UNIVERSITY OF CALCUTTA

NotificationNo.CSR/32/19

It is notified for information of all concerned that the Syndicate in its meeting held on 08.8.2019 (vide Item No.21), subsequently confirmed by the Syndicate 27.08.2019 (Item No.01) approved **certain amendments** of the existing Syllabus for three-year semester wise **B.B.A. (Honours)** course of study under **CBCS** (notified earlier under this University Notification No.**CSR/12/18 dt. 04.6.2018**) as laid down hereunder:.

Amendments:-

Semester-I:

Paper: BBAA101AE1: "Environmental Studies" is replaced by **"Business Communication"**

Semester-II:

Paper: BBAA201AE2: "Business communication" is replaced by **"Environmental Studies"**.
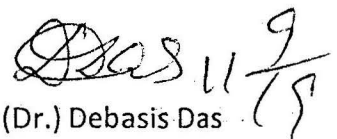
Semester-III:

Paper :BBAA305SE1 (Information Technology for Business): The entire syllabus has been replaced. New syllabus for the paper is given in the attached pamphlet (copy enclosed).

The above shall take effect from the academic session 2019-2020.

However the students of the academic session 2018-2019, who appeared or were eligible to appear either at Semester-1 or 2 or both, will follow the unamended **CSR/12/18 dt. 04.6..2018)** for reappearing or appearing at semester-1 and 2 or both and will follow the above amendment from semester -3 examination onwards.

SENATE HOUSE
KOLKATA-700 073
The 9th September, 2019.

Prof.(Dr.) Debasis Das
Registrar (Acting)
9.9.19

Information Technology for Business (Theory -50 + Practical-50)

Internal Assessment:	20 marks
Semester-end Examinations:	80 marks
Total	100 marks

Module I
Information Technology for Business (Theory)
(Marks: 50)

Internal Assessment:	10 marks
Semester-end Examinations:	40 marks
Total	50 marks

Unit1: Information Technology and Business

Concepts of data, information and computer based information system, impact of information technology on business [business data processing, intra-organizational and inter-organizational communication by using network technology, business process outsourcing and knowledge process outsourcing], types of Information System- Transaction Processing System (TPS), Management Information System (MIS), Decision Support System (DSS), Knowledge Management System (KMS) and their implementation at managerial levels [operational, tactical and strategic].

Unit 2: Data Organization and Data Base Management System

(a)Data Organisation: Character, field, record, file and database, types of data processing systems [Serial, Batch, Real-time, Online, Centralized, Distributed], File Organizations [Sequential, Direct, Indexed-Sequential, Relative], Traditional file organisation vs. Database file organisation.

(b) Database Management System: Concept of database management system (DBMS), definition, importance of DBMS, important terms of database [Entity, Attribute, Keys- Primary, Foreign and Candidate, Referential Integrity, Table, Views, Data Dictionary], types of database [Hierarchical, Network and Relational], basic ideas of Data Warehouse and Data Mining (definition, importance, advantages and disadvantages), Big data analysis- Concept.

Unit 3: Internet and Its Applications

Meaning of Internet, IPAddress [IPv4, IPv6], URL, Domain Name System, Internet Protocols - TCP/IP, UDP, FTP, TELNET[brief ideas only], HTML, DHTML AND XML [Concepts only], Ethical Hacking, Cloud Computing, Mobile Computing, Internet of Things, Ethical issues in Social Networking. Security threats- Malicious Codes (Virus, Trozan Horse, Worm, Spyware, Ransomware), Hacking, Spoofing, Sniffing, Phishing, Spamming,

Unit 4: IT Act. 2000 and Cyber Crimes

IT Act 2000- Definitions of different terms, Digital signature, Electronic Governance, Attribution, Acknowledgement and Dispatch of Electronic Records, Regulation of Certifying Authorities, Digital Signatures Certificates, Duties of Subscribers, Penalties and Adjudication, Appellate Tribunal, Offences and Cyber-crimes.

Module II
Information Technology for Business (Practical)
(Marks: 50)

Internal Assessment:	10 marks
Semester-end Examinations:	40 marks
Total	50 marks

Unit 1: Word Processing

Working with word document- Editing text, Find and Replace text, Formatting, Spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Macros, Drop cap; Tables: Inserting, Filling and formatting a Table, Inserting Pictures and Video; Mail Merge- including linking with Database, Printing documents.

Creating Business Documents using the above facilities

Unit 2: Preparing Presentations

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation, Hyperlink and Slideshow.

Creating Business Presentations using above facilities.

Unit 3: Spreadsheet and Its Business Applications

Managing worksheets- Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs, Pivot Table.

Spreadsheet Functions: Mathematical [SUMIF, SQRT, SUBTOTAL, SUMPRODUCT etc.], Statistical [AVERAGE, STDEV, VAR, CORRELATION, REGRESSION etc.], Financial [PMT, RATE, PV, FV, NPER, IRR, NPV, Data Table Etc.] Logical [AND, OR, IF etc.], Date and Time, lookup and reference, Database and Text functions.

Creating Spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Depreciation Accounting; Graphical Representation of Data; Frequency Distribution and its Statistical Parameters; Correlation and Regression

Unit 4: Database Management System

Creation of Tables, Multiple Table Handling-Defining Relationship [Foreign Key], Simple and Conditional Queries, Types of Queries [Update, Delete, Append], Forms, Reports, Introduction to SQL through Basic Commands.

Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting; Managing the data records of Employees, Suppliers and Customers.

Unit 5: Website Designing

Introduction to HTML; Tags and Attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets.

Suggested Readings

- Thareja, IT & Application, Oxford
- Aurora, Computer Fundamentals, Vikash
- Sinha & Sinha, Fundamentals of Computers, BPB Publications
- Dhar, P., Fundamental of IT and Its Application in Business, APH