Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 1.1

Name of the Course: Digital Fluency for Business

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
2 Credits	1T+2P	28 Hrs

Pedagogy: Classrooms lecture, ICT, Practical application, Discussion, Usage of Business Lab etc..

Course Outcomes: On successful completion of the course, the Students will be able to

a. Understand the Computer concepts and Operations
b. Design and Demonstrate the MS Office applications for Business activities

Syllabus:	Hours
Module No. 1: Basic Computer Concepts and Operations	6
Introduction, Computer in Daily activities, Computer Components, Windows – Basics, Windows Accessories, File creation, Modification, conversion.	
Module No. 2: MS WORD	6
Introduction , Editing a Document – Move and Copy text – Formatting text and paragraph – Finding and Replacing text and spelling checking – Using tabs, Tables, and other features, Enhancing document – using mail merge and other features. Preparing Business letters in MS Word	
Module No. 3: MS EXCEL	6
Introduction, Getting started with excel – Edition Cells and using commands and functions – Moving and Coping, Inserting and Deleting Rows and Columns – Getting help and formatting a worksheet – Printing the worksheet – Creating Tables and Charts – using Basic mathematical formulae in excel.	
Module No. 4: MS PowerPoint	4
Introduction, Menus, Home, Inserts, Design, animation, Slideshow, adding new slides, adding new text box, rearranging slides, Creation of Business presentations	
Module No. 5: Internet Fundamentals and Application	6
Introduction, Using the Internet, Creation of e-mail, Sending mail with attachments, Using Google form, Internet applications, E-Business activities, Internet Banking	

Skill Development Activities

1. Understanding Basic computer operation
2. Design and Demonstrate the application of MS Word, MS PowerPoint and Excel
3. Internet applications for Business, E-Business,
4. Creation of Internet Banking for their own SB a/c

Note:-Students should maintain separate Lab record for practices

Reference books :

1. Fundamentals of Computers, by Rajaraman V , Adabala N
2. Fundamentals of Computers by Manoj Wadhwa (Author)
3. Fundamentals of Computers by (V. Rajaraman)
4. Learning MS-Word and MS-Excel, by Rohit Khurana
5. Microsoft Word 2019 Step by Step Joan Lambert (Author)
6. MICROSOFT WORD FOR BEGINNERS 2021: LEARN WORD PROCESSING SKILLS by RICHARDSTEVE

Note: Latest edition of textbooks and reference Books may be used

UNDER GRADUATE B.Sc SEMESTER (I & II)

BIOTECHNOLOGY

QUESTION PAPER PATTERN for DSC

TIME: 2 h **MAX. MARKS: 60**

NOTE: ALL SECTIONS ARE COMPULSORY

SECTION – A

I. Answer any **FIVE** of the following **5 x 2 = 10**

1.
2.
3.
4.
5.
6.
7.

SECTION – B

II. Answer any **FOUR** of the following **4 x 5 = 20**

1.
2.
3.
4.
5.
6.

SECTION-C

III. **Answer any THREE of the following** **3 X 10= 30**

1.
2.
3.
4.

Marks assigned for semester end examination

Marks for Theory exam:	60 Marks
Internals for Theory paper:	40 Marks
Total:	**100 Marks**
Semester end Practical examination	
Marks for Practical exam:	25 Marks
Internals for Practical:	25 Marks
Total:	**50 Marks**

Bol chaikotan
Dr. K.S.GIRISH M.Sc., PhD.
Professor
DOSR in Biochemistry
Tumkur University, Tumkur

UNDER GRADUATE B.Sc SEMESTER (I & II)

BIOTECHNOLOGY

QUESTION PAPER PATTERN for **Open Elective (OE)**

TIME: 2 h | MAX. MARKS: 60

NOTE: ALL SECTIONS ARE COMPULSORY

SECTION – A

I. **Answer any FIVE of the following** 5 x 2 = 10

1.
2.
3.
4.
5.
6.
7.

SECTION – B

II. **Answer any FIVE of the following** 5 x 6 = 30

1.
2.
3.
4.
5.
6.

SECTION-C

III. **Answer any TWO of the following** 2 x 10 = 20

1. Question from Unit-I
2. Question from Unit-II
3. Question from Unit-III

Marks assigned for semester end examination

Marks for Theory exam:	60 Marks
Internals for Theory paper:	40 Marks
Total:	**100 Marks**

BOS Chairman
Dr. K.S.GIRISH M.Sc., PhD.,
Professor
DOSR in Biochemistry
Tumkur University, Tumkur

UNDER GRADUATE B.Sc SEMESTER I & II

BIOTECHNOLOGY

QUESTION PAPER PATTERN for SEC

SEC-

TIME: 1 h MAX. MARKS : 30

NOTE: ALL SECTIONS ARE COMPULSORY

SECTION – A

I. Answer any FIVE of the following 5 x 2 = 10

1.
2.
3.
4.
5.
6.
7.

SECTION-B

II. Answer any TWO of the following 2 x 5= 10

1.
2.
3.
4.

SECTION-C

III. Answer any ONE of the following 1 x 10= 10

1.
2.

Marks assigned for semester end examination

Marks for Theory exam:	30 Marks
Internals for Theory paper:	20 Marks
Total:	**50 Marks**

BoS chairman

Dr. K.S.GIRISH M.Sc., PhD.,
Professor
DOSR in Biochemistry
Tumkur University, Tumkur

UNDER GRADUATE B.Sc SEMESTER I & II

BIOTECHNOLOGY

QUESTION PAPER PATTERN for Practical for DSC

TIME: 3/4 h **MAX. MARKS: 25**

1. 1.Write the procedure for the estimation/determination/identification of X in the given sample. 3 M
2. Major experiment 8 M
3. Spotters 4 M
4. Viva 5 M
5. Records: 5 M

Total: 25 Marks

BoS chairman
Dr. K.S.GIRISH M.Sc., PhD.
Professor
DOSR in Biochemistry
Tumkur University, Tumkur