

BBA SEMESTER III

FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

CREDITS: 5

Marks: 80 + 20

Course Objectives:

1. To develop an understanding of the nature, scope, functions, and evolving context of Human Resource Management.
2. To develop an understanding of Human Resource Planning, job analysis, and job design processes in organizations.
3. To develop an understanding of recruitment and selection processes in organizations.
4. To develop an understanding of employee orientation, training, and development processes in organizations.
5. To develop an understanding of performance appraisal and compensation management in organizations.

Course Outcomes: Students will be able to:

1. Explain HRM concepts, models, roles, and contemporary challenges in organizations.
2. Explain the HRP process and apply job analysis and job design concepts in organizational contexts.
3. Assess recruitment and selection practices and evaluate their role in achieving organizational effectiveness.
4. Understand orientation and training practices and evaluate their effectiveness in employee development.
5. Explain performance appraisal methods and compensation management practices in organizations.

Unit-I: Understanding Human Resource Management

Nature of HRM, Scope of HRM, HRM: Functions and Objectives, Evolution of HRM in India. HRM Models, Human Capital Management. HRM and Its Environment, Role of HR Manager, Challenges of HRM, Contemporary Issues in HRM.

Unit-II: Human Resource Planning, Job Analysis & Job Design

Nature of HRP, Importance of HRP, Factors Affecting HRP, The HRP Process-Human Resource Information System-Uses, Job Analysis-The process of Job Analysis - Methods-Purpose of Job Analysis -Job Design-Factors Affecting Job Design-Job Design Approaches.

Unit-III: Recruitment and Selection

Nature of Recruitment-Purpose and Importance-Factors Governing Recruitment-Recruitment Process-Moonlighting-E-Recruiting; Nature of Selection-Selection as a Source of Competitive Advantage-Organisation for Selection-Selection Process- Barriers to Effective Selection.

Unit-IV: Orientation, Training & Development

Orientation-Purpose of Orientation Programme-Requisites-Evaluation and Problems of Orientation-Nature of Training and Development-The Training Process-Techniques-Effective Training, Evaluation of Training.

Unit-V: Performance Appraisal & Compensation Management

Nature of Performance Appraisal-Objectives of Performance Appraisal-Appraisal Process-Methods of Performance Appraisal.

Compensation Management-Concepts-Dimensions.

Suggested Reference Books

1. **DeCenzo, D. A., Robbins, S. P., & Verhulst, S. L.** (2016). *Fundamentals of human resource management* (12th ed.). Wiley India.
2. **Dessler, G., & Varrkey, B.** (2020). *Human resource management* (16th ed.). Pearson Education.
3. **Aswathappa, K.** (2023). *Human resource management: Text and cases* (9th ed.). McGraw Hill India.
4. **Chhabra, T. N.** (2022). *Human resource management: Concepts and issues*. Dhanpat Rai & Co.
5. **Gupta, C. B.** (2020). *Human resource management: Text and cases*. Sultan Chand & Sons.
6. **Jyothi, P., & Venkatesh, D. N.** (2023). *Human resource management* (3rd ed.). Oxford University Press.
7. **Khanka, S. S.** (2019). *Human resource management (text and cases)*. S. Chand & Company.
8. **Rao, V. S. P.** (2020). *Human resource management* (2nd ed.). Taxmann Publications.

SATAVAHANA UNIVERSITY
Dept. of Business Management

Course Structure of BBA(Comp.Appl.) Programme from 2025-26 AY Onwards

BBA (CA)	RELATIONAL DATABASE MANAGEMENT SYSTEMS	Max Marks 80+20
Semester - III		No. of Credits 5

UNIT – I

Basic Concepts: Database Management System - File based system - Advantages of DBMS over file based system - Database Approach - Logical DBMS Architecture - Three level architecture of DBMS or logical DBMS architecture - Need for three level architecture - Physical DBMS Architecture - Database Administrator (DBA) Functions & Role - Data files indices and Data Dictionary – Types of Database.

UNIT - II

Relational Models& Entity Relationship ER Model: Overview of database design-ER model-Relational Models –Entities, attributes and entity sets –Feature of ER Model - Super keys - Candidate keys - Primary keys and foreign key for the Relations – Integrity constraints over relations:- Relational Constraints - Domain Constraint - Key Constraint - Integrity Constraint - Relational Operations - Relationships - More about Entities and Relationships - Advantages of ER Modelling- Defining Relationship for College Database - E-R Diagram - Conversion of E-R Diagram to Relational Database.

UNIT - III

Database Integrity And Normalisation: Relational Database Integrity - The Keys - Referential Integrity - Entity Integrity - Redundancy and Associated Problems – Single Valued Dependencies – Normalisation - Rules of Data Normalisation - The First Normal Form -The Second Normal Form - The Third Normal Form - Boyce Codd Normal Form

UNIT- IV

Structured Query Language (SQL): Meaning – SQL commands - Data Definition Language - Data Manipulation Language - Data Control Language - Transaction Control Language - Queries using Order by – Where - Group by - Nested Queries. Join and Set operations -Views –Sequences - Indexes and Synonyms - Table Handling& modifications.- Imposition of Constraints-**PL/SQL** – Introduction- Structure of PL/SQL - PL/SQL Language Elements- Data Types- Steps to Create a PL/SQL Program-Cursors- Exceptions Handling- Database Triggers-Types of Triggers- Using the SQL Aggregate Functions, Grouping Results , Sub-queries-Creating a Database , Creating a Table, Views – Creating a View, Removing a View , View Resolution , Restrictions on Views , View Updatability

UNIT -V

Transactions And Concurrency Management: Transactions –concept- transactions and schedules- Concurrent Transactions - Locking Protocol - Serialisable Schedules - Locks Two Phase Locking (2PL) - Deadlock and its Prevention - **Database Security And Recovery:** Introduction to database security-Access control-Database Recovery and Security: Database Recovery meaning - Kinds of failures - Failure controlling methods - Database errors - Backup & Recovery Techniques

BBA SEMESTER III

FUNDAMENTALS OF FINANCIAL MANAGEMENT

CREDITS: 5

Marks: 80 + 20

Course Objectives:

1. To understand the fundamentals of finance, financial management, and time value of money.
2. To understand financing decisions, capital structure, leverage, and cost of capital.
3. To understand investment decisions and capital budgeting techniques.
4. To understand concepts and management of working capital.
5. To understand dividend decisions and dividend policy theories.

Course Outcomes: Students will be able to:

1. Explain financial concepts, functions, and compute time value of money.
2. Analyze capital structure, leverage, and calculate cost of capital.
3. Evaluate investment proposals using capital budgeting techniques.
4. Estimate working capital requirements and compute operating cycle.
5. Explain dividend policies and assess their impact on firm value.

Unit - I: Introduction to Finance:

Meaning of Finance – Money & Finance – Business Finance – Finance Function – Organization Structure of Finance – Financial Management – Goals of Financial Management– Financial Decisions – Role of a Financial Manager. Time Value of Money –Future value and Present Value.

Unit - II: Financing Decision:

Meaning, Importance of Finance Structure and Capital Structure; Classification of Capital Structure; Factors Influencing Capital Structure – Optimum Capital Structure; EBIT- EPS Analysis. Leverages: Operating, Financial and Combined Leverages. Cost of Capital: Concept and Importance; Types of Cost of Capital (Simple Problems).

Unit - III: Investment Decision:

Meaning and Importance of Capital Budgeting – Features – Process – Techniques of Capital Budgeting -Concept and Computation of Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Profitability Index. (Simple Problems)

Unit - IV: Working Capital Management:

Concepts and Significance of Working Capital-- Types of Working Capital-Determinants of Working Capital - Sources of Working Capital – Types of Working

Capital – Calculating operating cycle period and Estimation of Working Capital Requirements (Simple Problems).

Unit - V: Dividend Decision:

Dividend - Meaning and Types; Dividend policy: Meaning and Objectives- Issues Involved in Dividend Policy-Determinants of Dividend Policy – Types of Dividend Policy –Dividend Policy and Value of Firm- Relevance theory-Water's Model-Gordon's Model- Irrelevance Theory- MM hypothesis (Descriptive).

Suggested Reference Books:

1. **Brigham, E. F., & Houston, J. F.** (2021). *Fundamentals of financial management* (16th ed.). Cengage Learning.
2. **Ross, S. A., Westerfield, R. W., & Jaffe, J.** (2023). *Corporate finance* (13th ed.). McGraw Hill.
3. **Van Horne, J. C., & Wachowicz, J. M.** (2020). *Fundamentals of financial management* (13th ed.). Pearson Education.
4. **Chandra, P.** (2019). *Financial management: Theory and practice* (10th ed.). McGraw Hill India.
5. **Khan, M. Y., & Jain, P. K.** (2018). *Financial management: Text, problems and cases* (8th ed.). McGraw Hill India.
6. **Maheshwari, S. N.** (2019). *Financial management: Principles and practice* (15th ed.). Sultan Chand & Sons.
7. **Pandey, I. M.** (2021). *Financial management* (12th ed.). Vikas Publishing House.
8. **Rustagi, R. P.** (2022). *Financial management: Theory, concepts and problems* (7th ed.). Taxmann Publications.
9. **Shashi, K. G., & Sharma, R. K.** (2021). *Financial management: Theory and practice* (10th ed.). Kalyani Publishers.
10. **Srivastava, R., & Misra, A.** (2022). *Financial management* (3rd ed.). Oxford University Press.