

GU/Acad –PG/BoS -NEP/2025-26/321

Date: 12.08.2025

**CIRCULAR**

The Academic Council & Executive Council of the University has approved Ordinance Governing the Bachelor in Business Administration Programme of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on AICTE Model Curriculum Framework for Under-Graduate Degree as per NEP 2020 from the Academic year 2025-26 onwards.

The Programme structure of Semester I to VIII and syllabus of Semester I and II of the **Bachelor in Business Administration (Financial Services)** Programme approved by the Academic Council in its meeting held on 24<sup>th</sup> & 25<sup>th</sup> June 2025 is attached.

The Dean & Vice-Dean (Academic) of the Goa Business School and the Principals of the affiliated Colleges offering the **Bachelor in Business Administration (Financial Services)** Programme are requested to take note of the above and bring the contents of the Circular to the notice of all concerned.

(Ashwin V. Lawande)  
Deputy Registrar – Academic

To,

1. The Dean, Goa Business School, Goa University.
2. The Vice-Dean (Academic), Goa Business School, Goa University.
3. The Principals of Affiliated Colleges offering the Bachelor in Business Administration (Financial Services) Programme.

Copy to:

1. Chairperson, BoS in Financial Services, Goa University.
2. Controller of Examinations, Goa University.
3. Assistant Registrar, Examinations (UG), Goa University.
4. Director, Directorate of Internal Quality Assurance, Goa University for uploading the Syllabus on the University website.

PROGRAMME STRUCTURE FOR BBA (FINANCIAL SERVICES) (Effective from AY 2025-26)										
Sem	CC	OE	MDE	AEC	SEC	DSE	VAC	Non-Credit Courses*	Total Credits	Exit Course
I	MNF-100 Fundamentals Management (4)  MNF-101 Business Ethics and Sustainability (4)  MNF-102 Introduction to Financial Services (4)		MNF-121 Compering and Anchoring skills (2)  <b>OR</b> MNF-122 Mathematical Techniques in Competitive Exams (2)  <b>OR</b> MNF-123 Stock Market Trading Analysis (2)	ENG-151 Communicative English: Spoken and written (2)  ENG-152 Digital Content Creation in English (2)			To be opted from approved VAC courses (2)	Any Indian Language (Anyone from Approved List) (KON-251: Konkani, MAR-251: Marathi, HIN-251: Hindi)	20	

			<b>OR</b>  MNF-124 Introductio n to Start- ups (2)						
II	MNF-103 Fundamentals of Accounting (4)  MNF-104 Indian Financial System (4)  MNF-105 Business Economics (4)		MNF-125 PR & Advertising (2)  <b>OR</b>  MNF-126 Indigenous Heritage of Goa (2)  <b>OR</b>  MNF-127 Introductio n to Venture Capital (2)  <b>OR</b>	ENG -251 Functional English I: Communicati ve English 1.1 (2)	MNF-141 IT Tools for Business (2)	--	To be opted from approve d VAC courses (2)	Any Indian Language (Anyone from Approved List) (KON – 252 Konkani, MAR-252: Marathi, HIN-252: Hindi)	20

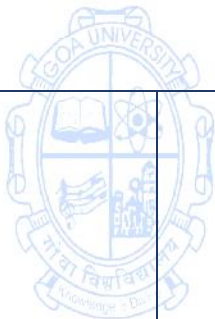
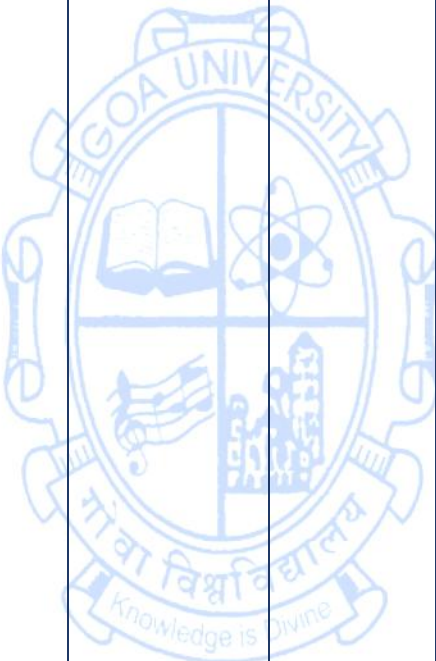
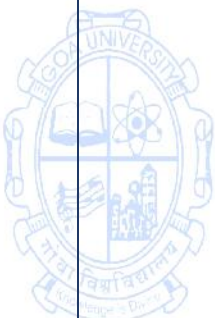
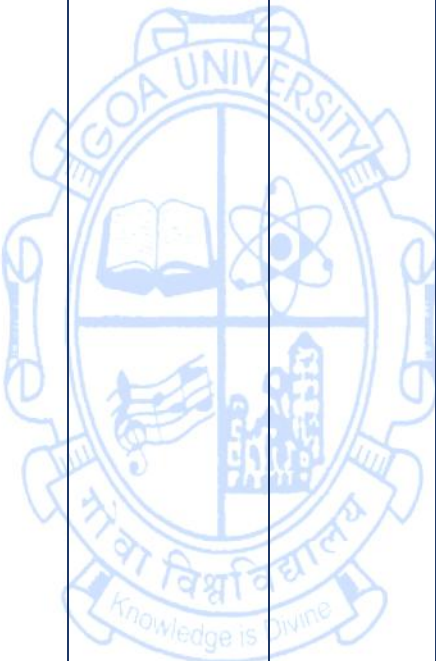
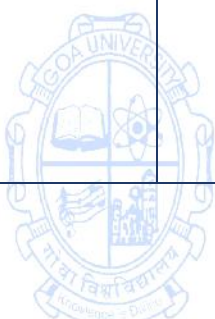
			MNF-128 Introductio n to Securitisati on Market (2)						
III	MNF-200 Indian Securities Market (4)  MNF-201 Financial Statement Analysis (4)  MNF-202 E-Commerce (4)		MNF-221 Event Managemen t (2)  <b>OR</b>  MNF-222 Basic Financial Mathematic s (2)  <b>OR</b>  MNF-223 Fintech: Foundation and Emerging Trends (2)	--	MNF-241 Quantitativ e Techniques for Business (4)	--	To be opted from approve d VAC courses (2)	--	20

			OR MNF-224 Mergers and Acquisition s (2)						
IV	MNF-203 Fee-based and Fund-based financial services (4)  MNF-204 Financial Management (4)  MNF-205 Human Resource Management (4)  MNF-206 Principles and Practices Insurance		--	--	MNF-242 Sales Manageme nt (2)  MNC-243 Python for Finance (2)	--	To be opted from approve d VAC courses (2)	--	20

	(2)								
V	MNF-300 Direct Taxes (4)  MNF-301 Corporate Finance (4)		--	--	MNF-341 Internship (4)  Major project (Evaluation in sixth semester)	MNF-361 Securities Market Operations (4)  <b>OR</b> MNF-362 Securitisation Markets and Structured Instruments (4)  MNF-363 Strategic Management (4)  <b>OR</b> MNF-364 Venture Capital and Start up Finance (4)		MNF-365 Corporate Governanc e (Non- Credit but Compulsor y) (4)	20

VI	<p>MNF-302 Indirect Taxes (4)</p> <p>MNF-303 Management Accounting (2)</p>	--	--	<p>MNF-342 Financial Modelling and Excel for Finance (2)</p> <p>MNF-343 Major project (Evaluation in sixth semester) (4)</p>	<p>MNF-366 Security Analysis and Portfolio Management (4)</p> <p><b>OR</b></p> <p>MNF-367 Personal Financial Planning (4)</p> <p>MNF-368 Corporate Restructuring (4)</p> <p><b>OR</b></p> <p>MNF-369 Macroeconomi cs (4)</p>	--	<p>MNF-370 Behavioural Finance (Non- Credit but Compulsor y) (4)</p>	20	
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VII (Hons)	MNF-400 Entrepreneurship Development (4)	MNF-401 AI for Business (4)  <b>OR</b> MNF-402 Diversity Equity and Inclusion  <b>OR</b> MNF-403 Digital Ethnography or Online Course  (Open Elective)	--	--	MNF-441 Summer Internship II (4)  Dissertation Work (Evaluation in Eight Semester)	MNF-461 Valuation of Financial Assets (4)  <b>OR</b> MNF-462 Real Estate Finance (4)  MNF-463 Research Methodology (4)  MNF-464 Econometrics for Finance (4)	--	--	20	
VIII (Hons)	--		--	--	MNF-442 Dissertation work (*started in VII) (8)	MNF-465 International Finance (4)  <b>OR</b>	--	--	20	


						MNF-466 Foreign Exchange Management (4)				
						MNF-467 Mutual Fund Management (4)				
						<b>OR</b>				
						MNF-468 Banking Operations (4)				
						MNF-469 Derivatives Markets (4)				
						<b>OR</b>				
						MNF-470 Fixed Income Securities				

VII (Hons+Research)	MNF-401 Advanced Data Analysis Tools (4)  MNF-402 Advanced Research Methodology (4)		--	--	MNF-443 Research Internship Report and Viva – Voce (4)	MNF-471 Business Analytics (4)  MNF-472 Equity Research and Valuation (4)	--	--	20	
VIII (Hons+Research)	--		--	--	MNF-444 Dissertation (For Research Track) (20)	--	--	--	20	

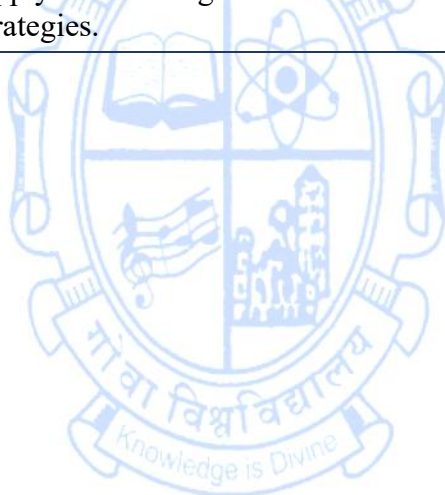
## SEMESTER I

### CORE COURSES

**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-100  
**Title of the Course** : Fundamentals of Management  
**Number of Credits** : 4  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	Nil	
<b>Course Objective:</b>	To acquaint the students with basic concepts, principles and practices of business management, using case studies to supplement classroom teaching with real -life applications.	
 <b>Content:</b>	<b>UNIT 1: INTRODUCTION TO MANAGEMENT</b> Meaning and Definitions of Management; Evolution of Management; Scope of Management, Managerial Levels, Principles of Management, Types of Managers, Characteristics of a Good Manager; Management Process; Management v/s Administration, Management Challenges.	<b>15 hours</b>
	<b>UNIT 2: FUNCTIONS OF MANAGEMENT</b> <b>Planning:</b> Meaning, Definition, Planning Process, Importance of Planning; <b>Organizing:</b> Meaning, Definition, Organization structure: Formal and Informal Organization, Steps in Organizing; <b>Staffing:</b> Meaning, Definition, Steps in Staffing, Need and Importance of Staffing; <b>Directing:</b> Meaning, Definition, Elements of Directing- Supervision, Motivation, Leadership and Communication; <b>Controlling:</b> Meaning, Definition, Steps in Control Process, Significance of Control.	<b>15 hours</b>
	<b>UNIT 3: MANAGERIAL ROLE</b> <b>Leadership:</b> Meaning, Definition, Need, Functions, Qualities, Styles, Theories – Trait Theory, Behavioural Theory, Situational Theory; <b>Motivation:</b> Meaning, Definition, Importance, Theories – Maslow's Hierarchy of Needs, X and Y Theory, Herzberg's Two-Factor Theory; Expectancy Theory; <b>Communication:</b> Meaning, Importance, Types, Barriers, Overcoming barriers.	<b>15 hours</b>
	<b>UNIT 4: MANAGEMENT OF CHANGE, TEAM WORK AND CONFLICT MANAGEMENT</b> <b>Management of Change:</b> Meaning and Definition, Types, Process, Resistance to Change, Causes, Planned Change Process; <b>Organizational Development:</b> Definition, Characteristics, Objectives, Need and Steps; <b>Team Work and Conflict Management:</b> Nature of Teams, Types, Reasons and	<b>15 hours</b>

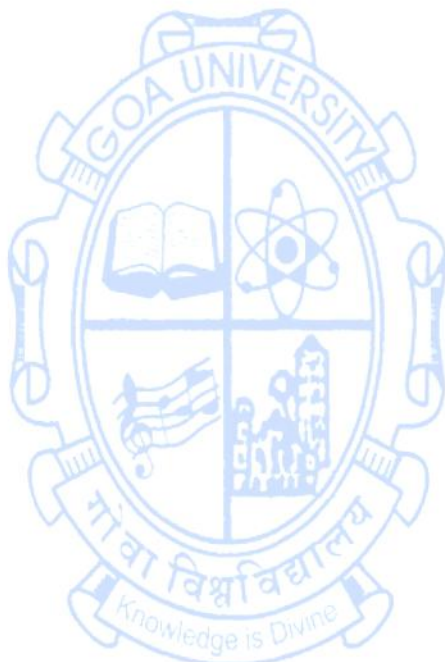
	Stages in Team Formation; Conflict: Meaning, Causes, Types and Conflict Management.	
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference Reading:</b>	<ol style="list-style-type: none"> <li>1. Aswathappa, K. (2023). Organizational behavior. Himalaya Publishing House.</li> <li>2. Mishra, N., and Gupta, O. P. (2022). Fundamentals of management (1st ed.). SBPD Publishing House</li> <li>3. Prasad, L. M. (2019). Principles of management. New Delhi: Sultan Chand and Sons.</li> <li>4. Prasad, M. (2019). Management concepts and practices. Mumbai: Himalaya.</li> <li>5. Warier, S., and Chandan, J. S. (2013). Management theory and practice. New Delhi: Vikas.</li> </ol>	
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Identify the different managerial levels and types of managers</p> <p>CO 2. Summarize the functions of management.</p> <p>CO 3. Describe and Analyse the Role of a Manager in an Organisation</p> <p>CO 4. Apply the strategies of Teamwork and conflict management strategies.</p>	



**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-101  
**Title of the Course** : Business Ethics and Sustainability  
**Number of Credits** : 4  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	The course seeks to bridge the gap between the ethical behaviour of the individual and the ethical challenges posed by organized business activity in the global marketplace. It further seeks to educate students about the importance of sustainability and its implications with respect to survival of the planet, community and organization.	
<b>Content:</b>	<b>UNIT 1: CONCEPTUAL FRAMEWORK</b> Ethical considerations in business and the costs of being unethical; the purpose of business: profit maximization versus corporate social responsibility; Philosophical frameworks for ethical decisions: Indian ethics.	<b>15 hours</b>
	<b>UNIT 2: WORKPLACE ETHICS</b> Workplace ethics in human resources management: hiring, promotions, discipline, discharge and discrimination related to gender; POSH; Case studies on unethical Labor and unions tactics practiced by organizations frequently. Corporate ethics: price, packaging and labelling problems; Financial issues: insider trading, transparent financial statements and ethical issues related to disclosures.	<b>15 hours</b>
	<b>UNIT 3: ENVIRONMENTAL MANAGEMENT</b> Meaning of sustainability in relation to business organizations. Issues related to saving the environment, conserving resources, pollution and carbon emission and safeguarding communities and biodiversity when engaged in commercial activities.	<b>15 hours</b>
	<b>UNIT 4: SUSTAINABLE DEVELOPMENT IN</b> Introduction to Sustainable Development Goals (SDGs); The concept of Carbon footprints of corporations. Methods of sustainability audit – Triple Bottom Line and Corporate Environment Responsibility (CER), Environmental, Social and Governance (ESG)-Framework and Standards; ESG Integration in Investment Strategies.	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, case studies, practical, group discussions and presentations.	
<b>Reference Reading:</b>	1. Fernando, A. C. (2015). Business Ethics and Corporate Governance. Pearson. (2nd edition) 2. Mohapatra, S. (2015). Case Studies in Business Ethics and Corporate Governance. Pearson. (2nd edition)	

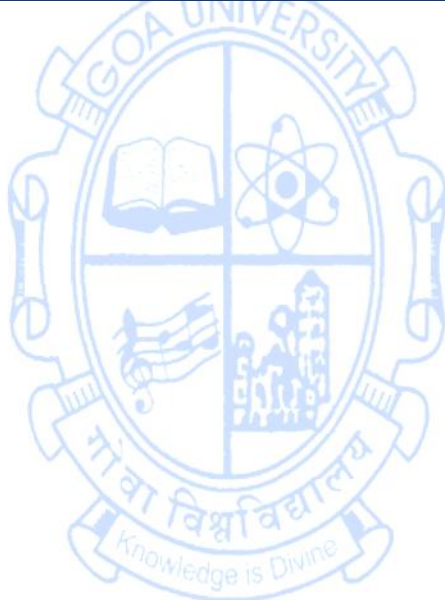
	<ol style="list-style-type: none"> <li>3. Griseri, P., and Seppala, N. (2018). Business Ethics and Corporate Social Responsibility. Cengage Learning EMEA. (3rd edition)</li> <li>4. Robertson, M. (2017). Sustainability Principles and Practice. Routledge. (3rd edition)</li> <li>5. Blowfield, M., and Murray, A. (2014). Corporate Responsibility (2nd ed.). Oxford University Press. (2nd edition)</li> </ol>
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Comprehend the ethical considerations in business.</p> <p>CO 2. Analyse organizational operations in the context of business ethics.</p> <p>CO 3. Assess environmental implications of organizational operations.</p> <p>CO 4. Apply suitable practices of sustainability in relation to the functioning of business organizations.</p>



**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-102  
**Title of the Course** : Introduction to Financial Services  
**Number of Credits** : 4  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To provide learners with a comprehensive understanding of financial services, including the meaning, scope, and classification of financial services, the role of regulators of Indian Financial Markets.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO FINANCIAL SERVICES</b> Meaning, Features of Financial Services, Classification, Scope; Modern Activities, Sources of Revenue, Causes of Financial Innovation, Financial Services and Promotion of Industries, New Financial Products and Services, Innovative Financial Instruments, Challenges Facing the Financial Services Sector, Present Scenario.	<b>15 hours</b>
	<b>UNIT 2: CATEGORIES OF FINANCIAL SERVICES</b> Fund Based Financial Service: Meaning, definition, Features, Types- Lease Financing: Meaning, Definition features; Hire Purchase: Meaning, Definition features; Factoring and Forfaiting: Meaning, Definition features; Venture Capital: Meaning, Definition features. Fee Based Financial Services: Meaning, definition, Features, Credit Rating: Meaning, definition, Features; Merchant Banking: Meaning, Definition features; Securitisation of Debt: Meaning, Definition Features; Underwriting Services: Meaning, Definition Features.	<b>15 hours</b>
	<b>UNIT 3: BANKING SERVICES</b> Banking Meaning and Definition; Importance of Banks, Structure of Indian Banking System- Scheduled and Non-Scheduled, Commercial Banks, Cooperative Banks and Regional Rural Banks; Public and Private sector banks; Payments Banks; Functions of Banks: Accepting deposits and Types of Deposits, Deployment of Advances and Types of Advances, Other functions: Remittances, General utility and agency functions.	<b>15 hours</b>
	<b>UNIT 4: FINANCIAL MARKETS REGULATORS</b> Reserve Bank of India (RBI): Role and Functions of RBI as India's Central Bank; Securities and Exchange Board of India (SEBI): Role and Function of SEBI as Regulator of Securities market; Insurance Regulatory and Development Authority (IRDA): Role and Function of IRDA as Regulator of Insurance Sector; Pension Fund Regulatory and Development Authority (PFRDA): Role and Function of PFRDA as Regulator of Pension Funds.	<b>15 hours</b>

<b>Pedagogy:</b>	The methodology used in the class will combine lectures, group discussions, role plays, case studies and presentations.
<b>Reference Reading:</b>	<ol style="list-style-type: none"> <li>1. Gordon, N., and Natarajan, V. (2017). Financial Markets and Services. Himalaya Publishing House. (8th edition)</li> <li>2. Agarwal, O. P. (2018). Modern Banking of India. Himalaya Publishing House. (22nd edition)</li> <li>3. Bedi, H. L., and Hardikar, V. K. (2015). Practical Banking Advances. UBS. (10th edition)</li> <li>4. Bhole, L. M., and Mahakud, J. (2015). Financial Institutions and Markets: Structure, Growth and Innovations. Tata-McGraw Hill. (6th edition)</li> </ol>
<b>Course Outcomes:</b>	<p>After completion of the course, students will be able to:</p> <p>CO 1. Interpret the concept of Financial Services</p> <p>CO 2. Describe and Distinguish between Various Financial Services.</p> <p>CO 3. Describe the structure of banking system and functions of Banks.</p> <p>CO 4. Analyse the Role of the Financial Markets regulators.</p>



## MULTIDISCIPLINARY ELECTIVE COURSES

**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-121  
**Title of the Course** : Compering & Anchoring skills  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	Knowledge of public speaking and Command over language	
<b>Course Objectives:</b>	To develop compering, anchoring, and public speaking skills by providing hands-on opportunities in event hosting. It also aims to build confidence and enhance content writing abilities for formal and informal occasions.	
<b>Content:</b>	<b>UNIT 1: BODY LANGUAGE AND VOICE &amp; SPEECH</b> Gesture, Posture, Eye contact, expression; Voice modulation, Language and Dialectal usage	<b>15 hours</b>
	<b>UNIT 2: PRESENTATION AND PRESENCE OF MIND</b> Apparel and Appearance, Basic knowledge of sound acoustic, Management of Stage movements, On & Off camera Compering/Anchoring; Understanding structure of program, Spontaneity in decision making, Creative control over the flow of program	<b>15 hours</b>
<b>Pedagogy:</b>	Lecture, Audio-Visual presentations, Assignments, practicals, Exercises	
<b>References/ Reading</b>	1. Lagu, Shriram, [2012], Vachik Abhinay, Rajhansa Prakashan, Pune 2. Prssana, [2013], Indian Method in Acting, National School of Drama, New Delhi 3. Takalkar, Sarang, [2019], Utkrasta Sutrasanchalan, Saket Prakashan Pvt Ltd 4. Wayne, Goodman, [2019], Go Compere A performer's Guide to being a compere, Wayne Goodman Entertainment	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Students shall acquire Compering skills for any event CO 2. Students shall be able to perform as an anchor of any program CO 3. Student shall overcome stage fear CO 4. Student shall develop capacity to interview, debate and take part in public discussions	

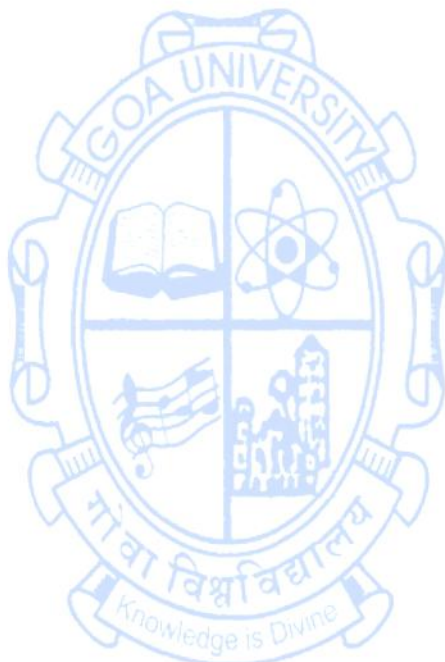
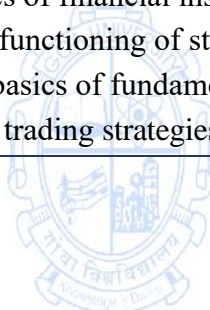
**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-122  
**Title of the Course** : Mathematical Techniques in Competitive Exams  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To make students competent enough to answer competitive examinations like Banks, Post Office, SSC, LIC, CDS, CSAT, CAT, CMAT, GMAT, MAT, UPSC, CBI, CPO, Civil Services, Hotel Management, Railway, Police, Defence, etc.	
<b>Content:</b>	<b>UNIT 1: RATIO AND PROPORTION</b> Ratio; Comparison of ratios; Proportion. Mixture or Alligation: Mixture; Rule of mixture or allegation. Partnership: Types of partnerships; Types of partners. Problems Based on Ages: Rules for problems based on ages.	<b>15 hours</b>
	<b>UNIT 2: WORK AND TIME</b> Basic rules related to work and time. Work and Wages: Important points. Pipes and Cisterns: Facts related to pipes and cisterns. Clock and Calendar: Clock; Calendar; Day Gain/Loss. <b>True Discount and Banker's Discount:</b> True discount; Banker's discount. Speed, Time and Distance: Basic formulae related to speed, time and distance. Problems Based on Trains: Basic rule related to problems based on trains. Boats and Streams: Concepts and formulae on boats and streams.	<b>15 hours</b>
<b>Pedagogy:</b>	Lectures/Problem Solving/Self study.	
<b>Reference Reading:</b>	1. R. Verma: Fast Track Objective Arithmetic, Arihant Publications Limited, 2017. (Principal Text) 2. A. Sharma: How to Prepare for Quantitative Aptitude for CAT, 9th Edition, McGraw Hill, 2021. 3. P. K. Mishra, and R. Mishra: Elementary & Advanced Mathematics For Competitive Exams, Source Books, 2018. 4. R. S. Aggarwal: Quantitative Aptitude for Competitive Examinations, S. Chand Publications, 2017. 5. R. Mathuriya: Mathematics for all Competitive Exams SSC (Pre./Mains), Sunita Publications, 2017.	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Identify the different managerial levels and types of managers CO 2. Summarize the functions of management. CO 3. Describe and Analyse the Role of a Manager in an Organisation CO 4. Apply the strategies of Teamwork and conflict management strategies.	

**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-123  
**Title of the Course** : Stock Market Trading and Analysis  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To provide students with a comprehensive understanding of the stock market and equip them with the necessary knowledge and skills to engage in stock trading effectively.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO STOCK MARKET</b> Introduction to Financial Markets: Overview of financial markets and their functions; Stock Market Basics: Understanding stocks and shares, Types of stocks: common stock, preferred stock, Introduction to stock exchanges and their functioning; Market Participants; Stock Market Indices, Stock trading mechanism. Introduction to Fundamental Analysis: Understanding fundamental analysis and its importance in stock trading; Valuation Techniques: Basics of stock valuation methods (e.g., discounted cash flow analysis, price-to-earnings ratio), Determining intrinsic value and comparing it with market price, evaluating investment opportunities based on valuation metrics	<b>15 hours</b>
	<b>UNIT 2: TECHNICAL ANALYSIS AND TRADING STRATEGIES</b> Introduction to Technical Analysis: Understanding technical analysis and its use in stock trading, Chart patterns: support and resistance, trends, reversal patterns, etc, Technical indicators: moving averages, relative strength index (RSI), MACD, etc.; Reading Stock Charts: Basics of stock chart analysis: line charts, bar charts, candlestick charts, Identifying patterns and trends in stock price movements, Support and resistance levels and their significance; Trading Psychology and Emotional Control, Understanding the psychology of trading, Dealing with emotions and biases in decision-making, Developing discipline and maintaining a trading journal	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference Reading:</b>	1. Schwager, J. D. (2015). Hedge Fund Market Wizards: How Winning Traders Win. Wiley 2. Murphy, J. J. (2020). Technical Analysis of the Financial Markets (2nd ed.). Penguin. 3. Pring, M. J. (2020). Technical Analysis Explained (6th ed.). McGraw-Hill Education. 4. Elder, A. (2021). The New Trading for a Living: Psychology, Discipline, Trading Tools and Systems, Risk Control, Trade	

	<p>Management (2nd ed.). Wiley.</p> <p>5. Nison, S. (2021). Japanese Candlestick Charting Techniques (3rd ed.). New York Institute of Finance.</p>
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Identity the financial markets, the role of stock markets, and the different types of financial instruments available for investment.</p> <p>CO 2. Describe the functioning of stock market.</p> <p>CO 3. Analyse the basics of fundamental analysis.</p> <p>CO 4. Design stock trading strategies.</p>



**Name of the Programme : BBA (Financial Services)**

**Course Code : MNF-124**

**Title of the Course : Introduction to Start-ups**

**Number of Credits : 2**

**Effective from AY : 2025-26**

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To acquaint the students with the concept and characteristics of startups and their role in driving innovation and economic growth.	
<b>Content:</b>	<b>UNIT 1: UNDERSTANDING STARTUPS AND STARTUP FUNDAMENTALS</b> Definition and characteristics of startups Types of startups: Technology, social impact, lifestyle, etc., Startup ecosystem: Key players and stakeholders, Importance of startups in innovation and economic growth; Idea generation and opportunity identification, Market research and validation, Business model canvas and value proposition, Minimum Viable Product (MVP) development	<b>15 hours</b>
	<b>UNIT 2: STARTUP OPERATIONS AND GROWTH</b> Legal considerations and business registration, Funding options for startups: Bootstrapping, angel investors, venture capital, crowdfunding, Building a startup team and talent acquisition, Scaling and growth strategies for startups	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference Reading:</b>	<ol style="list-style-type: none"><li>1. Banerjee, S., &amp; Dey, B. (2017). Startup Sutra: What They Don't Teach You in Business School. Mumbai, India: Random House India.</li><li>2. Gupta, A. (2018). Stay Hungry Stay Foolish. Noida, India: Rupa Publications.</li><li>3. Nair, A., &amp; Bhatia, P. (2019). The Ultimate Startup Guide: A Complete Handbook for Entrepreneurs. New Delhi, India: Penguin Random House India.</li><li>4. Rao, V. (2016). The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses. New Delhi, India: Penguin Random House India.</li></ol>	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Explain the concept of startups, their characteristics, and their importance in driving innovation and economic growth. CO 2. Identify and classify different types of startups and their relevance in various industries. CO 3. Analyze the components of the startup ecosystem, including key players, support networks, and available resources. CO 4. Design a startup growth plan by integrating team-building techniques, scaling strategies, and validated business models.	

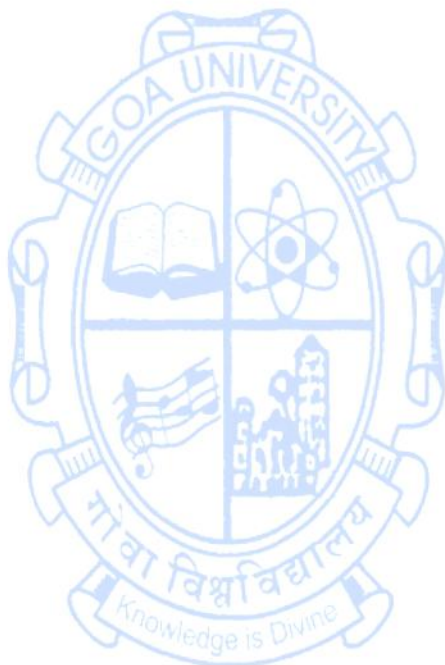
## SEMESTER II

### CORE COURSES

**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-103  
**Title of the Course** : Fundamentals of Accounting  
**Number of Credits** : 4  
**Effective from AY** : 2025-26

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To enable students to understand and apply the principles and practices of accounting.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO ACCOUNTING SYSTEM, CONCEPTS AND CONVENTIONS</b> Basic terms of accounting, Accounting Principles, Concepts, Conventions, IND-AS, Accounting Equation, System of accounting: Cash system and mercantile system, Accounting as information system, Users of accounting information.	<b>15 hours</b>
	<b>UNIT 2: ACCOUNTING PROCESS and PROCEDURE</b> Transaction/Event, Voucher: Meaning, Types of Vouchers, Receipt (Credit Voucher), Payment (Debit Voucher), Journal (Accrual) Voucher, Journal, Cash Book (double and triple column, journal proper), Ledger, Trial Balance.; Bank Reconciliation Statement- Meaning and need; Causes of disagreement.	<b>15 hours</b>
	<b>UNIT 3: FINANCIAL STATEMENTS</b> Forms of financial statements, Preparation of Income statement and Balance Sheet.	<b>15 hours</b>
	<b>UNIT 4: INTRODUCTION TO COMPUTERIZED ACCOUNTING</b> Features, benefits, integration, practical application of any one accounting software.	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, case studies, practical, group discussions and presentations.	
<b>Reference Reading:</b>	<ol style="list-style-type: none"><li>1. Gupta, R. L. (2015). Problems and Solutions in Advanced Accounting. (8th ed.). Sultan Chand.</li><li>2. Hanif, M., and Mukherjee, A. (2013). Modern Accountancy (Volumes I and II). (2nd ed.). Tata McGraw-Hill.</li><li>3. Maheshwari, S. N. (2019). Advanced Accounting. (8th ed.). Vikas Publishing House.</li><li>4. Shukla, M. C., Grewal, T. S., and Gupta, S. C. (2017). Advanced Accounting. (17th ed.). S. Chand Publishing.</li></ol>	

	5. R. K. Arora (2018), Financial Accounting: Fundamentals, Analysis and Reporting, 2 <sup>nd</sup> Ed., Wiley.
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Describe accounting terminologies, nature and purpose of Indian Accounting Standard.</p> <p>CO 2. Prepare accounting vouchers, cash book and ledgers.</p> <p>CO 3. Prepare financial statements of a firm.</p> <p>CO 4. Use the accounting software for Financial Statement Preparation.</p>



**Name of the Programme : BBA (Financial Services)**

**Course Code : MNF-104**

**Title of the Course : Indian Financial System**

**Number of Credits : 4**

**Effective from AY : 2025-26**

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To acquaint students with the structure and components of the Indian Financial System and familiarize them with different types of financial institutions and their functioning.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO FINANCIAL SYSTEM</b> Savings – Meaning – Need – Emergence – Investment – Meaning — Savings V/S Investment – Objectives of Investment – Role of Savings Financial System- Meaning – Structure – Functions – Development Of Financial System In India – Financial System & Economic Development – Challenges Of Indian Financial System.	<b>15 hours</b>
	<b>UNIT 2: FINANCIAL MARKETS</b> <b>A.</b> Meaning, Role, Functions of financial markets, Meaning, features, Participants. <b>B.</b> Money Market: Call Money Market, Commercial Bill market; Treasury Bill market <b>C.</b> Capital Market: Primary Market, Secondary Market, Derivative Market.	<b>15 hours</b>
	<b>UNIT 3: FINANCIAL INSTITUTIONS, FINANCIAL INSTRUMENTS &amp; FINANCIAL SERVICES</b> <b>A. Financial Institutions:</b> Meaning, Functions and Role of Financial Institutions- Banking and Non-banking Financial Institutions <b>B. Financial Instruments:</b> Meaning, importance and classification of financial instruments-Short Term Instruments, Medium Term Instruments, Long Term Instruments - Primary Securities, Secondary Securities. - Innovative Instruments. <b>C. Financial Services:</b> Meaning, importance and types of Financial Services-Fund Based services and Fee Based services	<b>15 hours</b>
	<b>UNIT 4: FINANCIAL REGULATORS</b> Definition and significance of financial regulation; The role of financial regulators in ensuring stability and integrity. <b>A. Reserve Bank of India (RBI):</b> Functions and powers of the RBI; Monetary policy and its tools; Regulatory role in banking and financial markets.	<b>15 hours</b>

	<p><b>B. Securities and Exchange Board of India (SEBI):</b> Establishment and evolution of SEBI; Regulatory functions in the capital market.</p> <p><b>C. Insurance Regulatory and Development Authority (IRDA):</b> Formation and objectives of IRDA; Regulatory framework for the insurance sector.</p> <p><b>D. Pension Fund Regulatory and Development Authority (PFRDA):</b> Overview and establishment of PFRDA; Regulatory functions related to pension funds.</p>	
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference Reading:</b>	<ol style="list-style-type: none"> <li>1. Khan M. (2020). Indian Financial System. McGraw-Hill Education</li> <li>2. Bhole L. (2019). Financial Institutions and Markets: Structure, Growth, and Innovations in the Indian Context. Tata McGraw-Hill</li> <li>3. Pathak B. (2017). Indian Financial System: Markets and Services. Pearson</li> <li>4. Gordon and Natrajan (2020). Financial Services. Himalaya Publishing House</li> <li>5. Sharma S. and Vallabhaneni M. (2016) Indian Financial System. I. K. International Publishing House.</li> </ol>	
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Recall the key components of the Indian financial system, including financial markets, institutions, services and regulatory bodies.</p> <p>CO 2. Demonstrate an understanding of the functions and roles of major financial institutions and regulatory bodies in India.</p> <p>CO 3. Apply financial concepts and principles to analyse real-world situations in the Indian financial system, such as the impact of regulatory changes on market dynamics.</p> <p>CO 4. Analyse the implications of monetary policies, regulatory decisions, and market trends on the Indian financial system.</p>	

**Name of the Programme : BBA (Financial Services)**

**Course Code : MNF-105**

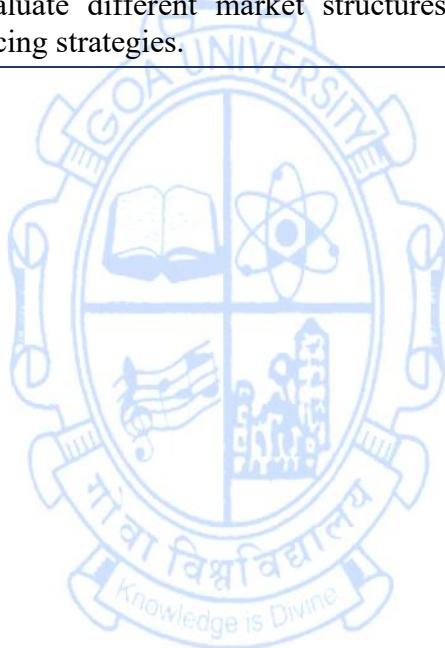
**Title of the Course : Business Economics**

**Number of Credits : 4**

**Effective from AY : 2025-26**

<b>Pre-requisites for the course</b>	NIL		
<b>Course Objective:</b>	To equip students with knowledge of concepts and techniques in micro-economics to enable them to take managerial decisions required to accomplish objectives of a firm given the resource constraints and in varied market structures.		
<b>Content:</b>	<b>UNIT 1: INTRODUCTION AND BASIC CONCEPTS</b> Introduction to Business Economics, Scope and importance; Opportunity Cost Principle, Incremental and Marginal Concepts, Functional Relations and Equations - Total, Average and Marginal Relations; concept of a market	<b>15 hours</b>	
	<b>UNIT 2: DEMAND ANALYSIS</b> Concept And Determinants of Demand; Demand Function, Law of Demand and Its Exceptions; Rationale of The Law - Price, Income and Substitution Effects; Demand Curve – Movement Along the Curve Versus Shifts of The Curve; Meaning, Types and Measurement of Elasticity of Demand (Price, Income and Cross Elasticity) And Significance Demand Estimation and Demand Forecasting – Meaning, Methods (With Numerical Examples)	<b>15 hours</b>	
	<b>UNIT 3: SUPPLY, PRODUCTION AND COST ANALYSIS</b> Supply - Concept and determinants; supply function, Law of Supply and its exceptions; supply curve, movement along the curve versus shifts of the curve Production - Production function, short run and long run production functions; Law of Variable Proportions, economies and diseconomies of scale, economies of scope Cost - cost concepts; cost-output relationship in the short run and long run	<b>15 hours</b>	
	<b>UNIT 4: PRICE DETERMINATION AND MARKET STRUCTURES</b> Price determination – concepts of Total, Average and Marginal Revenue, market equilibrium, conditions of equilibrium; impact of taxes, subsidies, price floors and price ceilings. Market structures: classification, Perfect competition, Monopoly, Monopolistic competition, Oligopoly, Duopoly	<b>15 hours</b>	
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications, field work, project work/assignment/ presentations and case discussions.		

<b>Reference Reading:</b>	<ol style="list-style-type: none"> <li>1. Samuelson Paul A. And William D. Nordhaus (2019). Economics. Tata McGraw- Hill.</li> <li>2. Mithani D. M. (2013). Managerial Economics. Himalaya Publishing.</li> <li>3. P. L. Mehta. S. Gupta. (2016). Managerial Economics: Analysis, Problems and Cases. Sultan Chand and Sons.</li> <li>4. Salvatore D. and Rastogi S. (2020). Managerial Economics: Principles and Worldwide Applications. Oxford University Press.</li> <li>5. Geetika P. and Chowdhury P. (2017). Managerial Economics. McGraw Hill.</li> </ol>
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Explain the concept and scope of business economics.</p> <p>CO 2. Apply concepts and theories of supply and demand in practical decisions pertaining to determination of prices and quantities.</p> <p>CO 3. Analyse how firms make production decisions, considering costs, and the objective of profit maximization.</p> <p>CO 4. Evaluate different market structures and their implications on pricing strategies.</p>

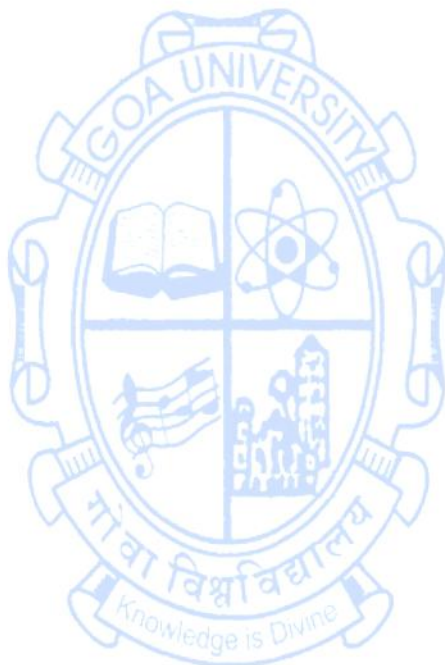
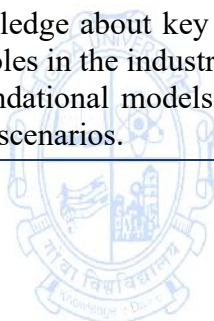


## MULTIDISCIPLINARY ELECIIVE COURSES

**Name of the Programme** : BBA(FS)  
**Course Code** : MNF-125  
**Title of the Course** : Advertising & PR  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the Course:</b>	Nil	
<b>Course Objectives:</b>	A basic course designed to sensitize students with the understanding for most trending world of Public Relations and Advertising.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO ADVERTISING</b> Genesis of advertising- abroad & India; Definition, Objectives, scope of advertising; Different types of advertisements & recent trends; Three Components of advertising – the advertiser, the Ad agency, mass media; Advertising Standards Council of India; Advertising & PR agencies in India- National & International - Role; Types of Advertising agencies- full service, B2B, creative boutique, in- house agency, social media agency	<b>15 hours</b>
	<b>UNIT 2: INTRODUCTION TO PR</b> P.R. Meaning, definition objectives, and Scope; Public Relations Society of India; International Public Relation Association; AIDA- attention, interest, desire, action, conviction, satisfaction; DAGMAR- defining advertising goals for desired advertising results; Four step process of PR- research, action plan, communication tactic, evaluation	<b>15 hours</b>
<b>Pedagogy:</b>	Lectures, Presentations, interactions with industry person, Screening, Discussions etc.	
<b>References Readings:</b>	1. L. Padmaja, (2014).Public Relations and Corporate Communication, ASTHA publisher & distributors, New Delhi. 2. Neil Richardson and Lucy Laville, (2010).Develop Your PR Skills, KoganPage, New Delhi. 3. Aspi H. and Chaze, (2010).Mass Communication: A Basic Study, Sheth Publishers, Pvt. Ltd. 4. Kundra, Shipra.(2005)Introduction to Advertising and Public Relations. Anmol Publications Pvt. Ltd. 5. Kumar, Keval J., (2020).Mass Communication in India.5 <sup>th</sup> edition, Jaico Publishing. 6. Robert Lawrence Heath, W. Timothy Coombs,(2005).Today's public relations: an introduction. SAGE Publications. 7. Mini Ribeiro,(2010).Introduction to Public Relations, Vipul Prakshan, 3 <sup>rd</sup> edition. 8. Ahmed M., (2010). Introduction to advertising, 3rd revised edition, Vipul Prakashan.	

<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Understand the evolution, objectives, and scope of advertising in India and globally.</p> <p>CO 2. Identify and differentiate various types of advertisements and advertising agencies, including emerging trends and media platforms.</p> <p>CO 3. Gain knowledge about key advertising and PR regulatory bodies and their roles in the industry.</p> <p>CO 4. Apply foundational models and processes of Public Relations in real-world scenarios.</p>
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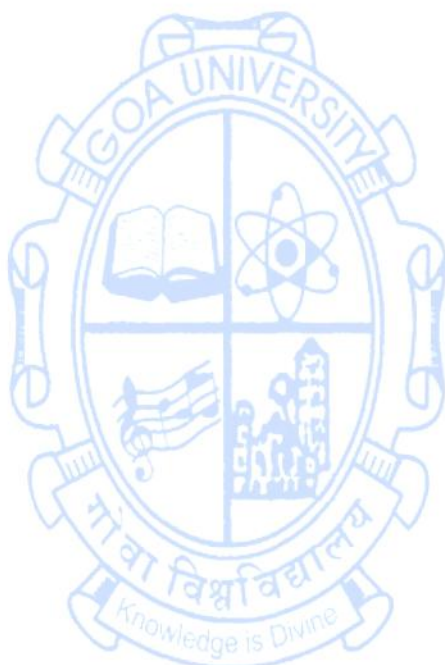
**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-126  
**Title of the Course** : Indigenous Heritage of Goa  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the Course:</b>	NIL	
<b>Course Objective:</b>	This course intends to make students: Acquire knowledge on the indigenous communities of Goa and their habitats. Understand the socio-cultural and religious practices of the indigenous community.	
<b>Content:</b>	<b>UNIT 1: INDIGENOUS HERITAGE &amp; TRADITIONS AND PRACTICES</b> Meaning b. Indigenous identity: Kunbis, Gavdas, Velip, Kharvis, Dhangars/Gouvllis Medical Practices (Vaidas, Bone-setters, Midwives) Religious Practices: Nature Worship, Village Protector, Shamanistic and other ritualistic practices.	<b>15 hours</b>
	<b>UNIT 2: CULTURAL AND SOCIAL REPRESENTATIONS</b> Cultural and Social Representations a. The Maand b. Folk Music, Stories, Dance and Drama c. Impact of colonization and modernization.	<b>15 hours</b>
<b>Pedagogy:</b>	Lectures/Field Trips/ Self Study/ Presentations/ Group Discussions	
<b>Reference Reading:</b>	1. Alvares, Claude, ed. Fish Curry Rice. A Source book on Goa, Its Ecology and life style. Goa: A Goa Foundation Publication, 1993. 2. Cabral e Sa, Mario, Wind of Fire: the Music and Musicians of Goa, Promilla & Co. Pub. 2020. 3. Dhume, Anant. The Cultural History of Goa From 10000BC-1352 AD. Panaji: Broadway Publishers, 1985. 4. Gune, V. T., ed. Gazetteer of Goa, Daman and Diu. Panaji: Gazetteer Department, 1979. 5. G. S. Ghurye. The Scheduled Tribes. Bombay: Popular Prakashan, 1963.	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Understand the role of indigenous communities in Goan history and their habitat. CO 2. Develop an understanding of the contributions of the indigenous communities to Goan culture and spread their knowledge to the future generation. CO 3. Summarize the struggles and challenges confronting the indigenous communities of Goa in modern times. CO 4. Develop knowledge through discussions, assignments, debates, brain storming, study tours, guest lectures etc.	

**Name of the Programme** : BBA (Financial Services)  
**Course Code** : MNF-127  
**Title of the Course** : Introduction to Venture Capital  
**Number of Credits** : 2  
**Effective from AY** : 2025-26

<b>Pre-requisites for the Course:</b>	NIL	
<b>Course Objective:</b>	To acquaint the students with Understand the concept and significance of venture capital, fundamental principles and importance of venture capital in funding innovation, entrepreneurship, and economic growth.	
<b>Content:</b>	<b>UNIT 1: FUNDAMENTALS OF VENTURE CAPITAL AND VENTURE CAPITAL INVESTMENT PROCESS</b> Definition and characteristics of venture capital Importance of venture capital in the startup ecosystem Venture capital ecosystem: Players and their roles (VC firms, angel investors, accelerators, etc.); Types of venture capital investments: Seed funding, early-stage, and growth-stage investments; Deal flow: Sourcing and screening potential investment opportunities, Due diligence: Evaluating the viability and potential of a venture, Valuation methods for early-stage companies, Term sheets and deal negotiation, post-investment monitoring and value-add activities	<b>15 hours</b>
	<b>UNIT 3: LEGAL AND REGULATORY ASPECTS OF VENTURE CAPITAL</b> Legal structures of venture capital funds, Securities regulations and compliance, Intellectual property considerations, Founder and investor agreements, corporate governance and board dynamics.	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference/ Reading:</b>	1. Bhatt, A. (2019). Venture Capital: A Practical Guide for Startups. Mumbai, India: Notion Press. 2. Bhattacharya, S. (2018). Venture Capital and Private Equity: A Practitioner's Approach. New Delhi, India: Oxford University Press. 3. Gopalakrishnan, V., & Srinivasan, S. (2017). Venture Capital and Private Equity in India: A Practical Guide. New Delhi, India: McGraw-Hill Education. 4. Misra, S. K., & Misra, R. K. (2019). Venture Capital: A Practitioner's Guide. New Delhi, India: Sage Publications. 5. Patnaik, S. (2017). Venture Capital and Private Equity in India: Structure and Practices. New Delhi, India: Cambridge University Press.	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Understand the concept and significance of venture capital in the startup ecosystem. CO 2. Exhibit critical thinking and decision-making skills by assessing the potential of startup ventures and making informed investment	

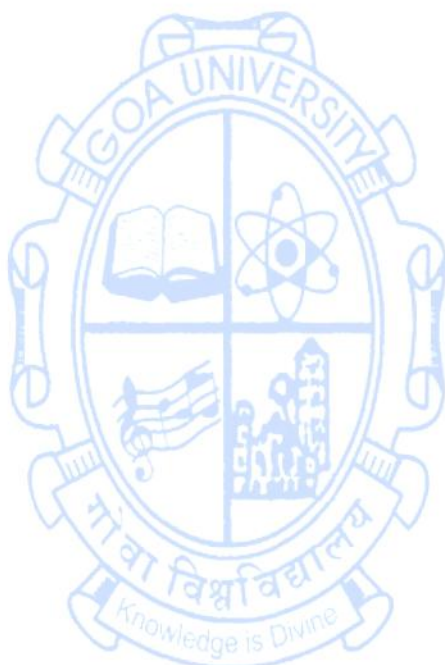
	<p>decisions.</p> <p>CO 3. Apply financial analysis techniques to evaluate the potential returns and risks associated with venture capital investments.</p> <p>CO 4. Analyze the criteria and methods used for evaluating investment opportunities in start-ups.</p>
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**Name of the Programme : BBA (Financial Services)**  
**Course Code : MNF-128**  
**Title of the Course : Introduction to Securitization Market**  
**Number of Credits : 2**  
**Effective from ay : 2025-26**

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To acquaint the students with the concept of securitization and its role in financial markets.	
<b>Content:</b>	<b>UNIT 1: INTRODUCTION TO SECURITIZATION</b> Definition and objectives of securitization, Evolution and historical development of securitization, Benefits and risks of securitization, Role of securitization in financial markets and the economy Basic structure of asset-backed securities (ABS), Cash flow and credit enhancements, Trenching and credit ratings, Legal and regulatory considerations in ABS issuance	<b>15 hours</b>
	<b>UNIT 2: TYPES OF SECURITIZED ASSETS</b> Mortgage-backed securities (MBS), Collateralized debt obligations (CDOs), Asset-backed commercial paper (ABCP), Other types of securitized assets (auto loans, credit card receivables, student loans)	<b>15 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and case discussions.	
<b>Reference Reading:</b>	1. Mohan, Rakesh. (2008). "Securitisatio n and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002: As amended by the Enforcement of Security Interest and Recovery of Debts Laws and Miscellaneous Provisions (Amendment) Act, 2016." Mumbai, India: Taxmann Publications. 2. Karmakar, Mala R. (2011). "Securitisatio n: Structuring and Investment Analysis." New Delhi, India: Oxford University Press. 3. Bhatt, V. V. (2017). "Securitisatio n and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act." New Delhi, India: Bharat Law House. 4. Bhatia, S. (2010). "Securitisatio n and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002." Mumbai, India: Snow White Publications. 5. Vinod Kothari (2013) Securitisatio n, Asset Reconstruction And Enforcement Of Security Interests	
<b>Course Outcomes:</b>	On completion of the course, students will be able to: CO 1. Explain the concept and purpose of securitization and its role in financial markets. CO 2. Identify the historical development and evolution of securitization, identifying key milestones and trends. CO 3. Explain the different types of securitization structures and their	

	<p>characteristics.</p> <p>CO 4. Evaluate the benefits and risks associated with securitization, considering both issuers and investors' perspectives.</p>
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## SKILL ENHANCEMENT COURSES

**Name of the Programme : BBA (Financial Services)**

**Course Code : MNF-141**

**Title of the Course : IT Tools for Business**

**Number of Credits : 2**

**Effective from AY : 2025-26**

<b>Pre-requisites for the course</b>	NIL	
<b>Course Objective:</b>	To familiarize the students with computers and their use, and make them proficient in the use of software packages that are relevant to business, finance and accountancy	
<b>Content:</b>	<b>UNIT 1: FUNDAMENTALS OF INFORMATION TECHNOLOGY AND PRODUCTIVITY TOOLS</b> <b>Introduction to Computer Systems:</b> Block Diagram of a Computer, Basic Functions of Each Component <b>Operating Systems:</b> Definition and Functions, Types of Operating Systems and Their Functionalities, Basics of Windows <b>Internet Concepts:</b> The Internet and How It Works, Legal Requirements, Privacy Policies, and Auditing Process of Cloud Environment <b>Introduction to Productivity Software:</b> Word Processors and Presentation Software, Using MS Word: Creating and Saving a New Document, Formatting Text, Adding Images, Creating and Formatting Tables, Spell Check, printing a Document, SmartArt Graphics, Headers and Footers, Using Templates; Using MS PowerPoint: Understanding Elements of PowerPoint, Creating and Formatting Slides, Adding Animations and Transitions	<b>30 hours</b>
	<b>UNIT 2: SPREADSHEETS AND DATABASE MANAGEMENT SYSTEMS</b> <b>Using MS Excel:</b> Creating a New Workbook, Entering and Formatting Data, Creating Formulas, Using Functions, Sorting and Filtering Data, Creating Charts, Printing a Workbook <b>Using MS Access:</b> Introduction to MS Access, creating a New Database and Tables, Building Relationships Between Tables, Creating Forms and Queries	<b>30 hours</b>
<b>Pedagogy:</b>	The methodology used in the class will combine lectures, applications and practical's sessions	
<b>Reference Reading:</b>	1. Alexander, M. and Kusleika, R. (2019), Microsoft Access 2019 Bible, 1st Edition. 2. Turban, E., Pollard, C., and Wood, G. (2021), Information Technology for Management: Digital Strategies for Insight, Action, and Sustainable Performance, 11th Edition. 3. Turban, R., and Volonino, L. (2018) Introduction to Information Technology, 3rd Edition.	

	<p>4. Schwalbe, K. (2021). Information Technology Project Management (9th ed.). Cengage Learning.</p> <p>5. Targett, D., Grimshaw, D., &amp; Powell, P. (2013). IT in Business: A Business Manager's Casebook</p>
<b>Course Outcomes:</b>	<p>On completion of the course, students will be able to:</p> <p>CO 1. Describe the elementary concepts of computer systems and data communication.</p> <p>CO 2. Prepare documents and process spreadsheets effectively using Microsoft Office and Microsoft Excel.</p> <p>CO 3. Demonstrate effective use of database management systems and corporate presentations using Microsoft Access and Microsoft PowerPoint.</p> <p>CO 4. Develop proficiency in formatting, editing, and designing documents, spreadsheets, presentations, and databases using IT tools</p>

