





# MES GARWARE COLLEGE OF COMMERCE (AUTONOMOUS)

**BBA-DI Programme** (Autonomous)

**Under the Guidelines of NEP 2020 and AICT** 

AY 2024-25

	FY BBA (Design & Innovation) – Semester – II	
Course Code: 23BD2-A012	Subject: History of Design	Marks: 100 Credits: 4

## **Course Objectives:**

• To learn Design work done by various designers in the past. To learn Cultural trends in past, impact on society, cultural trends.

#### **Course Outcome:**

After completing the course, the student shall be able to

CO1: Start appreciating work done by other designers and use the knowledge for new creation

CO2: Predict what could be trend based on design historical moments.

CO3: Use other designer good work for new innovations.

Unit	Unit Title	Contents	No of Lectures
1	Introduction	<ul><li>1.1. Design and Art Movements,</li><li>1.2. Impact on design with reference to time</li></ul>	10
II	Design Education	2.1. The Bahaus and Ulm -philosophy, 2.2. Vienna Secession	10
III	Design moments	3.1 Art Deco, 3.2. Modernism, 3.3. Futurism etc	10
IV	Emerging Trends	4.1. Crafts to Industrialisation to individualism	10
V	Great work	5.1. Great work at Various regions - Europe, USA, Asia by various designers - Lowey, Herman Miller etc	10
Total No. o	f Lectures + Evalua	tion+ (50+10) =	60

## **Suggested Reading**

- 1. Made in Italy edited by Grace Lees-Maffei and Kjetil Fallan
- 2. Design in the USA by Jeffrey L. Meikle
- 3. The definitive history of AUTOMOBILE by DK Publishing

Unit	Unit Title	Suggestive	Practical	Outcome expected		Wei
		teaching methodology		Conceptual understanding Knowledge/Skills/Attribut	es etc.	ghta ge of Mar ks (%)
Ι	Introduction					20%
II	Design Education	Lecture -	During	To gather knowledge through	To apprehend,	20%
Ш	Design moments	Demonstration and Practical Implementation at all places	Workshops	observation and Workshops	draw inferences and learn to apply.	20%
IV	Emerging Trends					20%
V	Great work					20%

## **Evaluation Method:**

Unit	<b>Evaluation Method</b>	Marks (100)			Project/Practical
		Formative Assessment		Summative	(If any)
				Assessment	
		CCE I	CCE II	<b>SEMESTER</b>	
		(20)	(20)	(60)	
1		Assignment	Examination	Project Work	Project Work
2	Assignment,				
3	Test and Project Work				
4					
5					

FY BBA (Design & Innovation) – Semester – II				
Course Code: 23BD2-A022	Subject: Fundamentals of Design Elements Theory	Marks: 50 Credits: 2		
Course Objectives:				

• To learn basic design elements and principles

#### **Course Outcome:**

After completing the course, the student shall be able to

C01: Analyse products form design elements perspective

C02: Improve aesthetic sense

Unit	Unit Title	Contents	No of Lectures
ı	Elements of design	1.1 Line, 1.2 Shape form,	5
II	Elements of design	2.1 Colour, 2.2 Value, 2.3 Texture, 2.4 space	5
III	Principles of Design	3.1 Balance, 3.2 Movement, 3.3 Rhythm, 3.4 Contrast	5
IV	Principles of Design	<ul><li>4.1 Emphasis,</li><li>4.2 Pattern,</li><li>4.3 Unity and diversity</li></ul>	5
V	Design relevance	5.1 How objects perceived by people - Case Study	5

## **Suggested Reading**

- 1. Elements and Principles of Design by Zena O'Connor
- **2.** Universal Principles of Design by William Lidwell, Kritina Holden , Jill Butler.

Unit	Unit Title	Suggestive teaching methodology	Practical	Outcome expected Conceptual understandin Knowledge/Skills/Attribu	Wei ghta ge of Mar ks (%)	
I	Elements of design					20%
II	Elements of design	Lecture -	Analyse an existing product from design elements and principles. Address one/two	To gather disciplinary	To apprehend,	20%
III	Principles of Design	Demonstration and Practical Implementation at all places	principles and generate a product / graphical theme.	through observation and Workshops	draw inferences and learn to apply.	20%
IV	Principles of Design					20%

	Docien			20%
V	Design elevance			

## **Evaluation Method:**

Unit	Evaluation Method	Marks (100)			Project/Practical
		Formative Assessment		Summative Assessment	(If any)
		CCE I (20)	CCE II (20)	SEMESTER (60)	
1		Assignment	Examination	Project Work	Project Work
2	Assignment, Test and Project Work				
3	Test and Froject Work				
4					
5					

FY BBA (Design & Innovation) – Semester – II				
Course Code: 23BD2-C022  Subject: Fundamentals of Design Elements Practical  Credits				
Course Objecti	ves:			
To be able	e to create simple designs			
Course Outcome:				
After completing the course, the student shall be able to  C01: Learn to create simple designs				

Unit	Unit Title	Contents	No of Practical		
I	Elements of design	1.3 Line, 1.4 Shape form,	5		
II	Elements of design	2.1 Colour, 2.2 Value, 2.3 Texture, 2.4 space	5		
III	Principles of Design	3.1 Balance, 3.2 Movement, 3.3 Rhythm, 3.4 Contrast	5		
IV	Principles of Design	<ul><li>4.1 Emphasis,</li><li>4.2 Pattern,</li><li>4.3 Unity and diversity</li></ul>	5		
V	Design relevance	5.1 How objects perceived by people - Case Study	5		
Total No. of Practical + Evaluation (25 + 5) = 30					

## **Suggested Reading**

- 3. Elements and Principles of Design by Zena O'Connor
- **4.** Universal Principles of Design by William Lidwell, Kritina Holden , Jill Butler.

Unit	Unit Title	Suggestive teaching methodology	Practical	Outcome expected Conceptual understandin Knowledge/Skills/Attribu		Wei ghta ge of Mar ks (%)
I	Elements of design					20%
II	Elements of design	Lecture -	Analyse an existing product from design elements and	To gather disciplinary	To apprehend,	20%
III	Principles of Design	Demonstration and Practical Implementation at all places	principles. Address one/ two principles and generate a product / graphical theme.	through observation and Workshops	draw inferences and learn to apply.	20%
IV	Principles of Design					20%
V	Design relevance					20%

#### **Evaluation Method:**

Unit	<b>Evaluation Method</b>	Marks (100)			Project/Practical
		Formative Assessment		Summative	(If any)
				Assessment	
		CCE I	CCE II	SEMESTER	
		(20)	(20)	(60)	
1		Assignment	Examination	Project Work	Project Work
2	Assignment, Test and Project Work				
3	rest and Project Work				
4					
5					

FYBBA D & I - Semester-II			
Code: 23BD2- F032	bject: Principles of Management	arks: 50 redits: 2	
ourse Ob	iectives:		

- 1.
- To study the fundamentals of Management To study various functions of Management 2.

#### ourse Outcome:

ter completing the course, the student shall be able to

**D1:** Understand the Fundamentals of Management.

**D2:** Understand the various functions of Management

nit	nit Title	Contents	of Lectures
	troduction to Management	<ul> <li>1.1 Meaning, Nature, Importance &amp; Functions of Management</li> <li>1.2 Role of Managers.</li> <li>1.3 Difference between Management and Administration.</li> <li>1.4 Management as a Science, Art &amp; Profession</li> </ul>	

eaching + Evaluation (2	25+5)	Hours
	<ul> <li>1thority: Meaning, Importance</li> <li>5 Decentralization: Meaning and, Importance</li> <li>2.6 Decision Making: Meaning, Types</li> <li>2.7 Direction: Meaning, Nature.</li> <li>2.8 Motivation: Meaning &amp; Importance.</li> <li>9 Controlling: Meaning,</li> <li>Importance, Process</li> </ul>	
Functions	<ul><li>2.2 Planning: Meaning, Importance, Types, Process Ivantages, Disadvantages.</li><li>2.3 Organizing: Meaning, Concept,</li><li>2.4 Delegation of</li></ul>	
anagerial	2.1 Forecasting: Meaning, Need ,Types.	

nit	nit Title	eaching methodology	oject (If any)	conceptual understanding nowledge/Skills/Attributes etc.  Course earning Outcome (LO)  Outcome		eightageof Marks (%)
	troduction to Management	ctures, Group Discussion, Role Play		derstand the Fundamentals of Management.	<ul> <li>Values for life and character building.</li> <li>Disciplinary knowledge</li> </ul>	%
	anagerial Functions	tuation Analysis, Business games case studies.		nderstand the applications of Managerial Functions	<ul> <li>Cooperation/Teamwork</li> <li>Reflective Thinking</li> <li>Leadership         Readiness/Qualities</li> <li>Decision Making Skills</li> </ul>	%

nit	aluation Method		Marks (	Project/Practical	
		rmative Assessment		mmative Assessment	(If any)
			CE II	EMESTER	
		<b>CE I(10)</b>			
			(10)	(30)	
	roduction to Management	signment	ernal	mester End	A
	anagerial Functions				

# Suggested Readings:

Sr No	Name of the Book	Author	Publication	tion	ice
1	Management Conceptsand Strategies	J.S. Chandan	Vikas Publishing House Pvt. Ltd.		w Delhi
2	Principles of Management	Harold Koontz , Heinz Weihrich , A. Ramachandr aArysri	McGraw hill compani es		w Delhi
3	Management A Globaland Entrepreneurial Perspective	Heinz Weihrich ,Mark V. Cannice , Harold Koontz	McGraw hill compani es		w Delhi
4	Management – 2008Edition	Robert Kreitner , MamataMoha patra	Biztantra – Management ForFlat World		w Delhi
5	Introduction to Managem ent	John R. Schermer horn	Wiley India Pvt. Ltd.		w Delhi

6	Principles of Management	P.C. Tripathi , P.N. reddy	McGraw hill compani es	1	w Delhi
7	Management Text and Cases	R. SatyaRaju , A. Parthasarthy	PHI learning Pvt.Ltd		w Delhi
8	Management (Multi- Dimensional Approach )	H. R. Appannaiah , G. Dinakar , H.A. Bhaskara	Himalaya Publishing House		ımbai

	Principles of Management	L M Prasad	Himalaya	 ımbai
9			Publishing	
			House	

FYBBA D&I Semester - II			
Course	Subject : Digital Marketing	Marks : 100	
Code: 23BD2-G042		Credits: 4	

## **Course Objectives:**

- 1. To develop understanding Fundaments of Digital Marketing.
- 2. To know how to develop a Digital Marketing Plan.
- 3. To study the concept and various tools of Social Media Marketing.
- 4. To understand the Role of Digital Marketing in Business Decision Making.

#### **Course Outcome:**

After completing the course, the student shall be able to-

CO1: Fundament aspects of Digital Marketing.

**CO2:** Develop a Digital Marketing Plan.

**CO3:** Know various tools of Social Media Marketing and its utility in business.

**CO4:** Understand the Role of Digital Marketing in Business Decision Making.

Unit	Unit Title	Contents	No of Lectures
I	Fundaments of Digital Marketing	1.1 Digital Marketing- Concept, Meaning, Advantages, Limitations and Process. 1.2 Visibility-Meaning Increasing Visibility, Types and Examples. 1.3 Concept of Engagement, Visitors Engagement, its Importance and examples of engagement. 1.4 Bringing Targeted Traffic	13

		1.5 Inbound and outbound marketing 1.6 Converting Traffic into Leads, Types of Conversion, Understanding Conversion Process 1.7 Tools of Digital Marketing	
II	Developing Digital Marketing	2.1 Creating initial digital marketing plan  2.2 Target group analysis  2.3 Creating virtual presence  2.3 Website, Domains, Buying a Domain, Core Objective of Website and Flow, One Page Website.  2.4 Essentials of good website and Strategic design of home page  2.5 Optimization of Web sites, SEO tools and Web analytics.	12
III	Social Media Marketing	3.1 Social Media Marketing-Meaning, Importance, Limitations and types.  3.2 Digital Marketing Vs. Social Media Marketing.  3.3 Social Media Marketing Tools- Facebook, Instagram, LinkedIn, Twitter, Google AdWords, E-Mail Marketing, Mobile App Marketing and YouTube.	13

IV	Role of Digital Marketing in Business Decision Making	<ul> <li>4.1 Uunderstanding the importance of Digital Platforms &amp; its impact on the performance of the organizations in complex &amp; varied environment.</li> <li>4.2 Use of Digital Marketing Analytics in decision making.</li> <li>4.3 Creating Digital Marketing Campaign or Social Media Campaign.</li> <li>4.4 Developing the right keywords and hash-tag for the campaign.</li> </ul>	12
	   Feaching Lectures		50
Total No of 1	Lectures for Evaluation		10
			60

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected Conceptual understanding Knowledge/Skills/Attributes etc	Weightage of Marks
Ι	Fundaments of Digital Marketing	PPt, Videos.	NA	<ul> <li>To create the basic understanding of Digital Marketing.</li> <li>Disciplinary knowledge</li> <li>Critical thinking</li> </ul>	20%
п	Developing Digital Marketing Plan	Case study, Short film.	NA	<ul> <li>To study how to Develop Digital Marketing Plan</li> <li>Problem Solving</li> <li>Reflective Thinking</li> <li>Application Skills</li> <li>Employability</li> </ul>	30%
III	Social Media Marketing	Demonstration, Guest lecture.	Desk Research	<ul> <li>To study the concept and various tools of Social Media Marketing.</li> <li>Reflective Thinking</li> <li>Professional Skills</li> </ul>	30%
IV	Role of Digital Marketing in Business Decision Making	Case Study, PPT, Videos.	Report on Exposure or case study.	<ul> <li>To understand the Role of Digital Marketing in Business Decision Making.</li> <li>To understand the Role of Digital Literacy</li> <li>Employability</li> <li>Decision Making Skills</li> </ul>	20%

Unit	<b>Evaluation Method</b>	Marks (100)	Project/Practical

		Formative .	Assessment	Summative	(If any)
				Assessment	
		CCE I	CCE II	SEMESTER	
		(20)	(20)	(60)	
Ι	MCQ	MCQ		MCQ/	Nil
				Written	
				Examination	
II	MCQ	MCQ	Assignment	MCQ/	Nil
				Written	
				Examination	
III	MCQ		Assignment	MCQ/	Nil
				Written	
				Examination	
IV	MCQ		Assignment	MCQ/	Nil
				Written	
				Examination	

## **Suggested Readings:**

Sr. No	Title of Book	Author/s	Publication
1	Digital Branding	Daniel Rowles Kogan	Page New Delhi/Mumbai
2	Digital Marketing	Dave Chaffey	Pearson Pune/ Mumbai
3	Marketing 4.0	Philip Kotler/Herman Kartajaya	Pearson Pune/ Mumbai
4	Digital Marketing Strategy	Simon Kingsnorth	Kogan Page Mumbai
5	Digital Marketing	Dave Chaffey/Fiona Ellis	Pearson Mumbai

## ${\bf Suggested~Web/E~learning~Resources:}$

SR NO	Торіс	Lectures (Available on YouTube/Swayam/MOOCS etc)	Films	Journals/Articles/ Case studies
1	Fundaments of Digital Marketing	https://onlinecourses.swayam2.ac. in/cec22 mg04/preview?user_em ail=sandeeprathod40@gmail.com	-	https://www.digital marketer.com/digit al-

				marketing/assets/p df/ultimate-guide- to-digital- marketing.pdf
2	Developing Digital Marketing Plan	https://onlinecourses.swayam2.ac. in/cec22 mg01/preview?user em ail=sandeeprathod40@gmail.com	-	https://digitalfirefl ymarketing.com/w p- content/uploads/20 17/02/Big-Book- of-Digital- Marketing.pdf
3	Social Media Marketing	-	-	-
4	Role of Digital Marketing in Business Decision Making	-	-	-

	F.Y. BBA-DI -Semester-II			
<b>Course Code:</b>	Subject: ICT		Marks: 50	
23BD2-H052			Credits: 2	

#### **Course Objectives:**

- 1. To develop conceptual understanding of ICT
- 2. To learn application of ICT tools in modern business and education

#### **Course Outcome:**

After completing the course, the student shall be able to

CO1: Understand the basic concepts of ICT and fundamentals of computer hardware and software.

CO2: Apply the knowledge of basic ICT tools in business and education.

Unit	Unit Title	Contents	No of Lectures
I	Introduction to ICT (information and communicati ons technology)	1.1 Role of ICT in business and education 1.2 Significance of ICT 1.3 Limitations of ICT 1.4 Fundamentals of computer 1.5 Fundamentals of computer hardware and software	10
II	MS Office	<ul><li>2.1 Introduction to MS Office</li><li>2.2 Applications of MS Word and Google doc</li><li>2.3 Application of MS PowerPoint and Google slide</li></ul>	15

	<ul><li>2.4 Application of Spreadsheet software (MS Excel, Google Sheet)</li><li>2.5 Application of Google form for data collection</li></ul>	
No of Lectures		25 (60 min)
No of Lectures for Evaluation	n	05
Total No of Lectures		30

## **Teaching Methodology**

Unit	Suggestive teaching methodology	Outcome expected	Weightage of Marks
No	Practical Conceptual understanding Knowledge/Skills/Attributes etc.	(%)	
1	Practical and Observation	Conceptual and practical understanding	40%
2	Practical and Observation	Conceptual and practical understanding	60%

## **Evaluation Method**

Evaluation Method	Marks (50) Project/Practical
Practical examination	25 marks – Overall Students regularity and participation in all the activities.  25 marks – Practical /Presentation / demonstration in the Class/Lab

## **Suggested Readings:**

Sr No	Name of the Book	Author	Publication	Edition	Place
	Computer	Anita Goel	Pearson		New Delhi
	Fundamentals		Education India		
			ISBN:		
1			9788131742136.		
2	Computer Fundamentals	P. K. Sinha & Priti Sinha	PBP Publications		
	Connecting with	Greg	Cengage		New Delhi
	Computer Science	Anderson,	Learning,ISBN:9		
3		David Ferro	781439080351		
	Internet: The	Margaret	Tata McGraw		New Delhi
	Complete Reference	Levine Young,	Hill Education		
			Private Limited,		
			ISBN:		
4			9780070486997		

# **Suggested Web/E-Learning Resources**

Sr. No	Tanic of the	Lectures (Available on Youtube/Swayam/MOOCS etc.)	Film s	Journals/Articles/C ase studies
	Computer Fundamentals	https://onlinecourses.swayam2.ac.in/cec 21_cs15/preview		
	Introduction to  Computer Networks  & Internet Protocols	https://onlinecourses.swayam2.ac.in/cec 21_cs19/preview		

	FYBBA CA Semester-II				
ourse Code: BD2-I062	bject : English for Business Communication	arks: 50 redits: 2			

#### ourse Objectives :

- 3. To develop effective soft skills.
- **4.** To know the recent trends in corporate communication.

#### ourse Outcome :

ter completing the course, the student shall be able to

- **D1:** Demonstrate effective soft skills
- **D2:** Demonstrate the use of recent trends in corporate communication

nit	nit Title	Contents
	roduction to Soft Skills	I.Concept ,need and functions of soft skills  1.2 Effective Presentation skills and overcoming nervousness  1.3 Using body language effectively  1.4 Negotiation skills  1.5 Group discussion and debates
		1.6 Listening skills
	Recent trends in corporate Communication	<ul><li>2.1 Email- Types, Components, Do's and Don'ts.</li><li>2.2 Social Media Communication</li><li>2.3 Branding Communication and Signage communication</li><li>2.4 Emotional Intelligence and Critical thinking</li></ul>
		Resume writing and interview preparation (physical and virtual).

nit	nit Title	eaching methodolo gy	oject (If any)	understanding nowledge/Skills/Attributes etc.  Course earning Outcome (LO) Outcome		eighta geof Mark s (%)
	roduction to Soft Skills	T, discussion, demonstrati on		udents will be able to demonstrate soft skills through activities	Conceptual understanding, reflective skills	%
	cent trends in corporate Communicati on	T, discussion and demonstration , social media activity		udents will be able to understand the recent trends through activities	Conceptual skills, reflective learning, creativity	%

nit	aluation Method		Marks (100)		Project/Practical
		rmative Assessn		mmative Assessment	(If any)
		CE I (10)	CE II (10)	EMESTER (30)	
	ome Assignments	10 M			
	escriptive Paper	-	10 M	30 M	

## **Suggested Readings:**

. No	tle of Book	ıthor/s	blication
	isiness Communication	eenakshi Raman , akash Singh	kford
	isiness Communication	)maiPradhan , N.S. adhan	malaya
	siness Communication	K. Madhukar	kas
	siness Communication – nnecting at work	orySankarMukerjee	kford
	isiness Communication Today	ourtland L. Bovee , hn V. Thill , AbhaChatterjee	arson
	and Book of internal mmunication	leen Scholes	finity Books
	ft Skills for Everyone	ff Butterfield	ngage Learning, India

## **Suggested Web/E learning Resources:**

RNO	pic	ctures (Available on outube/Swayam/MOOCS etc)	lms	urnals/Articles/Case
1	roduction to Soft Skills	ps://www.youtube.com/watch? v=6NADEfJOVNo  2. ps://onlinecourses.nptel.ac.in/noc21 hs76/preview	-	
2	cent trends in Communication	https://archive.nptel.ac.in/courses/ 109/105/109105144/	_	-

#### **Environment Awareness Part-II**

F. Y. BBA,BBA-IB,BBA-DI					
Course Code: 23BD2-J072	Course Title: Environmental Awareness Part-II	Marks: 50 Credits: 2			

#### **Course Objectives:**

- 1. To create awareness regarding Environmental issues
- 2. To encourage them to take steps for the conservation of environment for sustainability
- 3. To motivate students in changing their attitude towards environment
- 4. To encourage them to take steps for environment protection and preservation

#### **Course Outcome:**

CO1:Awarenesss will be created among students for identification of environmental issues

CO2: Environmental Ethical Norms will be followed by students for sustainability

CO3: Students precautionary behavior will get developed towards environment

CO4: Eco –friendly behavior will get developed.

#### **Syllabus Content**

S.No.	Content	Total No of Lectures
1	Lectures on Field visit and Importance of environment	10 Hrs
	Pre –Study before the field Visit,	
	Elements of Environment	
	Advance Environmental topics	
	Lecture on preparation on Environmental report	
2	Actual Field Visit	10 Hrs
3	Preparation of Report	10 Hrs
	Total	30

#### **Teaching Methodology**

Sr. No	Online/Offline	Experts	Study Material
			Online(share link)

1	Actual visit to	Dr. Neha Joshi	PPT on related
	Various places	Dr. Nirbhay Pimple	subjects and format
	Eg. Mula Mutha	Prajakta Abhang	project report
	River , Taljai Tekdi		
	, Pu.La Deshpande		
	Garden, Empress		
	Garden , Kamla		
	Nehru Park		

#### **Evaluation Method:**

Unit	<b>Evaluation Method</b>	Marks (50)		Project/Practical
		Assessment	Summative	(If any)
			Assessment	
1	Checking the Project		Marks 50 -	Project -
	Report			

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Prof. Dr. Sulabha Patole Officiating Principal