

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Business Economics and Business Commercial Knowledge

2018-19

Add-on Course on Business Economics and Business Commercial Knowledge

Preamble: This add-on course aims to introduce students to the principles of business economics and commercial knowledge essential for understanding economic factors influencing business decisions and operations. Through theoretical discussions, case studies, and practical applications, students will learn about economic theories, market structures, business strategies, and commercial practices relevant to various industries and sectors. The course aims to equip students with the knowledge and analytical skills necessary to analyze economic trends, evaluate business opportunities, and make informed decisions in a dynamic business environment.

Outcomes of the Course:

- Understand the fundamental principles of economics and their application to business contexts.
- Analyse the impact of economic factors such as demand, supply, competition, and market structure on business operations and strategy.
- Evaluate business opportunities and risks in different market environments using economic models and tools.
- Develop critical thinking and problem-solving skills to address business challenges and optimize decision-making.
- Apply economic theories and concepts to real-world business scenarios and case studies.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Business Economics and Business Commercial Knowledge

Syllabus

Module 1: Introduction to Business Economics

Module 2: Market Structures and Competitive Analysis

Module 3: Demand Analysis and Consumer Behavior

Module 4: Production and Cost Analysis

Module 5: Business Cycles and Macroeconomic Indicators

Module 6: Financial Markets and Investment Decisions

Module 7: International Trade and Globalization

Module 8: Business Ethics and Corporate Social Responsibility

Module 9: Project and Presentation

References

- "Managerial Economics & Business Strategy" by Michael Baye and Jeff Prince
- "Essentials of Economics" by N. Gregory Mankiw
- "Business Economics" by Andrew Gillespie

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Data Analysis using Spreadsheet

2019-20

Add-on Course on Data Analysis using Spreadsheet

Preamble: This add-on course aims to provide an introduction to the fundamentals of data analysis using spreadsheet software. Students will learn how to organize, manipulate, analyze, and visualize data using tools and functions available in popular spreadsheet applications. Emphasis will be placed on practical applications of data analysis techniques in various domains.

Outcomes of the Course:

- Proficiency in Spreadsheet Software
- Data Analysis Skills
- Critical Thinking and Problem-Solving
- Effective Communication of Insights
- Application in Various Domains

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Data Analysis using Spreadsheet

Syllabus

Module 1: Introduction to Spreadsheet Software

Module 2: Data Import and Cleaning

Module 3: Organizing and Managing Data

Module 4: Formulas and Functions

Module 5: Advanced Data Analysis Techniques

Module 6: Data Visualization

Module 7: Practical Applications of Data Analysis

References

- "Data Smart: Using Data Science to Transform Information into Insight" by John W. Foreman
- "Excel 2019 Bible" by Michael Alexander and Richard Kusleika
- "Data Analysis Using Microsoft Excel: Updated for Office 365" by Michael Alexander and Jared Decker

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Desktop Publishing

2019-20

Add-on Course on Desktop Publishing

Preamble: This add-on course aims to equip participants with advanced skills and techniques to harness the full potential of word processing tools. From enhancing document formatting and streamlining collaboration to automating tasks and ensuring document security, this course will empower participants to optimize their workflow and productivity.

Outcomes of the Course:

- Understand the fundamentals of desktop publishing and its applications.
- Gain proficiency in using desktop publishing software tools and techniques.
- Develop skills in layout design, typography, and visual composition.
- Learn best practices for incorporating graphics, images, and multimedia elements.
- Explore techniques for document formatting, printing, and digital distribution.
- Create professional-quality documents, publications, and digital media projects

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction:

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Desktop Publishing

Syllabus

Module 1: Introduction to Word Processing

Module 2: Document Formatting and Styles

Module 3: Layout Design and Typography

Module 4: Incorporating Graphics and Images

Module 5: Working with Text and Styles

Module 6: Advanced Layout Techniques

Module 7: Interactive and Multimedia Elements

Module 8: Printing and Production

Module 9: Project and Presentation

References

- "The Non-Designer's Design Book" by Robin Williams –
- "Adobe InDesign Classroom in a Book" by Adobe Creative Team
- "Layout Essentials: 100 Design Principles for Using Grids" by Beth Tondreau
- "The Graphic Designer's Digital Toolkit: A Project-Based Introduction to Adobe Photoshop, Illustrator, and InDesign" by Allan Wood
- "Typography Essentials: 100 Design Principles for Working with Type" by Ina Saltz

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Entrepreneurship

2021-22

Add-on Course on Entrepreneurship

Preamble: This add-on course aims to explores the principles, practices, and challenges of entrepreneurship, with a focus on starting, managing, and growing a new venture. Through theoretical discussions, case studies, guest lectures, and experiential exercises, students will learn about the entrepreneurial mindset, opportunity recognition, business planning, financing, marketing, and innovation. The course aims to equip students with the knowledge, skills, and mindset necessary to succeed as entrepreneurs in today's dynamic business environment.

Outcomes of the Course:

- Understand the concept of entrepreneurship and its role in economic development.
- Identify and evaluate entrepreneurial opportunities in diverse industries and markets.
- Develop skills in business planning, feasibility analysis, and opportunity assessment.
- Learn about startup financing, funding sources, and financial management.
- Explore marketing strategies, customer acquisition, and market validation.
- Cultivate an entrepreneurial mindset and creative problem-solving skill.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction:

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Entrepreneurship

Syllabus

Module 1: Introduction to Entrepreneurship

Module 2: Opportunity Recognition and Ideation

Module 3: Business Planning and Feasibility Analysis

Module 4: Financing the Venture

Module 5: Marketing and Customer Acquisition

Module 6: Legal and Regulatory Considerations

Module 7: Managing Growth and Scaling the Venture

Module 8: Entrepreneurial Mindset and Leadership

References

- Vasant Desai:-Dynamics of Entrepreneurial Development and Management, HPH
- Mohanty – Fundamentals of Entrepreneurship, Prentice Hall of India
- S Anil Kumar & Others – Entrepreneurship Development – New Age Publication
- Nicholas Siroplis – Entrepreneurship & Small Business Management – All India Publication
- Harvard Business Review on Entrepreneurship – Tata McGraw Hill

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Folk Art Collection and Research

2021-22

Add-on Course on Folk Art Collection and Research

Preamble: This add-on course aims to provide an overview of folk-art traditions from around the world and explores methodologies for collecting and researching folk art objects. Through a combination of theoretical discussions, hands-on activities, and fieldwork, students will learn about the diversity of folk-art forms, their cultural significance, and the ethical considerations involved in collecting and documenting folk art. The course aims to equip students with practical skills and knowledge to engage in ethical and respectful practices of folk-art collection and research.

Outcome of the course:

- Understand the concept of folk art and its role in cultural expression and identity.
- Explore various folk-art traditions from different cultures and regions.
- Learn methodologies for documenting, collecting, and preserving folk art objects.
- Develop skills in conducting fieldwork, interviewing artists, and documenting oral histories.
- Examine ethical considerations and legal issues related to folk art collection and research.
- Apply research methods and techniques to analyze and interpret folk art objects within their cultural contexts.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction:

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Folk Art Collection and Research

Syllabus

Module 1: Introduction to Folklore

Module 2: Various Folk Arts and Their Classifications

Module 3 Geographical Aspects of Folk Art

Module 4: Kalyan Karnataka Folk Arts

Module 5: The Art of Collecting Folk Art

Module 6: Ethical Considerations in Folk Art Collection

References

- "Folk Art and Art Worlds" by Howard S. Becker
- "The Folk Art Tradition: Naive Painting and Sculpture" by Robert Rosenblum
- "Folk Art of India" by Jaya Jaitly
- "Collecting Folk Art: An Introduction" by Barbara Johnson
- "Folk Art and Artisans in India" edited by Jyotindra Jain

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Functional English

2021-22

Add-on Course on Functional English

Preamble: This add-on course aims to focus on developing practical English language skills for everyday communication in academic, professional, and social contexts. Through a combination of interactive activities, authentic materials, and communicative tasks, students will improve their reading, writing, listening, and speaking skills. The course aims to equip students with the language proficiency necessary to function effectively in diverse English-speaking environments.

Outcomes of the Course:

- Develop proficiency in reading and comprehending various types of texts.
- Enhance writing skills for different purposes, such as emails, reports, and essays.
- Improve listening comprehension through exposure to authentic audio materials.
- Develop speaking skills for effective communication in formal and informal settings.
- Expand vocabulary and grammar knowledge to express ideas accurately and fluently.
- Cultivate critical thinking and analytical skills through language activities and discussions.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Functional English

Syllabus

Module 1: Basic Communication Skills

Module 2: Practical Writing and Reading

Module 3: Workplace and Social Communication

Module 4: Specialized Communication

References

- "Oxford English for Careers: Technology 2 - Student's Book" by Eric H. Glendinning and Alison Pohl
- "Cambridge English for Scientists Student's Book with Audio CDs" by Tamzen Armer
- "English for Business Communication Student's Book" by Simon Sweeney

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Human Values

2021-22

Add-on Course on Human Values

Preamble: This add-on course aims to explore fundamental human values, ethical principles, and moral frameworks that shape individuals' beliefs, attitudes, and behaviors. Through interdisciplinary perspectives, philosophical inquiries, case studies, and experiential exercises, students will examine various dimensions of human values, including personal values, societal norms, cultural diversity, and ethical dilemmas. The course aims to foster critical reflection, ethical awareness, and the cultivation of values-based decision-making skills.

Outcomes of the Course:

- Understand the concept of human values and their significance in personal and societal contexts.
- Explore major theories and frameworks of ethics, morality, and value systems.
- Analyse ethical dilemmas and moral issues from interdisciplinary perspectives.
- Reflect on personal values, beliefs, and ethical responsibilities.
- Engage in discussions and dialogues on contemporary ethical challenges and dilemmas.
- Apply ethical principles and values-based decision-making strategies to real-world situations.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction:

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Human Values

Syllabus

Module 1: Introduction to Human Values

Module 2: Philosophical Foundations of Ethics

Module 3: Cultural Diversity and Ethical Relativism

Module 4: Personal Values and Identity

Module 5: Ethical Leadership and Social Responsibility

Module 6: Ethical Decision-Making and Moral Courage

Module 7: Ethical Issues in Contemporary Society

Module 8: Values-Based Living and Lifelong Learning

Module 9: Project and Presentation

References

- B L Bajpai, 2004, Indian Ethos and Modern Management, New Royal Book Co., Lucknow. Reprinted 2008.
- PL Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.
- Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991
- Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and HarperCollins, USA
Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972,
limits to Growth, Club of Rome's Report, Universe Books

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on International Economics Objectives

2022-23

Add-on Course on International Economics Objectives

Preamble: This add-on course aims to Delve into the dynamic realm of International Economics, where global interactions shape markets and policies. Explore the intricate balance of trade and finance, Unraveling the complexities with each advance. From comparative advantage to exchange rates' sway, our journey elucidates the forces at play. Embark with us to understand the world's economic ties, and unlock insights that broaden our global enterprise.

Outcomes of the Course:

- Enhanced Understanding: Through studying international economics objectives
- Strategic Decision-Making: Armed with insights into international economics objectives.
- Global Perspective: Engaging with international economics objectives fosters a broader perspective on economic issues,

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Typesetting using Microsoft Word

Syllabus

Module 1: International Trade

Module 2: Export Management

Module 3: WTO and Trade Liberalization

Module 4: Methods of foreign payment

Module 5: Investment subsidy

References

- "International Economics" by Paul Krugman, Maurice Obstfeld, and Marc Melitz
- "International Economics: Theory and Policy" by Paul Krugman and Maurice Obstfeld
- "Globalization and Its Discontents Revisited: Anti-Globalization in the Era of Trump" by Joseph E. Stiglitz

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Introduction to Gender Sensitization

2022-23

Course Co-ordinator

Add-on Course on Introduction to Gender Sensitization

Preamble: This add-on course aims to provides an introductory understanding of gender sensitization, exploring concepts related to gender, gender identity, and gender equality. Through theoretical frameworks, case studies, and interactive discussions, students will develop awareness and critical thinking skills to address gender-based discrimination and promote inclusivity in various contexts

Outcomes of the Course:

- Increased Awareness and Understanding.
- Critical Thinking and Analysis.
- Empathy and Respect:
- Advocacy and Action:
- Personal Reflection and Growth

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Introduction to Gender Sensitization

Syllabus

Module 1: Introduction to Gender and Gender Sensitization

Module 2: Gender Stereotypes and Socialization

Module 3: Gender Inequality and Discrimination

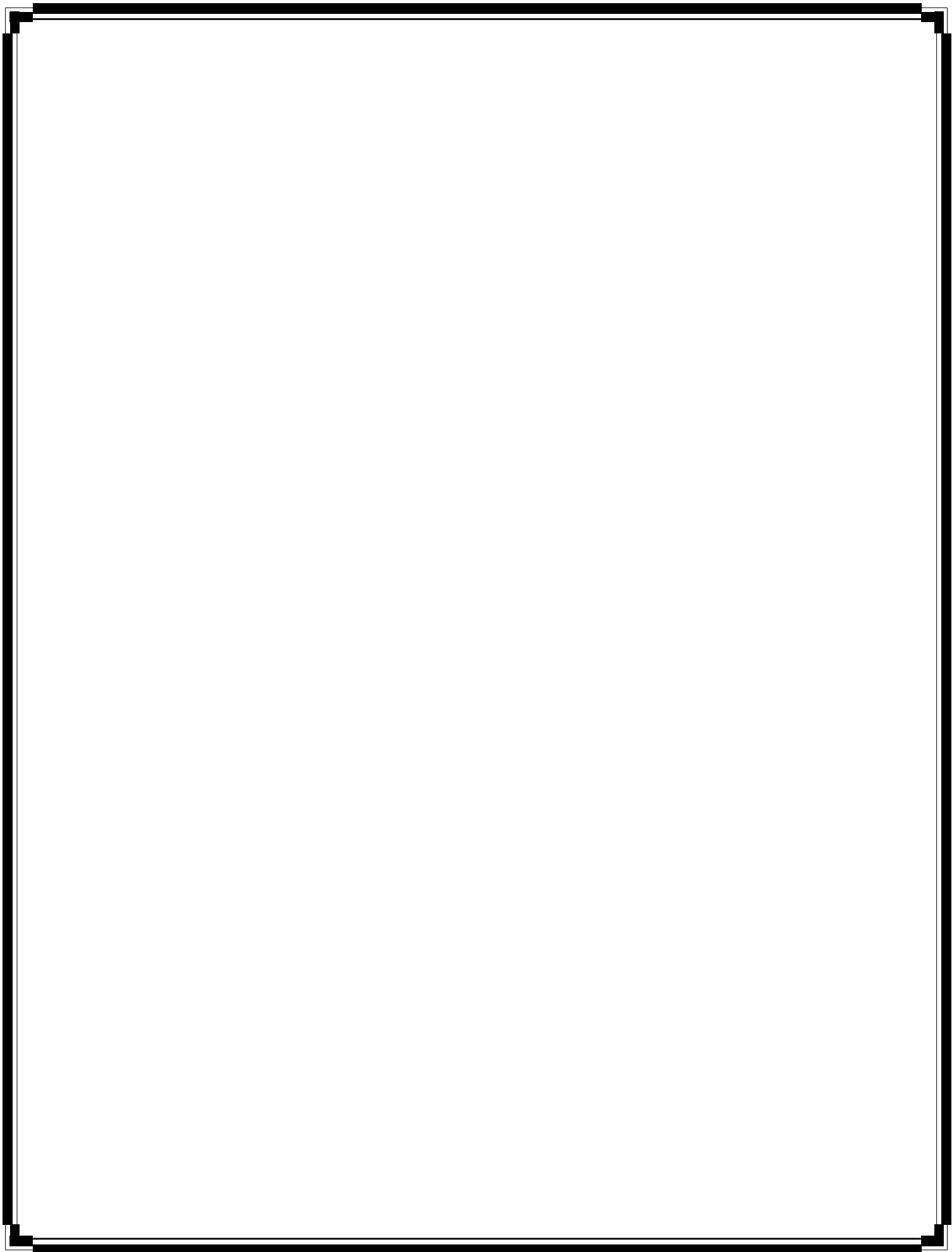
Module 4: Gender Sensitization in Education and Workplace

Module 5: Gender-Based Violence and Harassment

Module 6: Advocacy and Allyship

References

- "Gender and Development" by Janet Momsen
- "Gender Trouble: Feminism and the Subversion of Identity" by Judith Butler
- "The Second Sex" by Simone de Beauvoir
- "Whipping Girl: A Transsexual Woman on Sexism and the Scapegoating of Femininity" by Julia Serano
- "Undoing Gender" by Judith Butler
- "Feminism Is for Everybody: Passionate Politics" by bell hooks



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Introduction to Google Office Tools

2022-23

Course Co-ordinator

Add-on Course on Introduction to Google Office Tools

Preamble: This add-on course aims to provide an introduction to the suite of productivity tools offered by Google, including Google Docs, Google Sheets, Google Slides, and Google Drive. Through hands-on tutorials, practical exercises, and real-world applications, students will learn how to create, edit, collaborate, and share documents, spreadsheets, and presentations using Google's cloud-based platform. The course aims to equip students with essential digital literacy skills and proficiency in using Google Office Tools for personal, academic, and professional purposes.

Outcomes of the Course:

- Increased Digital Literacy: Students will develop proficiency in using Google Office Tools
- Collaboration Skills: Through collaborative exercises and projects,
- Efficient Workflow Management: Students will learn how to streamline their workflow and organize their work effectively using Google Drive.
- Presentation Skills: By creating and delivering presentations using Google Slides.
- Adaptability to Technological Changes: Students will develop adaptability to technological changes by learning to use cloud-based productivity tools.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Introduction to Google Office Tools

Syllabus

Module 1: Google Docs Basics

Module 2: Google Sheets Essentials

Module 3: Google Slides Fundamentals

Module 4: Google Drive and File Management

Module 5: Gmail and Google Calendar

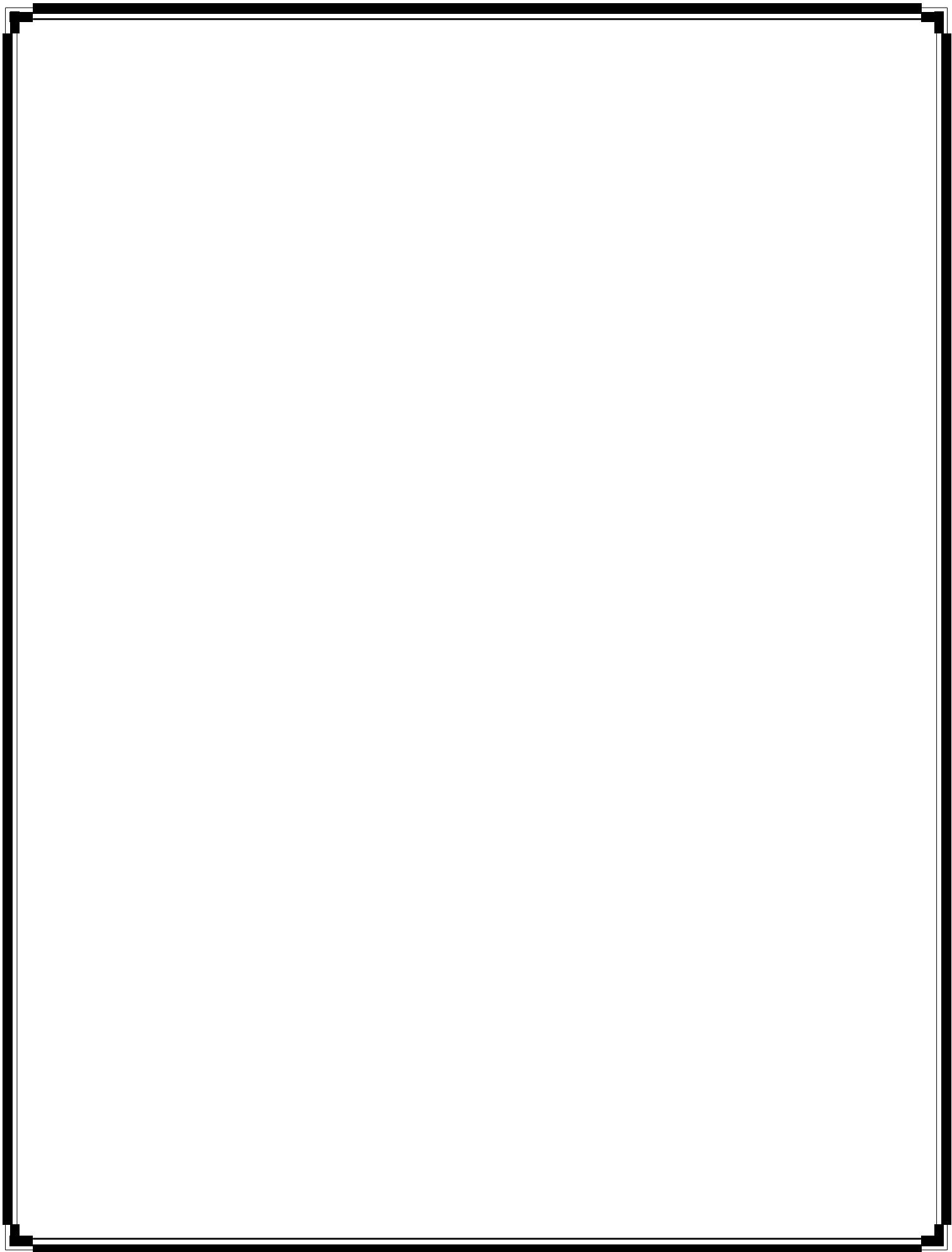
Module 6: Google Forms

Module 7: Google Workspace for Education (Google Classroom)

Module 8: Time-Saving Tips and Tricks

References

- "Google Drive & Docs In 30 Minutes" by Ian Lamont
- "Google Sheets: The Comprehensive Beginners Guide to Get Started with Google Sheets" by Steven Webber
- "Google Drive & Docs in One Hour for Lawyers" by Ernie Svenson
- "Google Drive & Docs in 30 Minutes for Mac" by Ian Lamont



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Shubhodh Hindi /Hindi Bhol-Cha

2022-23

Course Co-ordinator

Add-on Course on Shubhodh Hindi /Hindi Bhol-Cha

Preamble: This add-on course aims to design to develop students' proficiency in spoken Hindi (Hindi Bhol-Chal) and enhance their understanding of proper Hindi language usage (Shubhodh Hindi). Through a variety of interactive activities, role-plays, discussions, and cultural immersion, students will improve their Hindi speaking and listening skills, expand their vocabulary, and gain insight into Hindi language etiquette and cultural nuances. The course aims to empower students to communicate effectively in Hindi in various social and professional contexts.

Outcomes of the Course:

- Develop fluency and confidence in spoken Hindi through regular practice and interactive activities.
- Expand vocabulary and improve pronunciation for clear and effective communication.
- Enhance comprehension skills through listening exercises, dialogues, and audiovisual resources.
- Learn about Hindi language etiquette, cultural norms, and expressions commonly used in social interactions.
- Engage in role-plays, simulations, and real-life scenarios to apply language skills in practical contexts.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Shubhodh Hindi /Hindi Bhol-Cha

Syllabus

Module 1: Introduction to Subodh Hindi

Module 2: Building Vocabulary

Module 3: Conversational Skill

Module 4: Pronunciation and Intonation

Module 5: Cultural Etiquette and Expressions

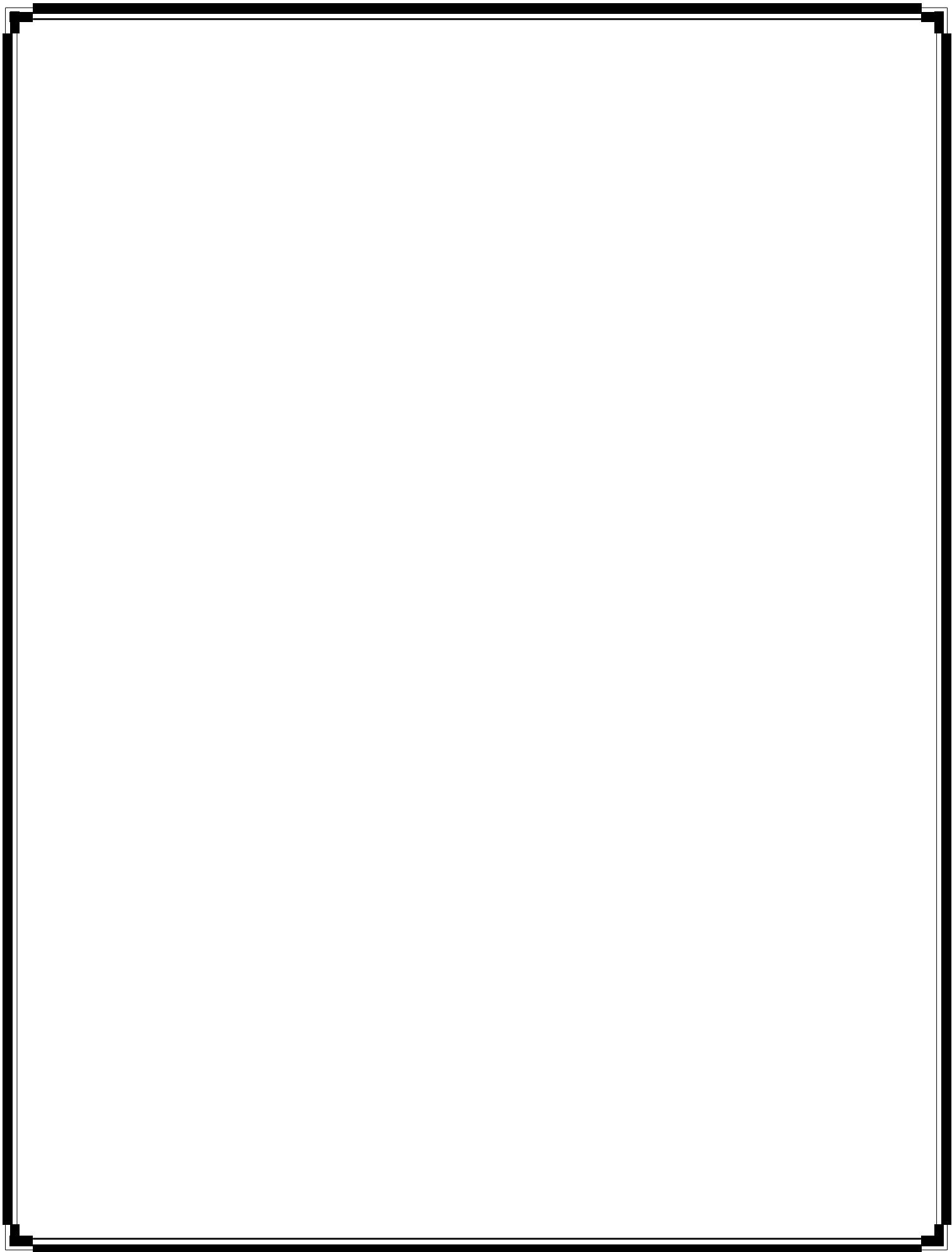
Module 6: Cultural Etiquette and Expressions

Module 7: Listening Comprehension

Module 8: Project and Presentation

References

- "Learn Hindi: Shubhodh Hindi - Hindi Bhol-Chal" by Madhumita Mehrotra
- *Conversational Hindi* by Rupert Snell and Simon Weightman
- "Rapidex Hindi Speaking Course" by Pustak Mahal Editorial Board



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Logical Reasoning

2022-23

Course Co-ordinator

Add-on Course on Logical Reasoning

Preamble: This add-on course aims to provide students to the principles of logical reasoning and critical thinking. Through a combination of theoretical discussions, problem-solving exercises, and real-world applications, students will learn how to analyze arguments, identify logical fallacies, and make sound judgments. The course aims to enhance students' ability to think logically, evaluate evidence, and construct coherent arguments.

Outcomes of the Course:

- Enhanced Critical Thinking Skills
- Improved Problem-Solving Abilities
- Increased Logical Reasoning Proficiency
- Strengthened Decision-Making Skills
- Enhanced Communication and Persuasion

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Logical Reasoning

Syllabus

Module I: Data sufficiency, Measurement, Time and distance, Arithmetic, Relationship between numbers

Module II: Basic mathematical relations and formula, Computation, Data interpretation

Module III: Differences, Discrimination, Decision-making, Judgment, Problem-solving, Analogies, Analysis

Module IV: Arithmetic reasoning, Relationship concept, Arithmetic number series, Similarities, Verbal and figure classification, Space visualization, Observation

References

- How to Prepare for Logical Reasoning for the CAT by Arun Sharma
- Logical and Analytical Reasoning by A.K. Gupta

RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Office Automation

2022-23

Course Co-ordinator

Add-on Course on Office Automation

Preamble: This add-on course aims to introduce students to the principles and practices of office automation, focusing on the use of technology to improve productivity and efficiency in office environments. Through a combination of theoretical concepts, hands-on exercises, and practical applications, students will learn about various office automation tools and techniques, including document processing, data management, communication systems, and workflow automation. The course aims to equip students with the knowledge and skills necessary to effectively utilize office automation tools to streamline office operations and enhance organizational productivity.

Outcomes of the Course:

- Understand fundamental concepts related to computers, operating systems, and software applications.
- Develop proficiency in using common productivity tools such as word processing, spreadsheets, and presentation software.
- Learn basic computer programming concepts and coding skills.
- Explore internet navigation, online communication, and digital information literacy.
- Develop strategies for troubleshooting common computer problems and maintaining digital security.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Office Automation

Syllabus

Module 1: Fundamental of Computer & Internet Basic

Module 2: Windows XP

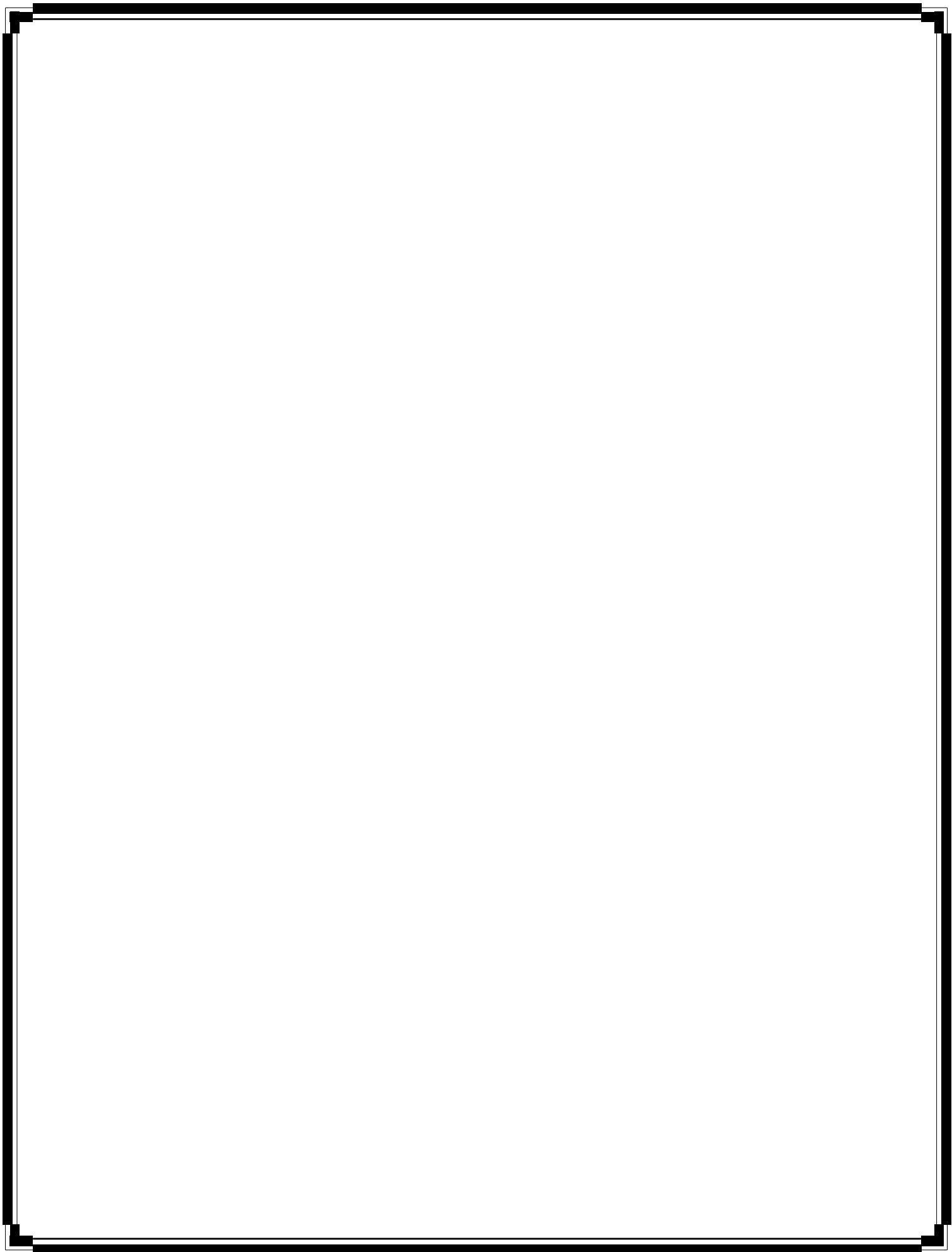
Module 3: Word Processing

Module 4: Worksheet- MS-Excel

Module 5: MS Power Point:

References

- Professional Office Procedure by Susan H Cooperman, Printice Hall
- Information Technology: Principles , Practices and Opportunities by James ASenn, Printice Hall
- Technology And Procedures for Administrative Professionals by Patsy Fulton-Calkins, Thomson Learning
- Public Information Technology and E-Governance: Managing the Virtual State (Paperback) by G. David Garson.



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Personality development

2022-23

Add-on Course on Personality development

Preamble: This add-on course aims to help students enhance their personal and professional growth by focusing on various aspects of personality development. Through a combination of theoretical discussions, experiential activities, and self-reflection exercises, students will explore topics such as self-awareness, communication skills, emotional intelligence, goal setting, and leadership development. The course emphasizes practical strategies and techniques for building confidence, managing stress, and fostering positive relationships.

Outcomes of the Course:

- Develop self-awareness and self-confidence.
- Enhance communication and interpersonal skills.
- Cultivate emotional intelligence and resilience.
- Set and achieve personal and professional goals.
- Foster leadership qualities and teamwork.
- Manage stress and maintain work-life balance.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Personality development

Syllabus

Module 1: Introduction to Personality Development

Module 2: Self-awareness and Self-confidence

Module 3: Communication Skills

Module 4: Emotional Intelligence

Module 5: Goal Setting and Time Management

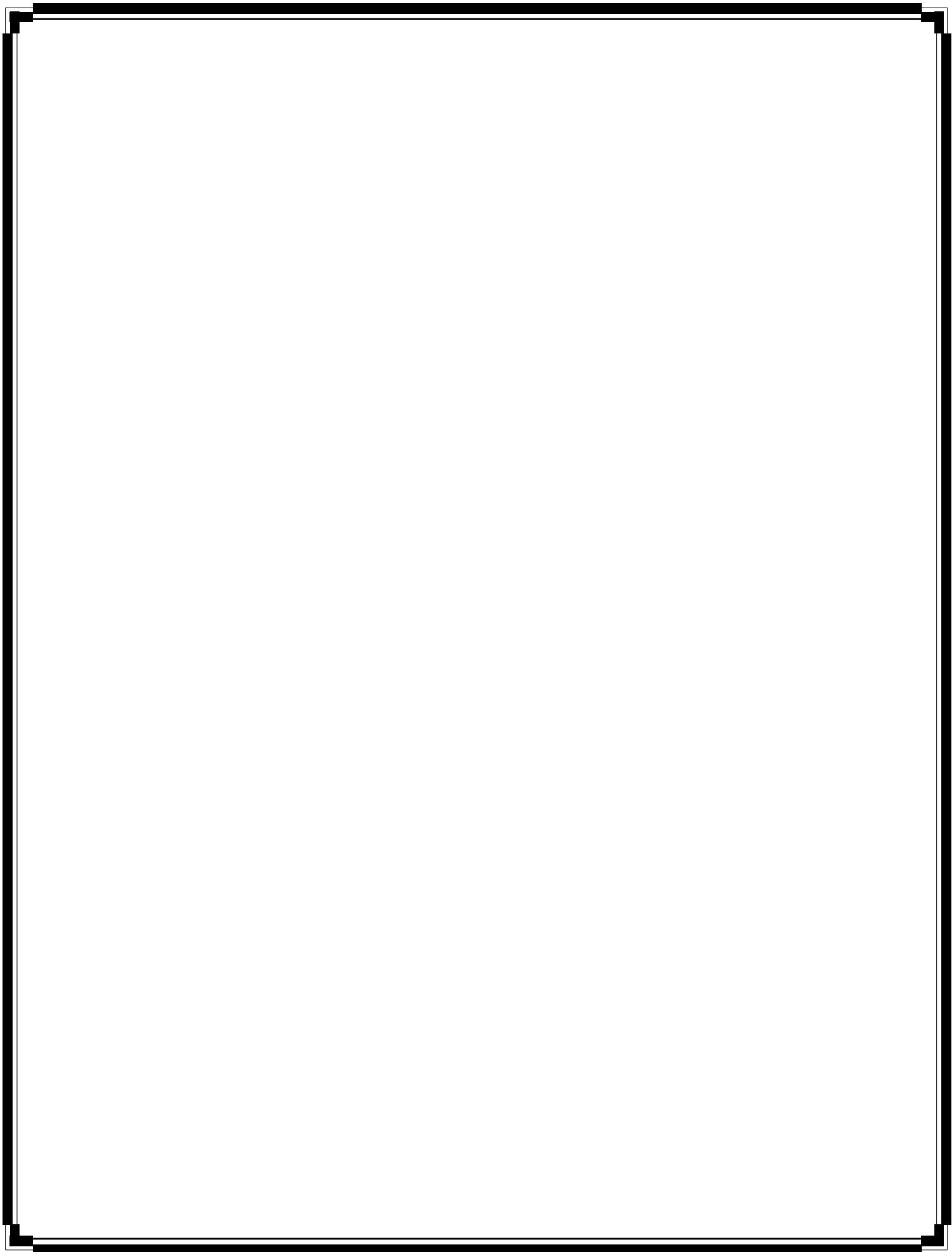
Module 6: Leadership Development

Module 7: Stress Management and Well-being

Module 8: Personal Growth and Reflection

References

- "How to Win Friends and Influence People" by Dale Carnegie
- "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves
- "The 7 Habits of Highly Effective People"



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Professional Ethics

2022-23

Course Co-ordinator

Add-on Course on Professional Ethics

Preamble: This add-on course aims to explore ethical principles, values, and standards applicable to various professions and professional contexts. Through theoretical discussions, case studies, ethical dilemmas, and practical applications, students will examine ethical issues and dilemmas encountered in professional practice, develop critical thinking skills, and cultivate ethical decision-making abilities. The course aims to foster ethical awareness, integrity, and responsibility in students' professional conduct.

Outcomes of the Course:

- Understand foundational concepts and theories of ethics and morality.
- Analyze ethical issues and dilemmas in professional practice.
- Develop ethical reasoning skills and strategies for ethical decision-making.
- Explore ethical codes of conduct and professional standards in specific fields.
- Apply ethical principles to real-world scenarios and case studies.
- Reflect on personal values, beliefs, and ethical responsibilities in professional contexts.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Professional Ethics

Syllabus

Module 1: Introduction to Ethics and Professionalism

Module 2: Ethical Theories and Frameworks

Module 3: Ethical Decision-Making

Module 4: Professional Codes of Conduct

Module 5: Ethical Leadership and Accountability

Module 6: Ethical Issues in Professional Practice

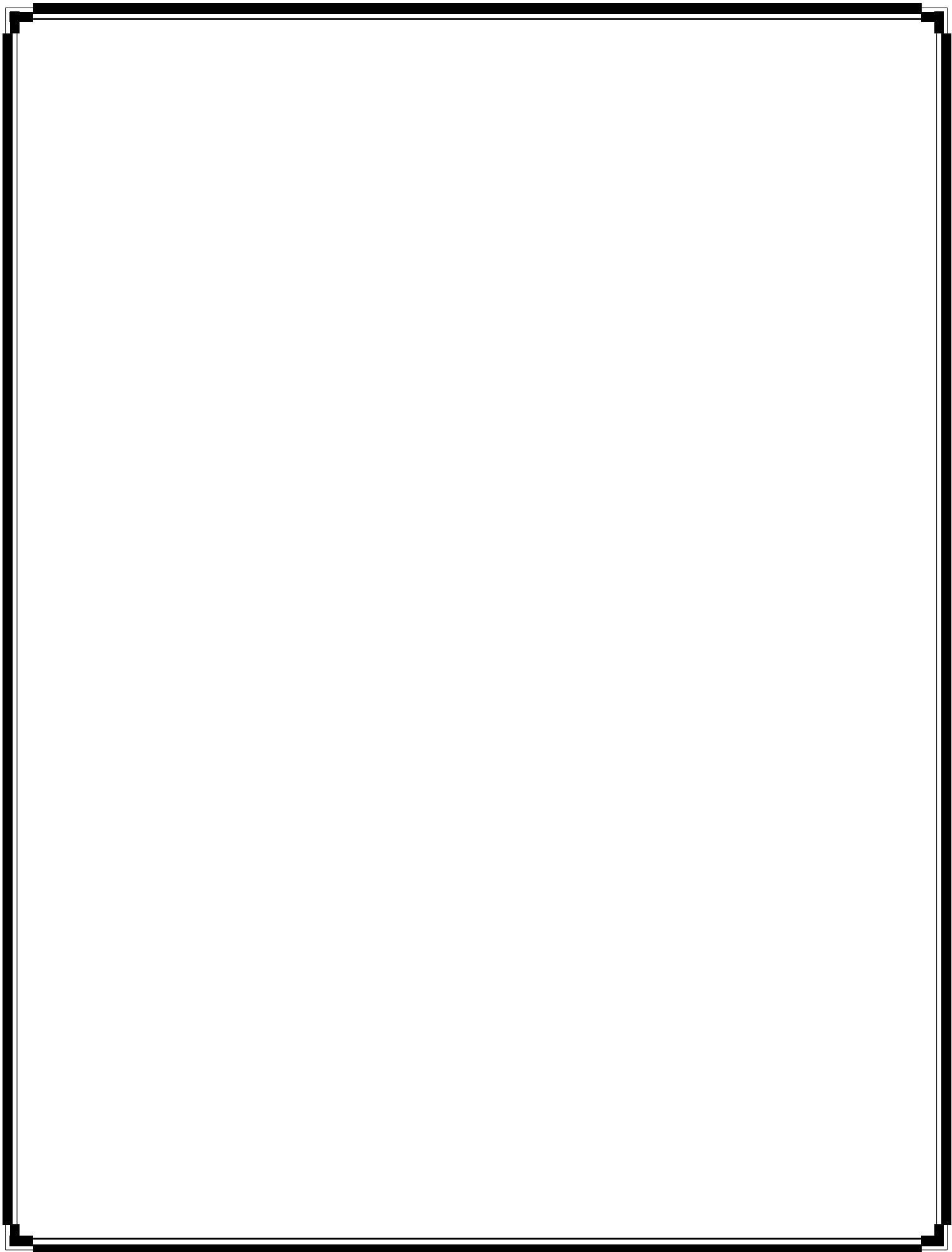
Module 7: Diversity, Equity, and Inclusion in Professional Ethics

Module 8: Personal Values and Professional Integrity

Module 9: Project and Presentation

References

- Chakraborty, S.K. Human Values for Managers
- Badi, R.V. and Badi, N.V. Business Ethics, Vrinda Publications
- Corporate Governance, 2nd Edition, Mallin, OUP
- Values and Ethics for Organizations, Chakraborty, OUP
- Perspectives in Business Ethics, Hartman, Chatterjee



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Indian Security Market

2022-23

Course Co-ordinator

Add-on Course on Indian Security Market

Preamble: This add-on course aims to provide an in-depth understanding of the Indian security market, including its structure, functioning, and regulatory framework. Through theoretical discussions, case studies, and practical exercises, students will explore various aspects of the Indian capital markets, including equity, debt, derivatives, and commodities. The course aims to equip students with the knowledge and skills necessary to analyze market trends, evaluate investment opportunities, and make informed decisions in the Indian security market.

Outcomes of the Course:

- Comprehensive Understanding
- Analytical Skills
- Risk Management Proficiency
- Portfolio Management Skills
- Regulatory Compliance Awareness

Instructional Design: This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Indian Security Market

Syllabus

Module 1: Introduction to the Indian Security Market

Module 2: Equity Markets in India

Module 3: Debt Markets in India

Module 4: Derivatives Markets in India

Module 5: Commodity Markets in India

Module 6: Investment Analysis and Portfolio Management

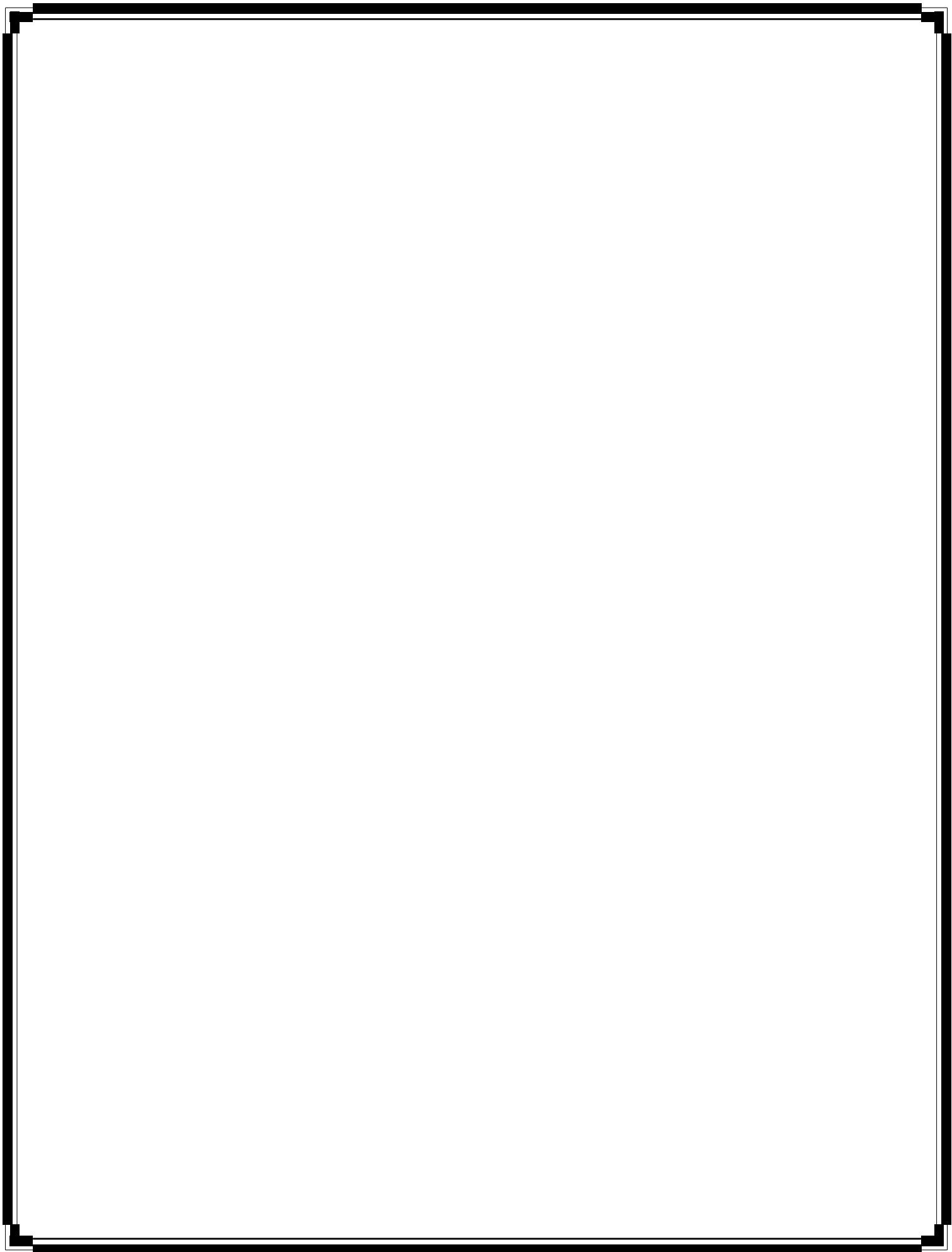
Module 7: Risk Management and Regulation

Module 8: Case Studies and Applications

Module 9: Project and Presentation

References

- "Indian Financial System" by H.R. Machiraju and Preeti Goya
- "Indian Securities Market: A Guide for Foreign and Domestic Investors" by Akash Singhania
- "Security Analysis and Portfolio Management" by Donald E. Fischer and Ronald J. Jordan
- "Investments: Analysis and Management" by Charles P. Jones



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Social Research Methods

2022-23

Course Co-ordinator

Add-on Course on Social Research Methods

Preamble: This add-on course aims to provide students with an introduction to the principles, techniques, and methodologies of social research. Through theoretical discussions, practical exercises, and hands-on projects, students will learn how to design research studies, collect and analyze data, and interpret findings in the context of social sciences. The course aims to equip students with the knowledge and skills necessary to conduct rigorous and ethical social research across various disciplines.

Outcomes of the Course:

- Understand the nature and purpose of social research in the social sciences.
- Familiarize with different research designs, methodologies, and data collection techniques.
- Develop proficiency in formulating research questions, hypotheses, and objectives.
- Learn how to conduct literature reviews and critically evaluate existing research.
- Gain practical experience in data collection, analysis, and interpretation.
- Explore ethical considerations and responsibilities in social research.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction:

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Social Research Methods

Syllabus

Module 1: Introduction to Social Research

Module 2: Research Design and Methodology

Module 3: Data Collection Method

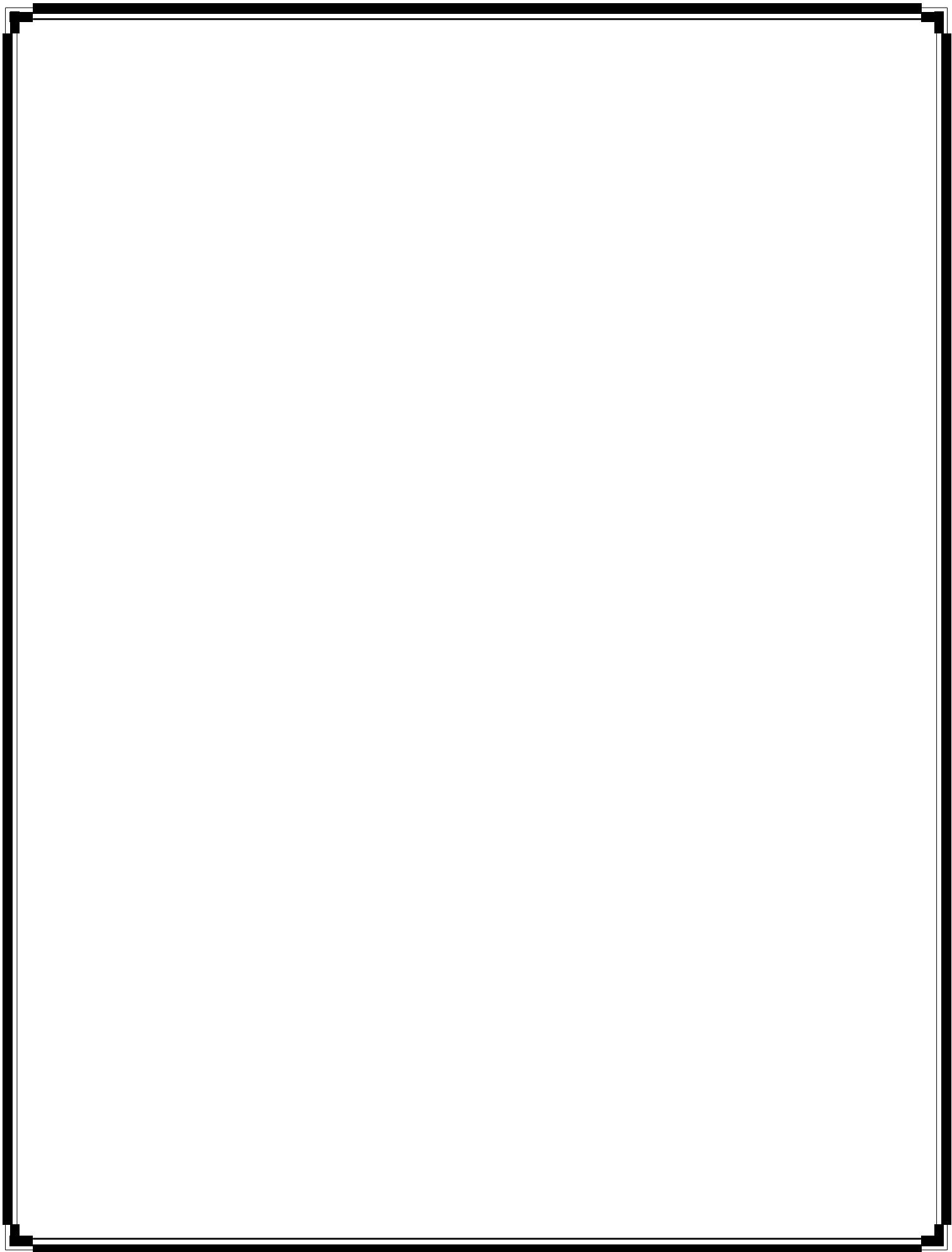
Module 4: Data Analysis:

Module 5: Research Ethics and Integrity

Module 6: Writing and Communicating Research Findings

References

- "Research Design: Qualitative, Quantitative, and Mixed Methods Approaches" by John W. Creswell and J. David Creswell
- "Social Research Methods: Qualitative and Quantitative Approaches" by W. Lawrence Neuman
- "Qualitative Inquiry and Research Design: Choosing Among Five Approaches" by John W. Creswell
- "Introduction to Social Research: Quantitative and Qualitative Approaches" by Keith F. Punch



RRK SAMITHI'S



AMARESHWAR DEGREE COLLEGE AURAD (B)

(Affiliated to Gulbarga University Kalaburagi)

Add on Course on Tally.ERP9

2022-23

Course Co-Ordinator

Add-on Course on Tally.ERP9

Preamble: This add-on course aims to Embark on a journey through the realm of Tally.ERP9, where financial prowess meets technological shine, Explore the depths of accounting's digital domain, Unlock the potential to streamline and attain. From ledgers to GST, each module we'll traverse, empowering you with skills to efficiently disperse.

Outcomes of the Course:

- To provide students' knowledge of Tally. ERP 9 & make them aware of the procedures of Accounting, Inventory, Taxation, Payroll software & Job-work
- To Provide Students necessary skills to perform all kinds of accounting operations as required by the industry.
- To enhance the employability of students seeking jobs in the Accounts departments of any company.

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

MCQ Exam of 25 Questions: 50 Marks

Eligibility: Students enrolled in BA/B Com

Add-on Course on Typesetting using Microsoft Word

Syllabus

Module 1. COMPANY CREATION

Module 2. SET-UP OF GROUPS/LEDGERS [Charts of Accounts]

Module 3. INVENTORY / ITEMS & GOODS / STOCK

Module 4. VOUCHERS in Tally Prime

Module 5. OTHER UTILITIES

References

- "Tally.ERP9 in Simple Steps" by Kogent Learning Solutions Inc.
- "Mastering Tally.ERP9" by Vikram Singh and Parag Diwan
- "Tally.ERP9 Power of Simplicity" by Sanjay Saxena and Amar Jeet Singh