SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

Bachelor of Business Administration
BBA (ITM) - Semester-I

Course Code	UM01DBBI74	Title of the Course	Computer Organization
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	1. Intended to teach basics involved in data representation and digital logic circuits used in computer system. 2. To understand the structure, function and characteristics of computer system. 3. To understand the design of various functional units and components of computers.

Course Content		
Unit	Description	Weightage* (%)
1.	**Number System and its Arithmetic** Introduction to Number Systems - Conversions: Decimal, Binary, Octal, Hexadecimal - Binary Arithmetic - Character codes - ASCII, EBCDIC, UNICODE - Representation of Numbers: (Integer)- Signed magnitude method, l's complement method, 2's complement method, Excess Notation method - Representation of Float Numbers: Single precision, Double precision method - Error Detection and Correction Code: Parity bit method, Hamming code	25 %
2.	**Gates and Boolean algebra** Gates - AND Gate, OR Gate, NOT Gate, NAND Gate, NOR Gate, XOR Gate, XNOR Gate, Bubbled AND Gate, Bubbled OR Gate - Boolean algebra - Truth Tables - De Morgan's Theorems	25 %
3.	**Processor Functions and Components** Instruction Execution Cycle - CPU Organization: Data path of a typical VON Neumann machine - Functioning of a processor of hypothetical computer - Parallel Instruction Execution - Categories of Parallel Machines, Array Processors, Multifunctional Units, Pipeline Machines, Multiprocessors - Direct Addressing, Indirect Addressing, Register Addressing, Stack Addressing	25 %
4.	**Overview of I/O and Memory Devices** Overview of I/O devices: Hard Disk, Floppy Disk, CD-ROM (Introduction, Advantages and Disadvantages) - Introduction to RAM, ROM, PROM, EEPROM - Printers (Line, Dot Matrix, Inkjet, Laser) – VDU – Mouse – Keyboard – Scanners – Plotters - OCR (MICR, Barcode Reader)	25 %
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Teaching-Learning Methodology	Information and Communication Technology (ICT) in education is the mode of education that use information and communications technology to support, enhance, and optimise the delivery of information.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Identify, understand and apply different number systems and codes.
2.	Understand the organization of computer system and logic circuits.
3.	Understand fundamentals of computer architecture concepts related to design of processors, memories and I/Os.

Suggested References:	
Sr. No.	References
1.	Sinha P K: Computer Fundamentals BPB Publi, (Second Edition)
2.	Rajaraman V: Computer Fundamentals Prentice – Hall of India Pvt. Ltd.
3.	Tanenbaum A S: Structured Computer Organization Prentice-Hall of India Pvt. Ltd.
4.	Malvino Brown: Digital Computer Electronics, 3rd Edition
5.	Malvino and Leach: Digital Principles and Applications, 4th Edition.
6.	S.K.Basandra: Computers Today Galgotia Publi.
7.	Peter Norton: Introduction to Computers TMH.

On-line resources to be used if available as reference material
On-line Resources
http://index-of.es/Computer/Fundamentals%20of%20Computer%20Organization%20and%20Architecture.pdf
https://ebooks.lpude.in/computer_application/bca/term_4/DCAP206_INTRODUCTION_TO_COMPUTER_ORGANIZATION_AND_ARCHITECTURE_DCAP502_COMPUTER_ORGANIZATION_AND_ARCHITECTURE.pdf
https://www.tutorialspoint.com/computer_logical_organization/computer_logical_organization_tutorial.pdf

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Bachelor of Business Administration
BBA (ITM) - Semester-I

Course Code	UM01DBBI55	Title of the Course	Digital Computer Electronics
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	1. To study the Computer Number System. 2. To study the Digital Circuits

Course Content		
Unit	Description	Weightage* (%)
1.	**Number Systems** Number System: Binary, Octal, Decimal & Hexadecimal and their inter-conversions - Character Representation - Data Representation: positive, negative, maximum and minimum number representation (related to 8 bit number) - Real number representation - Binary arithmetic: Binary Addition, binary subtraction using 1's and 2's compliment	25%
2.	**Digital Circuits and its Simplification** Logic gates – Properties and Symbolic Representation - Truth Table (up to 3 input) -NOR and NAND gates as universal gates - De-Morgan's theorem - Simplification of logic expression using Laws of Boolean algebra - Circuit Equivalence	25%
3.	**Combinational Circuits** Decoder & Encoder - Half adder & Full adder - 4-bit binary adder/subtractor - Multiplexer & Demultiplexer	25%
4.	**Sequential Building Blocks** Flip-Flop (RS, D, JK, Master-slave & & T flip-flops) - Registers & Shift registers - Counters: Synchronous and Asynchronous Designing method	25%

Teaching-Learning Methodology	Information and Communication Technology (ICT) in education is the mode of education that use information and communications technology to support, enhance, and optimise the delivery of information.

Evaluation Pattern

Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understanding of fundamental concepts related to Number systems.
2.	Ability to describe the functioning of Digital Computer.
3.	Knowledge of logical circuit mechanism.

Suggested References:	
Sr. No.	References
1.	Tanenbaum A S: Structured Computer Organization Prentice-Hall of India Pvt. Ltd.
2.	Malvino Brown: Digital Computer Electronics, 3rd Edition
3..	Malvino and Leach: Digital Principles and Applications, 4th Edition. McGraw Hill Education
4.	Rajaraman V: Computer Fundamentals Prentice – Hall of India Pvt. Ltd.
5.	Sinha P K: Computer Fundamentals BPB Publi, (Second Edition)
6.	S.K.Basandra: Computers Today Galgotia Publi.
7.	Peter Norton: Introduction to Computers TMH.
8.	William H. Gothmann: Digital Electronics – An Introduction to Theory and Practice , 2nd Edition, PHI , 1982
On-line resources to be used if available as reference material	
On-line Resources	
1. https://www.academia.edu/40474484/Digital_Computer_Electronics_Albert_Paul_Malvino	
2. https://www.javatpoint.com/digital-electronics	

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Bachelor of Business Administration
(BBA-ITM)- Semester - I

Course Code	UM01SBBI51	Title of the Course	Environmental Studies
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	Objectives: 1. Creating the awareness about the environmental problems among the students. 2. Imparting the knowledge about environment and its allied problems. 3. Developing the attitude of concern for the environment

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction of Environmental Studies:** Definition, Scope, Importance, Meaning and Concept of Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles, Need for Public awareness.	25%
2.	**Natural Resources and Associated Problems:** Concept and Threats, Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources, Role of individual in conservation of Natural Resources, National Forest Policy	25%
3.	**Ecosystem** Concept, Structure, Functions of an Ecosystem; Producers, Consumers and Decomposers in Ecosystem; Food Chain, Food Web and Ecological Pyramid Types, characteristics and Threats to Ecosystem Types – Forest, Grassland, Desert and Aquatic Ecosystem Role of Individual in sustaining Ecosystem Community Ecology	25%

4.	**Biodiversity** Introduction Types – Genetic, Species and Ecosystem Biodiversity at Global, National and Local Levels India as a Mega Diversity Nation Threats of Biodiversity Conservation of biodiversity: Ex-situ, In-situ and Levels of action.	25%
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Teaching-Learning Methodology	These are teacher-centred methods, learner-centred methods, content-focused methods and interactive/participative methods.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	• **Learn how to use resources sustainably** With natural resources such as air, water, oil, minerals are getting depleted rapidly; the environmental studies course can help students understand the importance of these resources and how we can improve the situation by taking appropriate actions in our regular lives to preserve these resources. • **Create awareness about preserving the environment** Understand the significance of protecting the environment. Activities such as

	conducting awareness programs and rallies can prevent the degradation of the environment.
2.	• Develop awareness towards resources conservation and take initiative towards conservation process. • Understand the importance of resources in our life. • Learn the importance of proper use of resources for sustainable development.
3.	• Define the basic rules and concepts of the **ecology** science. • Define the **ecology** of individual, population, community and **ecosystem**. • define the concepts that are the ambient, environment, biome, biosphere, ecosphere, **ecological** relationship and factors, and homeostasis • understand threats to Forest, Grassland, Desert and Aquatic Ecosystem
4	• Explain how plants and animals support each other in the food chain or food web • Identify human-caused species loss as one of the major current threats to **biodiversity** • Explain how the disappearance of one species affects other species.

Suggested References:	
Sr. No.	References
1.	Environmental Studies- Dr. Suresh K. Dhameja. Published by SK Kataria & Sons, New Delhi-110006
2.	Introduction to Environmental Studies- Chandar K. Sharma, Vrinda Publications Pvt. Ltd. Delhi-110091
3	Textbook of Environmental Studies for Undergratuate Courses- Erach Bharucha

On-line resources to be used if available as reference material
On-line Resources
Environmental Studies For Undergraduate Courses - UGC

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Bachelor of Business Administration
BBA (ITM) Semester -I

Course Code	UM01CBBI53	Title of the Course	COMPANYMANAGEMENT–I
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	• To expose the student to the theory and overview of the Business. • To familiarize students with types of companies and forms of Business Organisation.

Course Content		
Unit	Description	Weightage* (%)
1.	Nature & Scope of Business • Meaning of Business • Characteristics of Business • Classification & Functions of Business • Objective of Business	25%
2.	Types of Companies • Incorporated Companies, • Unincorporated Companies, • Basis of Classification : On the basis of Incorporation, On the basis of liability, On the basis of Number of members, On the basis of control, On the basis of Ownership, • Distinction between a public company and a private company, • Sole proprietorship, Partnership and limited liability partnership	25%
3.	Introduction to company Form of Organization • Meaning and Features of Joint Stock Company • Merits & Demerits of Joint Stock Company • Company formation procedure with reference to memorandum of association, articles of association and prospectus. • Conversion of Private Ltd. To Public Ltd Company	25%
4.	Business Combination for Companies	25%

	• Introduction • Objectives of Business Combination • Causes of Business Combination • Types of Business Combination • Forms of Business Combination • Recent trends in combination	

Teaching-Learning Methodology	These are teacher-centred methods, learner-centred methods, content-focused methods and interactive/participative methods.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to		
1.	To understand various aspect about business.	
2.	To understand different types and forms of companies and how private company is different from public company	
3.	To understand about joint stock company and its procedure to start with different documents.	
4	To understand various aspect of Business Combination and recent development.	25%

Suggested References:	
Sr. No.	References
1.	Company Law & Secretarial Practices by M J Mathew
2.	Company Law By ND Kapoor
3 4 5	Secretarial Practice by M C Kuchhal Forms of business Organisation, S.P.SHAH, DR. PARESH SHHAH, PROF. A.A.SHAH, MAHAJAN PUBLICATION HOUSE, 5TH EDISON Mordern business organisation- Y.K.Bhushan, Sulatan Chand & Publication

On-line resources to be used if available as reference material
http://ebook.mca.gov.in/default.aspx
On-line Resources
https://sdak24.com/management-of-companies-corporate-law-notes/
https://www.dphu.org/uploads/attachements/books/books_3955_0.pdf

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