

**Galgotias University**  
**School of Business**  
**Diploma in Business Administration**  
**Batch 2018-21**

**First Semester**

| S.No.                | Course Code | Course Title                         | L | T | P | J | C         |
|----------------------|-------------|--------------------------------------|---|---|---|---|-----------|
| 1                    | DBAD1001    | Book Keeping                         | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD1002    | Basic English                        | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD1003    | Introductory Economics               | 3 | 0 | 0 | 0 | 3         |
| 4                    | DBAD1004    | IT in Business                       | 3 | 0 | 0 | 0 | 3         |
| 5                    | DBAD1005    | Principles of Business Management    | 3 | 0 | 0 | 0 | 3         |
| 6                    | UHVE1001    | Human Values and Professional Ethics | 2 | 0 | 0 | 0 | 2         |
| <b>Total Credits</b> |             |                                      |   |   |   |   | <b>17</b> |

**Second Semester**

| S.No.                | Course code | Course Title               | L | T | P | J | C         |
|----------------------|-------------|----------------------------|---|---|---|---|-----------|
| 1                    | DBAD2001    | Basic Marketing Management | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD2002    | Basic Mathematics          | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD2003    | Human Behaviour at work    | 3 | 0 | 0 | 0 | 3         |
| 4                    | DBAD2004    | Communication Skills-I     | 3 | 0 | 0 | 0 | 3         |
| 5                    | DBAD2005    | Indian Economy             | 3 | 0 | 0 | 0 | 3         |
| 6                    | DBAD2006    | Basics of Accounting       | 3 | 0 | 0 | 0 | 3         |
| <b>Total Credits</b> |             |                            |   |   |   |   | <b>18</b> |

**Third Semester**

| S.No.                | Course Code | Course Title               | L | T | P | J | C         |
|----------------------|-------------|----------------------------|---|---|---|---|-----------|
| 1                    | ENVS1001    | Environmental Studies      | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD3002    | Statistics I               | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD3003    | Communication Skills-II    | 3 | 0 | 0 | 0 | 3         |
| 4                    | DBAD3004    | Managing HR                | 3 | 0 | 0 | 0 | 3         |
| 5                    | DBAD3005    | Workshop on Soft Skills    | 3 | 0 | 0 | 0 | 3         |
| 6                    | DBAD3006    | Workshop on Selling skills | 3 | 0 | 0 | 0 | 3         |
| <b>Total Credits</b> |             |                            |   |   |   |   | <b>18</b> |

**Fourth Semester**

| S.No.                | Course Code | Course Title                        | L | T | P | J | C         |
|----------------------|-------------|-------------------------------------|---|---|---|---|-----------|
| 1                    | DBAD4001    | Cost Accounting                     | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD4002    | Statistics II                       | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD4003    | Introduction to Business Law        | 3 | 0 | 0 | 0 | 3         |
| 4                    | DBAD4004    | Workshop on Office Tools-I          | 3 | 0 | 0 | 0 | 3         |
| 5                    | DBAD4005    | Workshop on Retail Store Operations | 3 | 0 | 0 | 0 | 3         |
| 6                    | DBAD4006    | Industrial Exposure                 | 0 | 0 | 0 | 0 | 1         |
| <b>Total Credits</b> |             |                                     |   |   |   |   | <b>16</b> |

**Fifth Semester**

| S. No.               | Course Code | Course Title                | L | T | P | J | C         |
|----------------------|-------------|-----------------------------|---|---|---|---|-----------|
| 1                    | DBAD5001    | Basics of E-Commerce        | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD5002    | Business Ethics             | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD5003    | Workshop on Advertising     | 2 | 0 | 0 | 0 | 2         |
| 4                    | DBAD5004    | Workshop on Office tools-II | 0 | 0 | 2 | 0 | 1         |
| 5                    |             | Open Elective 1             | 3 | 0 | 0 | 0 | 3         |
| <b>Total Credits</b> |             |                             |   |   |   |   | <b>15</b> |

**Sixth Semester**

| S. No.               | Course code | Course Title                  | L | T | P | J | C         |
|----------------------|-------------|-------------------------------|---|---|---|---|-----------|
| 1                    | DBAD6001    | Entrepreneurship and MSME     | 3 | 0 | 0 | 0 | 3         |
| 2                    | DBAD6002    | International Business        | 3 | 0 | 0 | 0 | 3         |
| 3                    | DBAD6003    | Workshop on Office Management | 2 | 0 | 0 | 0 | 2         |
| 4                    | DBAD6004    | Workshop on Tally             | 0 | 0 | 2 | 0 | 1         |
| 5                    |             | Open Elective 2               | 3 | 0 | 0 | 0 | 3         |
| <b>Total Credits</b> |             |                               |   |   |   |   | <b>15</b> |

**Open Electives: The choice of open elective will be given in 5th and 6th semester.**

| <b>Electives</b> |             |                         |   |   |   |   |   |
|------------------|-------------|-------------------------|---|---|---|---|---|
| S. No.           | Course Code | Course Title            | L | T | P | J | C |
| 1                |             | Hospitality Management  | 3 | 0 | 0 | 0 | 3 |
| 2                |             | Healthcare Management   | 3 | 0 | 0 | 0 | 3 |
| 3                |             | Media Management        | 3 | 0 | 0 | 0 | 3 |
| 4                |             | Supply Chain Management | 3 | 0 | 0 | 0 | 3 |

*Note: Course codes for open electives are yet to be decided*

| <b>DBA</b>           |           |  |
|----------------------|-----------|--|
| Semester             | Credits   |  |
| 1                    | 17        |  |
| 2                    | 18        |  |
| 3                    | 18        |  |
| 4                    | 16        |  |
| 5                    | 15        |  |
| 6                    | 15        |  |
| <b>Total Credits</b> | <b>99</b> |  |