



MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST

Rajarajeswari College of Engineering

(An Autonomous Institution under Visvesvaraya Technological University, Belagavi)
#14, Ramohalli Cross, Kumbalagodu, Mysore Road, Bengaluru-560074



Bachelor of Business Administration

II Semester Scheme and Syllabus

(2025 Scheme)

VISION

To empower young minds through technology, research and innovation, to produce technically competent and socially responsible professionals in higher education.

MISSION

1. To deliver excellence in education through innovative teaching, impactful research, and continuous skill development, preparing students to meet global challenges with technical expertise and ethical responsibility.
2. To foster a transformative learning environment that integrates technology, research and practical experience, empowering students to become skilled professionals and socially conscious leaders.
3. To cultivate a culture of lifelong learning and professional excellence by encouraging creativity, research, and community engagement, equipping students with the skills to thrive in a dynamic world.
4. To provide a holistic educational experience that combines advanced technology, hands-on research, and community-focused learning, shaping students into competent, ethical professionals who contribute positively to society.

QUALITY POLICY

Rajarajeswari College of Engineering is committed to imparting quality technical education that nurtures competent, ethical professionals with global relevance. We ensure academic excellence through a dynamic, outcome-based curriculum, experienced faculty, and cutting-edge infrastructure. Continuous improvement is driven by innovation, research and strong industry collaboration. We foster holistic development and a progressive environment that supports lifelong learning, teamwork, and professional growth.

CORE VALUES

Academic Excellence, Integrity, Innovation, Global Competence, Continuous Improvement.

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I Semester			
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MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST
Rajarajeswari College of Engineering
 (An Autonomous Institution under Visvesvaraya Technological University, Belagavi)
Bachelor of Business Administration
 Scheme of Teaching and Examinations – 2025
 Outcome Based Education (OBE) and Choice Based Credit System (CBCS)
 (Effective from the Academic Year 2025-26)

Semester: II

S. No	Course Category and Course Code		Course Title	TD / PSB	Teaching Hours / Week				Examination			
					Lecture	Tutorial /SDA	Practical / Seminar	Credits	SEE Duration Hours	CIE Marks	SEE Marks	Total Marks
					L	T/S	P					
1	DSC	B25BBA201	Organizational Behaviour	BBA	3	2	0	4	3	50	50	100
2	DSC	B25BBA202	Financial Management	BBA	3	2	0	4	3	50	50	100
3	DSC	B25BBA203	Managerial Economics	BBA	3	2	0	4	3	50	50	100
4	MDEC/OEC	B25BBA204	Global Business Environment	BBA	2	0	0	2	2	50	50	100
5	VBC	B25BBA205	Corporate Governance	BBA	2	0	0	2	2	50	50	100
6	SEC	B25BBA206	IT in Business	BBA	2	0	0	2	2	50	50	100
7	AEC	B25BBA207	Soft Skills and Personality Development	Humanities	2	0	0	2	2	50	50	100
TOTAL								20		350	350	700

DSC – Discipline-Specific Core Course, MDEC/OEC - Multidisciplinary Elective Course/Open Elective Course, AEC-Ability Enhancement Course, SEC- Skill Enhancement Courses, VBC- Value Based Course, MNC: Mandatory Non- Credit course (Students have to qualify for the award of the bachelor’s degree).

HoD

Dean-Academics

Principal



Bachelor of Business Administration

SEMESTER-II					
ORGANIZATIONAL BEHAVIOUR					
Category: DSC					
Course Code	:	B25BBA201	CIE	:	50 Marks
Teaching Hours L : T : P	:	3:2:0	SEE	:	50 Marks
Total Hours	:	50	Total	:	100 Marks
Credits	:	4	SEE Duration	:	3Hrs

Course Objectives	
1.	To introduce behavior of individuals and groups as part of the social and technical system in the workplace.
2.	To understand the individuals and groups behavior inside organizations.
3.	To familiarize with the interpersonal and group process for increased effectiveness both within and outside of organizations.

Module-1: Introduction	No. of Hours
Definition, need and importance of organizational behavior – Nature and scope – Frame work – Organizational behavior models, Organization and the environmental factors. Organizational Theory, Organizational behavior modification. Misbehavior –Types.	10
Module-2: Individual Behavior	No. of Hours
Personality – Types – Factors influencing personality – Theories. Learning – Types of learners – The learning process – Learning theories. Attitudes – Characteristics – Components – Formation – Measurement- Values. Perceptions – Importance – Factors influencing perception – Interpersonal perception-Impression Management. Emotions and Moods in workplace.	10
Module-3: Group Behavior	No. of Hours
Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Interpersonal Communication. Team building - Interpersonal relations – Group decision making techniques. Meaning of conflict and its types, Conflict Redressal process	10
Module-4: Leadership and Power	No. of Hours
Leadership – Meaning, importance, traits, styles and Theories. Leaders v/s Managers. Power – Power centers – Power and Politics. – Importance, need, types and its effects on work behavior. Motivation Theories : Maslow’s, Herzberg, etc.	10
Module-5: Dynamics of Organizational Behavior	No. of Hours
Organizational culture and climate – Factors affecting organizational climate – Importance. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life.	10

Course Outcomes: At the end of the course, the students will be able to	
CO1	Demonstrate the behavior of individuals and groups in organizations in terms of the key factors that influence organization behavior.
CO2	Critically evaluate the potential effects of important developments in the external environment on organizational behavior.
CO3	Analyze organizational behavioral issues in the context of organizational behavior theories, models, and concepts.

Text Books	
1.	Fred Luthans. Organizational Behaviour. McGraw-Hill International Edition, New Delhi:
2.	K Aswathappa. Organizational Behaviour Text cases games, Himalaya Publishing Company, New Delhi

Reference Text Book	
1.	UdaiPareek. Understanding Organizational Behaviour. Oxford University Press, New Delhi:



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Web links and Video lectures (e-Resources)

<https://archive.nptel.ac.in/courses/110/105/110105154/>

ASSESSMENT STRUCTURE:

The assessment in each course is divided equally between Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE), with each carrying 50% weightage. To qualify and become eligible to appear for SEE, in the CIE, a student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50 marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.

CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	20	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The Question paper for each course contains two parts, Part – A and Part – B.
2. Part – A consists of **Short Answer Questions** (2 Marks/1 mark) for 20 marks covering the complete syllabus and it is compulsory. Multiple Choice Questions are not allowed.
3. Part – B consists of 10 questions, two questions of 16 marks (with max. of 3 sub questions) from each module with internal choice. Students shall answer five full questions, selecting one full question from each module.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	-	1	2	-	2	2	-	-	-	1
CO2	1	-	1	2	-	2	2	-	-	-	1
CO3	1	-	1	2	-	3	2	-	-	-	1
CO4	1	-	1	2	-	3	2	-	-	-	1
CO5	1	-	1	2	-	3	2	-	-	-	1

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II					
FINANCIAL MANAGEMENT					
Category: DSC					
Course Code	:	B25BBA202	CIE	:	50 Marks
Teaching Hours L : T : P	:	3:2:0	SEE	:	50 Marks
Total Hours	:	50	Total	:	100 Marks
Credits	:	4	SEE Duration	:	3Hrs

Course Objectives	
1.	To introduce concept of financial management, its finance function and goals of financial managers.
2.	To understand the decision-making skills in acquiring, allocating and utilizing the funds of a company.
3.	To familiarize students with the techniques of financial management and their applications for business decision making.

Module-1: Introduction to Financial Management	No. of Hours
Finance, Financial Management, Scope of Financial Management, Finance and Management Functions, Objectives of Financial Management, Role and Functions of Finance Manager, Changing Role of Finance Manger, Organization of Finance Function, Liquidity and Profitability, Financial Management and Accounting, Financial Management and Economics, Financial Management-Science or Art, Significance of Financial Management, Strategic Financial Management, Techniques of Financial Management	10
Module-2: Sources of Long –Term Finance	No. of Hours
Introduction, Types of Capital, Equity Capital, Preference Capital, Debenture capital, Term Loan, Convertibles, Warrants, Leasing, Hire-Purchase, Initial Public offer, Rights Issue, Private Placement.	10
Module-3: Sources of Short Term Finance	No. of Hours
Trade Credit, Cash Credit, Bank Overdraft, Letter of Credit, Factoring, Call/Notice Money, Treasury bills, Commercial Papers, Certificate of Deposit, Bills of Exchange.	10
Module-4: Time Value of Money	No. of Hours
Introduction, Future Value; Simple Interest, Compounding Interest, Compound value of series of cash flows, Present Value; Present Value of single amount, Present value of series of cash flows, Sinking Fund Factor, Loan Amortization.	10
Module-5: Introduction Cost of Capital	No. of Hours
Concept of Cash Capital, Elements of Cost of Capital, Classification of Cost of Capital, Opportunity Cost of Capital, Trading on Equity.	10

Course Outcomes: At the end of the course, the students will be able to	
CO1	Demonstrate the basic concepts of financial management and their application in business decision-making.
CO2	Gain knowledge on availability of various sources of finance and markets for raising of funds.
CO3	Evaluate the long term and short term investment decisions.
CO4	Evaluate the financing decisions by using different techniques of valuation.

Text Books	
1.	Jonathan Berk, Peter Demarzo, Financial Management, Pearson Education
2.	Prasanna Chandra, Fundamentals of Financial Management, TMH.

Reference Text Book	
1.	I. M. Pandey, Financial Management, Vikas Publications
2.	ShashiK.Gupta, Financial Management, Kalayani Publications'

Web links and Video lectures (e-Resources)
https://archive.nptel.ac.in/courses/110/107/110107144/

ASSESSMENT STRUCTURE:

The assessment in each course is divided equally between Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE), with each carrying 50% weightage. To qualify and become eligible to appear for SEE, in the CIE, a student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50



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marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.

CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	20	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The Question paper for each course contains two parts, Part – A and Part – B.
2. Part – A consists of **Short Answer Questions** (2 Marks/1 mark) for 20 marks covering the complete syllabus and it is compulsory. Multiple Choice Questions are not allowed.
3. Part – B consists of 10 questions, two questions of 16 marks (with max. of 3 sub questions) from each module with internal choice. Students shall answer five full questions, selecting one full question from each module.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	-	2	-	2	1	-	2	-	-	1
CO2	1	-	2	-	2	1	-	2	-	-	1
CO3	1	-	2	-	3	1	-	2	-	-	1
CO4	1	-	2	-	3	1	-	2	-	-	1
CO5	1	-	2	-	3	1	-	2	-	-	1

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II			
MANAGERIAL ECONOMICS			
Category: DSC			
Course Code	:	B25BBA203	CIE
Teaching Hours L : T : P	:	3:2:0	SEE
Total Hours	:	50	Total
Credits	:	4	SEE Duration
			: 50 Marks
			: 50 Marks
			: 100 Marks
			: 3Hrs

Course Objectives	
1.	To introduce the basics concepts of economics and provide insights on the impact of economic trade-offs and social values impact business decisions.
2.	To understand the causes and consequences of different market conditions.
3.	To familiarize with the theory of consumer choice using the utility concepts.

Module-1: Introduction	No. of Hours
Meaning, Definition, Scope of Managerial Economics, Roles and responsibilities of managerial economics, Distinction between economics and managerial economics, circular flow of activities.	10
Module-2: Demand Analysis	No. of Hours
Meaning and Nature of Demand, Law of Demand, Exceptions of law of demand, Change in demand and quantity demanded, Elasticity of demand, Concept - types of elasticity of demand - factors involved in demand forecasting - purposes of forecasting - demand estimation for censurable durables and non-censurable.	10
Module-3: Supply Analysis	No. of Hours
Supply, Law of Supply - change in Supply and quantity Supply - elasticity of Supply – concept- types of elasticity of Supply - Demand and Supply Equilibrium.	10
Module-4: Production Function & Market Structure	No. of Hours
Production function short run production - long run production - cost curves - revenue curves – break-even point. Market structure - perfect competition - features and price determination – monopoly - features and price determination - types of price discrimination.	10
Module-5: Monopolistic Competition & Oligopoly	No. of Hours
Monopolistic Competition: Meaning and concept – oligopoly: features - kinked demand curve - Types of pricing policies - factors affecting on pricing policy - Role of government in different economic systems and policies.	10

Course Outcomes: At the end of the course, the students will be able to	
CO1	Explain the basic concepts in managerial economics and its relationship with other disciplines
CO2	Understand the roles of managers in the business decision-making process for profit maximization
CO3	Apply the tools of economic theory to explain optimal production and pricing decisions by the firm in each market structure.
CO4	Analyze mechanism by which the total amount of resources possessed by a firmware allocated among alternative uses

Text Books	
1.	Varshney, R and Maheshwari, K.L. Managerial Economics. Sultan Chand and Sons Publications
2.	Samuelson, W. F., Marks, S. G., & Zagorsky, J. L. Managerial Economics. John Wiley & Sons
3.	William, F. S., & Stephen, G. M. Managerial Economics. John Wiley

Reference Text Book	
1.	Dominick S. Managerial Economics, Oxford University Press.
2.	Frank, R. and B. Bernanke, Principles of Economics, Tata McGraw Hill

Web links and Video lectures (e-Resources)
https://archive.nptel.ac.in/courses/110/101/110101149/

ASSESSMENT STRUCTURE:

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student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50 marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.

CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	20	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The Question paper for each course contains two parts, Part – A and Part – B.
2. Part – A consists of **Short Answer Questions** (2 Marks/1 mark) for 20 marks covering the complete syllabus and it is compulsory. Multiple Choice Questions are not allowed.
3. Part – B consists of 10 questions, two questions of 16 marks (with max. of 3 sub questions) from each module with internal choice. Students shall answer five full questions, selecting one full question from each module.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	2	2	-	-	2	-	-	-	1	-
CO2	1	2	2	-	-	2	-	-	-	1	-
CO3	1	2	2	-	-	3	-	-	-	1	-
CO4	1	2	2	-	-	3	-	-	-	1	-
CO5	1	2	2	-	-	3	-	-	-	1	-

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II			
GLOBAL BUSINESS ENVIRONMENT			
Category: MDEC/OEC			
Course Code	: B25BBA204	CIE	: 50 Marks
Teaching Hours L : T : P	: 2:0:0	SEE	: 50 Marks
Total Hours	: 30	Total	: 100 Marks
Credits	: 2	SEE Duration	: 2 Hrs

Course Objectives	
1.	To introduce business environment at a global level.
2.	To understand the significance and dynamics of international business.
3.	To familiarize with the challenges and complexities faced by international business.

Module-1: Introduction to International Business Environment	No. of Hours
International business contrasted with domestic business, Complexities of international business, Internationalization stages, National and foreign environments and their components, Global trading environment, Recent trends in world trade in goods and services, Trend's in India's foreign trade.	6
Module-2: International Trade and International and Economic Organizations	No. of Hours
Approaches to international trade, Theories of international trade, Government influence on international trade, W.T.O., UNCTAD, World Bank, IMF.	6
Module-3: Regional Economic Integration	No. of Hours
Forms of regional integration, Integration efforts among countries in Europe, North America and Asia, Cost and benefit of regional economic integration.	6
Module-4: Exchange Rate Determination	No. of Hours
Factors affecting exchange rate, Government intervention and government influence on exchange rates, Theories of exchange rate – Purchasing Power Parity, Interest Rate Parity and Fisher's effect.	6
Module-5: Management of International Business	No. of Hours
Industry, strategy, and firm performance, Global integration v/s local responsiveness, Types of strategies, Export and import strategies.	6

Course Outcomes: At the end of the course, the students will be able to	
CO1	Know the significance and dynamics of international business.
CO2	Learn about India's association with international business.
CO3	Understand the challenges and complexities faced by international business.

Text Books	
1.	Rajendra P Maheshwari, International Business, International Book House.
2.	Francis Cherunilam, International Business, PHI Learning.
3.	John D Daniels, H Lee Radebaugh, Daniel P Sullivan, Prashant Salwanand Kindersley Dorling, International Business.

Reference Text Book	
1.	Pradip Kumar Sinha and sanchariSinha, International Business Management, Excel Books

Web links and Video lectures (e-Resources)	
https://archive.nptel.ac.in/courses/110/107/110107145/	

ASSESSMENT STRUCTURE:

The assessment in each course is divided equally between Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE), with each carrying 50% weightage. To qualify and become eligible to appear for SEE, in the CIE, a student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50 marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.



CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	10+10	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The question paper shall be set for 50 marks and duration of SEE is 2 hours.
2. Two questions of 10 marks (with minimum of 2 sub questions) from each module with internal choice.
3. Students should answer five full questions, selecting one full question from each module.
4. Question papers to be set as per the Blooms Taxonomy levels.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	1	-	-	1	-	-	2	2	-	-
CO2	1	1	-	-	1	-	-	2	2	-	-
CO3	1	1	-	-	1	-	-	2	2	-	-
CO4	1	1	-	-	1	-	-	2	2	-	-
CO5	1	1	-	-	1	-	-	2	2	-	-

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II			
CORPORATE GOVERNANCE			
Category: VBC			
Course Code	: B25BBA205	CIE	: 50 Marks
Teaching Hours L : T : P	: 2:0:0	SEE	: 50 Marks
Total Hours	: 30	Total	: 100 Marks
Credits	: 2	SEE Duration	: 2 Hrs

Course Objectives	
1.	To introduce the concept of corporate governance.
2.	To Understand emerging trends in corporate governance norms and framework.
3.	To familiarize with the organization and role of task committees appointed for enforcing corporate governance.

Module-1: Corporate Governance: An Overview	No. of Hours
Introduction, Why is Corporate Governance Important to a Country? Governance for sustainable development, Corporate and Ethics.	6
Module-2: Popular Models of Corporate Governance	No. of Hours
Introduction, About Models of Corporate Governance, Anglo – American Model of Corporate Governance, Japanese Model, German Model, France Model and Canadian Model.	6
Module-3: Key issues in Corporate Governance	No. of Hours
Introduction, Background and Perspective, Why Corporate Governance is more Important in modern era? Issues and Concerns Related to Corporate Governance, Proxy Advisors.	6
Module-4: Introduction to Code of Conduct	No. of Hours
Introduction, Meaning in context of The Listing Obligation and Disclosure Regulations, 2015 (LODR), Items to be displayed on company's website under the LODR, Structure of Code of Conduct.	6
Module-5: Important Committee in context of Corporate Governance	No. of Hours
Introduction, Mandatory and Other Committees under the Companies Act, Mandatory and Other Committees as per LODR. Disclosure Requirements for Corporate Governance: Introduction, Overview of various Disclosure Requirements as per the Companies Act, Disclosure Requirements under the Listing Obligations and Disclosure Regulations, 2015.	6

Course Outcomes: At the end of the course, the students will be able to	
CO1	Appreciate the importance corporate governance.
CO2	Understand emerging trends in corporate governance norms and framework.
CO3	Understand the organization and role of task committees appointed for enforcing corporate governance.

Text Books	
1.	N Balasubramanian, Corporate Governance and Stewardship, Tata McGraw Hill, New Delhi
2.	Christine A Mallin, Corporate Governance (Indian Edition), Oxford University Press, New Delhi.

Reference Text Book	
1.	Michael Blowfield and Alan Murray, Corporate Responsibility, Oxford University Press.
2.	J P Sharma, Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi

Web links and Video lectures (e-Resources)	
https://archive.nptel.ac.in/courses/110/107/110107145/	

ASSESSMENT STRUCTURE:

The assessment in each course is divided equally between Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE), with each carrying 50% weightage. To qualify and become eligible to appear for SEE, in the CIE, a student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50 marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.



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CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	10+10	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The question paper shall be set for 50 marks and duration of SEE is 2 hours.
2. Two questions of 10 marks (with minimum of 2 sub questions) from each module with internal choice.
3. Students should answer five full questions, selecting one full question from each module.
4. Question papers to be set as per the Blooms Taxonomy levels.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	-	2	-	1	2	-	-	3	2	-	1
CO2	-	2	-	1	2	-	-	3	2	-	1
CO3	-	2	-	1	2	-	-	3	2	-	1
CO4	-	2	-	1	2	-	-	3	2	-	1
CO5	-	2	-	1	2	-	-	3	2	-	1

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II					
IT IN BUSINESS					
Category: SEC					
Course Code	:	B25BBA206	CIE	:	50 Marks
Teaching Hours L : T : P	:	2:0:0	SEE	:	50 Marks
Total Hours	:	30	Total	:	100 Marks
Credits	:	2	SEE Duration	:	2 Hrs

Course Objectives	
1.	To introduce basics of computers which are essential for business, education and society.
2.	To understand the services provided by different Operating systems and basic commands in MS-DOS.
3.	To familiarize with the applications of Word, Excel and Power Point.

Module-1: Computer Fundamentals	No. of Hours
Components of a computer system. Classification of computers. Types of computers. Generation of computers. Computer hardware and software. Input/output devices, internet and web surfing etc. Personnel Computers: PC, Primary & Secondary storage device, other peripherals used with PC.	6
Module-2: Introduction to Operating Systems	No. of Hours
Goals & Structure of O.S, Basic functions, Batch, multiprogramming. Multitasking, time sharing, parallel, distributed & real -time O.S. Concept of MS—DOS: Internal and External commands, Windows – windows explorer, print manager, control panel etc	6
Module-3: Data Communication & Networks	No. of Hours
Communication Medias, Communication Modes, Goals of Networks, Types of Networks, Client/Server Computing, Network Topologies, MODEM, Gateways, Multiplexer, Bridges, Routers. Ethernet. Internet, WWW etc	6
Module-4: Word Processing	No. of Hours
MS Word: Templates using existing templates and creating new templates. Complex Tables, Use of Pictures with text flowing around the picture, Sectioning, Captioning, Cross Referencing, Table of Contents. Using Equation it or for complex equations, Multiple Column format documents	6
Module-5: Preparing Presentations spreadsheet and its Business Applications	No. of Hours
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation, Hyperlink and Slideshow. Managing worksheets- Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs, Pivot Table.	6

Course Outcomes: At the end of the course, the students will be able to	
CO1	Understand computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.

Text Books	
1.	V Rajaraman, Fundamentals of Computers, PHI, 6 th Edition.
2.	Efraim Turban, R. Kelly Rainer Jr, Richard E. Potter, Introduction to Information Technology, John Wiley & Sons, (Asia) Pvt. Ltd. Singapore.

Reference Text Book	
1.	Aurora, Computer Fundamentals, Vikash Publishing House
2.	Sinha & Sinha, Fundamentals of Computers, BPB Publications

Web links and Video lectures (e-Resources)
https://archive.nptel.ac.in/courses/110/107/110107145/

ASSESSMENT STRUCTURE:

The assessment in each course is divided equally between Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE), with each carrying 50% weightage. To qualify and become eligible to appear for SEE, in the CIE, a student must score at least 40% of 50 marks, i.e., 20 marks. To pass the SEE, a student must score at least 35% of 50



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marks, i.e., 18 marks. Notwithstanding the above, a student is considered to have passed the course, provided the combined total of CIE and SEE is at least 40 out of 100 marks.

CONTINUOUS INTERNAL EVALUATION (CIE):

Component	Type of Assessment	Max. Marks	Max. Marks Scaling Down to	Total Marks
Theory	Internal Assessment1	50	40 (Average of Best two Assessments)	50
	Internal Assessment2	50		
	Internal Assessment3	50		
Self Learning	Two Assignments	10+10	10	
SEE	Semester End Examination	100	50	50
Grand Total				100

SEMESTER END EXAMINATION (SEE):

1. The question paper shall be set for 50 marks and duration of SEE is 2 hours.
2. Two questions of 10 marks (with minimum of 2 sub questions) from each module with internal choice.
3. Students should answer five full questions, selecting one full question from each module.
4. Question papers to be set as per the Blooms Taxonomy levels.

CO-PO Mapping

PO \ CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	-	-	2	2	-	-	-	-	-	1
CO2	1	-	-	2	2	-	-	-	-	-	1
CO3	1	-	-	2	2	-	-	-	-	-	1
CO4	1	-	-	2	2	-	-	-	-	-	1
CO5	1	-	-	2	2	-	-	-	-	-	1

Level 3 - High, Level 2 - Moderate, Level 1 - Low



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SEMESTER-II					
SOFT SKILLS AND PERSONALITY DEVELOPMENT					
Category: AEC					
Course Code	:	B25BBA207	CIE	:	50 Marks
Teaching Hours L : T : P	:	2:0:0	SEE	:	50 Marks
Total Hours	:	30	Total	:	100 Marks
Credits	:	2	SEE Duration	:	2 Hrs

Course Objectives	
1.	To introduce the significance of developing of Interpersonal Skills of Students.
2.	To understand various means to enhance Communication Skills of Students.
3.	To ensure the Personal and Professional Growth of Students.

Module-1: Introduction to Soft Skills and Personal Development	No. of Hours
Understanding Soft Skills and their importance in personal and professional life. Communication Skills: Verbal and non-verbal. Communication, active listening, and effective speaking. Interpersonal Skills: Building rapport, empathy, conflict resolution, and networking. Time Management: Goal setting, prioritization, and effective time utilization. Self-awareness: Identifying strengths, weaknesses, values, and personal goals	6
Module-2: Communication and Presentation Skills	No. of Hours
Public Speaking: Overcoming stage fright, structuring speeches, and engaging an audience. Presentation Skills: Designing visually appealing slides, delivering impactful presentations. Storytelling: Using narratives to convey messages and ideas effectively. Non-verbal Communication: Body language, facial expressions, and gestures	6
Module-3: Emotional Intelligence and Self-Confidence	No. of Hours
Understanding Emotional Intelligence: Managing emotions, empathy, and self-regulation. Developing Self-Confidence: Overcoming self-doubt, positive self-talk, and body language. Stress Management: Techniques to handle stress and maintain emotional well-being. Adaptability and Resilience: Dealing with change and challenges effectively. Positive Attitude: Cultivating optimism and a growth mindset	6
Module-4: Interpersonal Skills	No. of Hours
Teamwork and Collaboration: Effective participation in teams, conflict resolution, and cooperation. Networking Skills:	6
Module-5: Professional Etiquette	No. of Hours
Building and maintaining professional relationships. Business Etiquette: Proper behavior in a professional setting, dressing appropriately. Cross-Cultural Communication: Sensitivity to cultural differences and effective communication. Interview Skills: Preparing for interviews, resume writing, and showcasing soft skills to employers	6

Course Outcomes: At the end of the course, the students will be able to	
CO1	Enhance their communication and presentation Skills.
CO2	Develop good Interpersonal Skills and Teamwork.
CO3	Enhance Personal and Professional Development.

Text Books	
1.	Meena K and V., Ayothi. A Book on Development of Soft Skills.

Reference Text Book	
1.	Alex K., Soft Skills-Know Yourself & Know the World

Web links and Video lectures (e-Resources)	
https://archive.nptel.ac.in/courses/110/107/110107145/	

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CO3	-	1	-	1	-	-	3	-	1	-	1
CO4	-	1	-	1	-	-	3	-	1	-	1
CO5	-	1	-	1	-	-	3	-	1	-	1

Level 3 - High, Level 2 - Moderate, Level 1 - Low