’s Expectancy Theory	Classroom discussion/ Role play/Case Studies	8 hours	Case based analysis and presentation	CO3
	Module 6	Redesigning job and work arrangements; Employee Involvement				CO3
4	Module 7	Meaning of groups and group dynamics, Formation, Characteristics and Types of groups, Theories of group dynamics	Classroom discussion/ Role play/Case Studies	8 hours	Case based analysis and presentation	CO4
	Module 8	Five Stage model of group development; Group think and shift; Group and teams; Types of teams				CO4
5	Module 9	Organizational Change, Resistance to change, Steps for planned change, Quality Work Life	Classroom discussion/ Role play/Case Studies	8 hours	Case based analysis and presentation	CO5
	Module 10	Organization Development and Interventions, Organization Climate and Managing Organizational Culture				CO5
Total				40 Hours		

Textbooks

Sr No	Book Details
1.	Judge, T. A., Robbins, S. P. (2018). Organizational Behavior. United Kingdom: Pearson Education Limited.
2.	Luthans, K. W., Luthans, F., Luthans, B. C. (2021). Organizational Behavior: An Evidence Based Approach Fourteenth Edition. United States: Information Age Publishing, Incorporated.

Reference Books

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



NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY
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 School of Management

Subject Name: Cost and Management Accounting **L-T-P [2-1-0]**

Subject Code: BBBA0203 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic knowledge of Accounting.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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 process costing where the normal and abnormal losses in business.	K2, K6

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Standard Costing	Concept of standard cost and standard costing	Discussion, videos, Case study	3 Hours	Being a cost centre manager, how will you calculate and justify the marginal cost and what will	CO1

					be the effect on total cost?	
1	Differences between marginal costing and absorption costing.	Absorption Costing vs. Marginal Costing-Break-even analysis, Margin of safety-Application of Marginal Costing for decision making	Discussion, videos, Case study	5 Hours		CO1
2	Standard Costing	Concept of standard cost and standard costing	Discussion, videos, Case study	3 Hours	Being a cost centre manager, how will you do the variance analysis and what will be the effect on total cost? State your assumptions	CO2
2	Variance Analysis	Advantages and limitations-Computation of variances relating to material and labour costs only.	Discussion, videos, Case study	5 Hours		CO2
3	Budget	Meaning, Concepts and Types of Budgets	Discussion, videos, Case study	3 Hours	It is necessary to prepare budgets of sales, and purchases Before making the goods. Why? Mention your comment with a suitable example.	CO3
3	Budgetary Control	Budgetary Control Vs Standard Costing-Advantages and limitations-Preparation of Budgets	Discussion, videos, Case study	5 Hours		CO3
4	Job Costing-Batch Costing-Contract Costing.	Meaning, Concepts - Job Costing-Batch Costing-Contract Costing.	Discussion, videos, Case study	8 Hours	Explain the job costing, batch costing, and contract costing with suitable examples and how will you apply in a firm.	CO4

5	Process Costing	Normal and abnormal losses, equivalent production	Discussion, videos, Case study	4 Hours	"Some goods contain the various process of manufacturing". Justify this statement with suitable examples.	CO5
5	Joint and By Products	Joint and By Products-Operating Costing or Service Costing – Transport, Hotel and Hospital.	Discussion, videos, Case study	4 Hours		CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1	Srikant Datar and madhavrajan (February 2017) Horngren's Cost Accounting: A Managerial Emphasis Hardcover. Pearson Publication
Reference Books	
Sr No	Book Details
1.	Narang K.L. Jain S.P.(January 2012) 1st Edition, Cost Accounting Principles and Practice Kalyani Publishers.
Links (Only Verified links should be pasted here)	
<ol style="list-style-type: none"> 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 	



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Subject Name: Business Environment **L-T-P [3-0-0]**

Subject Code: BBBA0202 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Fundamentals of business environment.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	Familiarize with the nature of Business Environment and its components and analyse 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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Business Environment	Meaning of Business Environment, Factors affecting environment to the business, Internal and external environment, micro environment, macro environment, their impact on business and strategic decisions.	Lecture PPT Activity Case let	4 Hours	Group Assignment on SWOT Analysis, PESTLE of	CO1

			Analysis Quiz		different business setups	
1	Environment Scanning	Environmental Analysis, Process of Environmental Analysis, Techniques of Environmental Analysis, SWOT Analysis, ETOP, Benefits of Environmental Analysis, Limitations of Environmental Analysis		4 Hours		CO1
2	Political Environment	Key Elements of Political Environment, Relationship between Business and Government	Lecture PPT Activity Case let Analysis Quiz	3 Hours	Assignment on political challenges faced by companies in India due to political instability.	CO2
2	Legal Environment	FEMA, Competition Act, SEBI & Consumer Protection Act, 1986 with latest amendments, EXIM Policy		5 Hours		CO2
3	Economic Systems	Economic Systems, Economic Planning – Objectives & Strategies of Current Five Year Plan, Formation and Functions of NITI Aayog,	Lecture PPT Activity Case let Analysis Quiz	4 Hours	Written assignment on various challenges faced by different business segments in India.	CO3
3	Economic Policies	Economic Policies – Industrial, Monetary & Fiscal (Tools & Latest Policies).		4 Hours		CO3
4	Socio cultural environment	Nature and Impact of Culture on Business, Social Responsibilities of Business, Emergence of Middle Class and its influence on Business	Lecture PPT Activity Case let Analysis Quiz	4 Hours	Assignment on Emergence of Middle Class and change in their economic status and its influence on Business. List New trends in technologies in any two sectors like Automobile sector and education sector.	CO4
4	Technological environment	Concept and significance of technological environment The Technological Policy, Features & Impact of Technology on Business, Import of technology.		4 Hours		CO4

5	Public Sector	The contribution of Public sector enterprises in India, Privatization and disinvestment in India, Foreign Direct Investment in India, its impact on Indian economy.	Lecture PPT Activity Case let Analysis Quiz	4 Hours	Challenges faced by MNCs operating in India.	CO5
5	Global Environment	Globalisation, GATT and WTO – understanding WTO, functions, structure, implications for India, overview of G7, G20, OECD, SAARC		4 Hours		CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	Francis Cherunilum (2019), Business Environment; Himalaya Publishing House, Revised Edition 27th.
2.	K.Aswathapa (2021) Essentials of Business Environment; Himalaya Publishing House, Revised Edition 16th.
Reference Books	
Sr No	Book Details
1.	Raj Aggarwal (2014), Business Environment, Excel Books, Delhi
2.	M. Adhikary (2012), Economic Environment of Business, Sultan Chand & Sons.
Links (Only Verified links should be pasted here)	
https://study.com/academy/lesson/what-is-business-environment-analysis-report.html	
https://youtu.be/AilsUB-vLW0	
https://youtu.be/noSF-R1JfGk?feature=shared	



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 School of Management

Subject Name: Quantitative Techniques for Decision Making **L-T-P [2-1-0]**

Subject Code: BBBA0205 **Applicable in Department: School of Management (BBA)**

Pre-requisite of Subject: Basic knowledge of statistics.

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	Understand the basic operations research concepts and LLP Problems in business modules.	Knowledge (K2)
CO2	Understand how to interpret and solve business-related problems and	Knowledge (K2)
CO3	Apply certain mathematical techniques in getting the best possible solution to a problem involving limited resources	Applying (K 4)
CO4	Apply the most widely used quantitative techniques in decision making	Applying (K 4)
CO5	Identify project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in order to achieve project success	Synthesizing (K6) Evaluating (K7)

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
1	Module 1	Introduction to Operations Research, Linear programming problem: Mathematical formulations of LP Models; Graphical method and Simplex method of solving Linear programming problem.	PPT, Smart Board, YouTube links	10 Hours	Assignment 1	CO1

2	Module 2	Transportation problem: Initial basic feasible solution– North West Corner Method, Least Cost Method & Vogel Approximation Method.	PPT, Smart Board, YouTube links	10 Hours	Assignment 2	CO2
3	Module 3	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.	PPT, Smart Board, YouTube links	5 Hours	Assignment 3	CO3
4	Module 4	Sequencing Problem: Johnsons Algorithm for n Jobs and Two machines, n Jobs and Three Machines, Two jobs and m-Machines Problems	PPT, Smart Board, YouTube links	10 Hours	Assignment 4	CO4
5	Module 5	Decision-making under certainty, uncertainty and risk situations; Decision tree approach and its applications.	PPT, Smart Board, YouTube links	5 Hours	Assignment 5	CO5
Total				40 Hours		

Textbooks	
Sr No	Book Details
1.	R.Panneerselvam –Operations Research(PHI,2ndEdition)
2.	Sharma J K-Operations Research (Pearson,3rd Edition)
3.	A.M. Natarajan,P. Balasubramani-Operations Research (Pearson Education)
Reference Books	
Sr No	Book Details
1.	Vohra-Quantitative Techniques in Management (TataMcGraw-Hill,2nd)
2.	Taha Hamdy- Operations Research –An Introduction(Prentice-Hall,9thedition)



NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY
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Subject Name: Business Communication **L-T-P [3-0-0]**

Subject Code: BBBA0201 **Applicable in Department: School of Management (BBA)**

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

Course Objective: 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 presentation 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
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1	Introduction	Role of communication, defining and classifying communication, purpose and process of communication, characteristics of successful communication, importance of communication in management	Role play, Case study, Classroom discussion, video	3 Hours	Application-based assignment	CO1
	Communication in organisation	communication structure in organization, communication in crisis, barriers to communication		4 Hours		
2	Oral Communication	Principles of successful oral communication, Conversation control, reflection and empathy, effective listening, non – verbal communication	Role play, Case study, Classroom discussion, video	3 Hours	Application-based assignment	CO2
	Written Communication	Purpose, clarity in writing, principles of effective writing, 3X3 writing process for business communication: Pre writing, Writing, Revising, Specific writing electronic writing process.	Role play, Case study, Classroom discussion, video, writing practice	5 Hours		
3	Business Letters and Reports	Introduction to business letters, writing routine and persuasive letters, positive and negative messages, writing memos, report purpose, kinds and objectives of report writing	Role play, Case study, Classroom discussion, video, writing practice	4 Hours	Application-based assignment	CO3
	Presentation Skills	Elements of presentation, designing a presentation. Advanced visual support for business presentation, types of visual aid	Role play, Case study, Classroom discussion, video, Presentation skill	4 Hours		

4	Employment communication	CV, Resume, Group Discussion, Interview Skills	Classroom discussion, video, Practice session	5 Hours	Application-based assignment	CO4
	Impact of Technology	Impact of Technological Advancement on Business Communication networks, Intranet, e- mail, SMS , teleconferencing, video conferencing	Role play, Case study, Classroom discussion, video	4 Hours		
5	Group communication	Group communication, Meetings, MoM	Role play, Case study, Classroom discussion, video	4 Hours	Application-based assignment Application-based assignment	CO5
	Media management	Media management, the press release, press conference, Seminars, workshop, conferences.	Role play, Case study, Classroom discussion, video	4 Hours		
Total				40 Hours		

Textbooks

Sr No	Book Details
1.	Bovee & Thill (2018)– Business Communication Essentials a Skill – Based Approach to Vital Business English. Pearson.
2.	Kulbhushan Kumar & R.S. Salaria (2018), Effective Communication Skills, Khanna Publishing House, Delhi

Reference Books

Sr No	Book Details
1.	Bisen & Priya (2016) – Business Communication (New Age International Publication)

2.	Kalkar, Suryavanshi (2019), Sengupta-Business Communication(Orient Black swan)
3.	Varinder Bhatia (2020), Business Communications, Khanna Publishing House
4.	Asha Kaul (2019), Business Communication, Prentice Hall of India

Subject Name: Introduction to MS Excel **L-T-P [0-0-4]**

Subject Code: BBBA0254 **Applicable in Department: BBA**

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

Course Objective: 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 Outcomes (CO)

Course outcome: After completion of this course students will be able to:

	Bloom's Knowledge Level(KL)
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CO 1	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

Syllabus

Unit No	Module Name	Topic covered	Pedagogy	Lecture Required (L+P)	Practical/ Assignment/ Lab Nos	CO Mapping
UNIT 1 Intro	Basics of MS Excel	Features of MS Excel, Worksheets and Workbooks: Definition of Worksheets and Workbooks, Opening, Labeling and Naming Worksheets and Workbooks, Adding, Deleting and Saving	Class discussion/ MS Excel	8P	Experiment/ Program 1 to 7	CO1

ducti on to MS Excel		Worksheets and Workbooks, Format Worksheet Tabs, Reposition Worksheets, Inserting and Renaming Worksheets, Copy Worksheets,				
	Printing a Workbook	Set Print Titles, Headers/Footers, Page Margins, Page Orientation, Page Breaks				
	Formatting a Worksheet	Cell, Cell pointer, Cell address, Change Font Styles and Sizes, Adding Borders and Colors to Cells, Changing Column Width and Row Height, Merge Cells				
UNIT 2 Elem ents, Prote ction , Chart s to a Work book	Adding Elements to a Workbook	Adding, Modifying, cropping an image, rotating an image Images, compressing a Picture, Adding WordArt, Inserting AutoShapes, Adding Clip Art, Adding a Hyperlink,	Class discussion/ MS Excel	8P	Experiment/ Program 8 to 12	CO2
	Protection	Protect worksheet, protect workbook, share workbook, track Changes.				
	Charts	Chart elements: Titles, legend, data labels, creating a New Chart, Formatting the Chart, Types of charts, Using Chart Templates.				
UNIT 3 Data Sorti ng, Filter ing, Outli ne, Tools	Data Sorting	Sorting by One Column, Sorting by Colors or Icons, Sorting by Multiple Columns, Sorting by a Custom List	Class discussion/ MS Excel	8P	Experiment/ Program 13 to 22	CO3
	Filtering Data	Creating a Custom AutoFilter, Using an Advanced Filter				
	Data Outline	Group, Ungroup and Subtotals. Tables: Creating a Table, Entering Data into a Table, Sorting Data into a Table, Using Filters to Sort Tables,				
	Data Tools	Data Validation, Consolidation				
Form ulas and Func tions	Formulas and Functions	Creating a Formula, Formula Auditing, Meaning and Advantages of functions, Insert function.	Class discussion/ MS Excel	8P	Experiment/ Program 23 to 32	CO4
	Mathematical Functions	SUM, AUTOSUM, SUMIF, SUBTOTAL PRODUCT, POWER, SQRT, ROUND				

in Excel	Statistical Functions	AVERAGE, AVERAGEIF and AVERAGEIFS, COUNT, COUNTA, COUNTIF, COUNTIFS, MAX MIN, MEDIAN, MODE. Date & time Functions: DATE, NOW, DAY, YEAR, MONTH, TIME, TODAY, WEEKDAY, DATEVALUE				
	Look Up & Reference	VLOOKUP & HLOOKUP				
	Financial Functions	Rate, Type, PV, FV, NPER, PMT, IPMT, CUMIPMT, NPV, IRR				
	Names in Excel	Names, Defining Names, Using and Managing Defined Names				
UNIT 5 Pivot Tables and Macros in Excel	PivotTables	PivotTable Layout, Grouping PivotTable Items, updating a PivotTable, formatting a PivotTable using Slicers to manipulate PivotTables, Creating a PivotChart	Class discussion/ MS Excel	8P	Experiment/ Program 33 to 40	CO5
	Macros	View Macros, Record Macros, Use relative References				
Total				40 HOURS		
Textbooks						
Sr No	Book Details					
1.	Beskeen, D, Microsoft Office 2013: Illustrated introductory, first course. Stamford, CT:Cengage Learning, 2013.					
2.	Rinkoo Jainn, A to Z of MS EXCEL, A Book for Learners and Trainers, AmazonDigital Services LLC - KDP Print US. 2021.					
Reference Books						
Sr No	Book Details					
1.	Excel 2010 Power Programming with VBA by John Walkenbach, Wiley					



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Subject Name: Mini Project		L-T-P [0-0-2]
Subject Code: BBBA0259		Applicable in Department: School of Management (BBA)
Pre-requisite of Subject: Basic knowledge of business problems & management.		
Course Objective: The students will be able to prepare the project based on knowledge gained during the mini project in a company.		
Course Outcomes (CO)		
Course outcome: After completion of this course students will be able to:		Bloom's Knowledge Level (KL)
CO 1	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
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 duration. 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 student undergoes 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 problem faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem. 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-4 size paper.
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 of 50 marks and would 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 of the marks awarded by the 2 examiners will be taken into account 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 will make presentation in the presence of teachers and students. The student is expected to answer to 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 (10)	Relevance of Research Methodology (20)	Interpretation and Analysis (20)	Total(50)		
Presentation and Viva Voce Presentation:					
Relevance of Objectives with Topic (5)	Relevance of Research Methodology (10)	Interpretation and Analysis (15)	Presentation and Communication Skills (15)	Query Handling (5)	Total (50)