TECNIA INSTITUTE OF ADVANCED STUDIES

Grade 'A' Institute

Department of Management Sciences

Bachelor of Business Administration (BBA)

Scheme and Syllabus (w.e.f. AS 2021-22)

Course Code: BBA 111   **L - 0, T - 2**
Course Name: IT application in Business- Lab   **Credits – 1**

Objective: This is a basic paper for students to familiarize with computer and its application in the relevant fields and exposes them to other related papers of IT.

Course Outcomes:
CO1: Explore the utility of applications provided by MS office
CO2: Proficiency in MS Advanced Excel and PowerPoint
CO3: Effective and professional presentation and communication skills
CO4: Use tables and charts from Excel to create interactive and animated presentations