

**Himachal Pradesh Technical University,
Hamirpur (H.P.)**



CURRICULUM (CBCS)

Bachelor of Business Administration

(1st to 2nd Semester)

2020-21 Onwards

Teaching and Examination Scheme

BACHELOR OF BUSINESS ADMINISTRATION										
SEMESTER –I										
S. N.	Cat .	Subject Code	Title	Teaching Hours Per Week			Credits	Examination		
				L	T	P		C	IA	ESE
1	PC	BBA-101	Business Communication	2	0	0	2	40	60	100
2	PC	BBA-102	Principles of Management	3	1	0	3	40	60	100
3	PC	BBA-103	Business Organization	3	1	0	3	40	60	100
4	PC	BBA-104	Financial Accounting	3	1	0	4	40	60	100
5	PC	BBA-105	Managerial Economics	3	1	0	3	40	60	100
6	PC	BBA-106	Introduction to Computer	2	1	0	3	40	60	100
Labs:										
1	PC	BBA-107	Introduction to Computer Lab	0	0	2	1	20	30	50
2	PC	BBA-108	Communication Lab	0	0	2	1	20	30	50
Total				16	5	4	20			

BACHELOR OF BUSINESS ADMINISTRATION										
SEMESTER –II										
S. N.	Cat .	Subject Code	Title	Teaching Hours Per Week			Credits	Examination		
				L	T	P		C	IA	ESE
1	PC	BBA-201	Environmental Sciences	3	0	0	3	40	60	100
2	PC	BBA-202	Organizational Behavior	3	1	0	3	40	60	100
3	PC	BBA-203	Business Mathematics	3	1	0	3	40	60	100
4	PC	BBA-204	Corporate Accounting	3	1	0	4	40	60	100
5	PC	BBA-205	Business Laws	3	1	0	3	40	60	100
6	PC	BBA-206	Computer Applications in Business	3	0	0	3	40	60	100
Labs:										
1	PC	BBA-207	Computer Applications Lab	0	0	2	1	20	30	50
Total				18	4	2	20			

Legend:	L - Lecture	T - Tutorial
	P - Practical	C - Credits
	IA - Internal Assessment	ESE - End Semester Examination

Instructions for Paper Setter

The question paper for the End Semester Theory Examinations will consist of five sections-A, B, C, D & E. Section A, B, C, D will have two questions each from the corresponding units I, II, III & IV of the syllabus. Section E in the paper will be compulsory and will have short answer type questions consisting of six parts of two marks each covering the whole syllabus. Each question will be of 12 marks. The candidates will attempt five questions in all, i.e. one question each from the sections A, B, C, D and E section is compulsory to attempt.

SEMESTER-I

BBA-101: BUSINESS COMMUNICATION

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
2	0	0	2	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Business Communication – Its meaning & importance, process, types of communication, basic models of communication- Shannon and Waver's model, linear and interactive model of communication, encoding and decoding, feedback, essentials of effective business communication – 7 C's of communication, barriers of communication-miscommunication, physical noise and overcoming measures.	9
II	Writing Skills: Need, functions and kinds, layout of letter writing, types of letter writing: persuasive letters, request letters, sales letters, complaints and adjustments; departmental communication: meaning, need and types: interview letters, promotion letters, resignation letters, newsletters, circulars, agenda, notice, office memorandums, office orders, press release, job application, leave application, business etiquettes: email and internet etiquettes, resume writing: difference between bio-data and CV, handling business meetings.	13
III	Presentation Skills: Reading: presentation skills, grammar: verbs often required in presentations, language focus, listening: importance of body language in presentation, speaking: preparing an outline of a presentation, pronunciation, including power point presentation.	10
IV	Soft skills: Classification of soft skills, soft skills for personality development & career growth; capturing audience, tone, behavior and telephone etiquette, personal SWOT analysis.	10

Text Books:

1. Herta A. Murphy, et al., “*Effective Business Communication*”, Tata Mc-Graw Hill: New Delhi.
2. Krishna Mohan and Meenakshi Raman, “*Effective English Communication*”, TMH.
3. B. K. Mitra, Personality and Soft Skills, Oxford press.
4. R.W. Lesikar and John.D. Pettit, “*Business Communication: Theory and Application*”, All India Traveller Bookseller.
5. Francis Soundaraj, “*Speaking and Writing for Effective Business Communication*”, Macmillan.
6. Ronald B. Adler and George Rodman, “*Understanding Human Communication*”, Oxford University Press: New York.

BBA-102: PRINCIPLES OF MANAGEMENT

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Introduction: Definition, nature, scope, importance, functions of management and manager, managerial roles and skills, evolution of management thoughts and thinkers: scientific management, general administrative theories, quantitative approach, behavioral approach, systems approach, contingency approach.	10
II	Planning: Nature, scope and objectives of planning, types of plans, planning process, business forecasting, concept and process of MBO. Decision-Making: Importance, types, process, approaches and decision making conditions.	10
III	Organising and Staffing: Concept, nature, types, process and significance, principles of an organization, span of control, departmentation, delegation, centralization and decentralization, staffing: Concept, nature and importance of staffing.	10
IV	Directing and Controlling: Motivation theories- Maslow's need hierarchy Herzberg's hygiene theory, McGregor's XY theory, principles of communication, leadership styles, coordination, controlling-process, tools and techniques of control, total quality management.	12

Text Books:

1. Harold Koontz & Heinz Weihrich, "*Essentials of Management*", Tata McGraw Hill
2. Stephen Robbins & Coulter Mary, "*Management*", Pearsons
3. V S P Rao & V H Krishna, "*Management*", Excel Books
4. Heinz Weihrich & Harold Koontz, "*Management (A Global Perspective)*", Tata McGraw Hill.
5. K Ghuman & Kashwathappa, "*Manangement*", Tata McGraw Hills
6. Stoner, Freeman, Gilbert Jr., "*Management*", Prentice Hall
7. Richy W.Griffin, "*Management*", AITBS

BBA- 103: BUSINESS ORGANIZATION

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of End Semester Examination
L	T	P/D	C	Sessional	End Semester Exam	Total	
3	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Introduction: Business, concepts of business; commerce, trade and industry, business system meaning and objectives of business organization, their advantages and limitations.	10
II	Evolution of Business Concepts: Production maximization profit maximization and social responsibility.	10
III	Forms of Business Organization: Elements of organization & processes: forms of business organization, sole trader, HUF, partnership, co-operative organization, joint stock company, comparative utility of various organizations	12
IV	Promotion of a venture: Opportunity analysis, legal requirement for establishment of a new business unit, documentation, project report, feasibility report and sources of finance.	10

Text Books:-

1. *Essential of Business Administration* - K.Aswathapa Himalaya Publishing House
2. *Business Organization & Management* - Dr. Y.K. Bhushan
3. *Business organization and Management* by Talloo by Tata McGraw Hill

BBA- 104: FINANCIAL ACCOUNTING

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	1	0	4	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Introduction: Financial accounting-definition and scope, objectives of financial accounting, accounting v/s book keeping terms used in accounting, users of accounting information and limitations of financial accounting, conceptual frame work: accounting concepts and conventions.	10
II	Recording of transactions: Journals, subsidiary books, ledger, cash book, bank reconciliation statement, and trial balance.	10
III	Preparation of Final Accounts: Preparation of trading and profit & loss account and balance sheet of sole proprietary business.	10
IV	Introduction to Company Final Accounts: Important provisions of companies act, 1956 in respect of preparation of final accounts. understanding of final accounts of a company. shares and share capital: introduction to joint stock company, shares, share capital, accounting entries, under subscription, oversubscription, calls in advance, calls in arrears, issue of share at premium, issue of share at discount, forfeiture of shares, surrender of shares, issue of two classes of shares, right shares, re-issue of shares, debentures: classification of debentures, issue of debentures, different terms of issue of debentures, writing off loss on issue of debentures, accounting entries, redemption.	12

Text Books:-

1. *Fundamentals of Accounting & Financial Analysis:* By Anil Chowdhry (Pearson Education)
2. *Financial accounting:* By Jane Reimers (Pearson Education)
3. *Accounting Made Easy* By Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)
4. *Financial Accounting For Management:* By Amrish Gupta (Pearson Education)

5. ***Financial Accounting For Management:*** By Dr. S. N. Maheshwari (Vikas Publishing House)
6. Maheshwari, S.N. and Maheshwari, S. K., (2009) ***An Introduction to Accountancy***, Eighth Edition, Vikas Publishing House.
7. ***Financial Accounting*** by R.S. Singal, VK Global Publications Pvt. Ltd., Delhi.

BBA-105: MANAGERIAL ECONOMICS

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks		
L	T	P/D	C	Sessional	End Semester Exam	Total
3	1	0	3	40	60	100

COURSE CONTENTS:

Unit	Contents	No. of hours
I	<p>OBJECTIVE OF BUSINESS:- Objective of Managerial Economic, Differentiate Managerial Economics and Micro Economics, Traditional profit maximization objective; sales revenue and growth rate maximization objectives. Objectives of business as perceived in business management.</p> <p>DEMAND ANALYSIS:- Individual and market demand functions ; law of demand; price elasticity of demand ; its meaning and degrees; determinants of price elasticity; concept of cross elasticity. Demand curve facing a firm ; total; marginal and average revenue.</p>	10
II	<p>COST FUNCTIONS:- Short run cost functions; their nature, shape and interrelationship ; law of variable proportions. Long run cost functions; LRAC and LRMC- their nature and shape; law of returns to scale.</p> <p>PRICE INPUT- OUTPUT DECISIONS:-The normal and supernormal profits; the distinction between short and long term price output decisions; the profit maximization objective and conditions of firms short and long run equilibrium.</p> <p>PRICE DETERMINATION UNDER DIFFERENT MARKET CONDITIONS:- Characteristics of different market structures; price determination and firms equilibrium under perfect competition, monopolistic competition and monopoly- short and long run.</p>	10
III	<p>ECONOMIC FORECASTING AND PLANNING:- Need and methods of economic forecasting for national planning. Economic forecasting and planning of business; need and methods.</p> <p>BUSINESS CYCLES:-Nature and phases of business cycles. Theories of business cycles: Psychological, profit, monetary, innovations, cobweb, Samuleson and Hicks theories.</p>	10
IV	<p>INFLATION:-Definition, characteristics and types. Explanation of inflation in terms of demand-pull and cost-push factors. Effects of inflation.</p> <p>MONETARY AND FISCAL POLICIES:-Need for stabilization policies. Monetary policy: meaning, objectives, instruments, transmission mechanism and limitations in operational mechanism, effectiveness and limitation.</p>	12

References:

1. T.R Jain , Dr. O.P Khanna V K Publications.
2. Alan Hughes (1987). "managerial capitalism," The New Palgrave: A Dictionary of Economics, v. 3, pp. 293–96.
3. Edward Lazear (2008). "personnel economics," The New Palgrave Dictionary of Economics. 2nd Edition. Abstract.
4. Keith Weigelt (2006). Managerial Economics
5. Elmer G. Wiens The Public Firm with Managerial Incentives
6. Khan Ahsan (2014). "Managerial Economics and Economic Analysis", 3rd edition, Pakistan.
7. Arya Sri. "Managerial Economics " :MEFA . (2015).

BBA- 106: INTRODUCTION TO COMPUTER

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
2	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Computer Fundamentals: Data, instruction and information, characteristics of computers, various fields of application of computers, input-output devices (hardware, software, human ware and firmware), advantages and limitations of computer, block diagram of computer, function of different units of computer, classification of computers. data representation: different number system (decimal, binary, octal and hexadecimal) and their inter conversion.	10
II	Computer Software: Types of software, application software and system software, compiler and interpreter, generations of languages, low and high level languages. Computer Memory: primary memory & secondary memory. storage media. Introduction to Windows Operating System: all directory manipulation- creating directory, sub directory, renaming, coping and deleting the directory file manipulation: creating a file, deleting, coping, renaming a file using accessories such as calculator, paint brush, CD player, etc.	12
III	Introduction to MS-Word: Introduction to word processing, it's features, formatting documents, paragraph formatting, indents, page formatting, header and footer, bullets and numbering, tabs, tables, formatting the tables, finding and replacing text, mail merging etc. Introduction to MS Power point: PowerPoint, features of MS PowerPoint clipping, slide animation, slide shows, formatting etc.	10
IV	Introduction to MS-Excel: Introduction to Electronic Spreadsheets, Feature of MS-Excel, Entering Data, Entering Series, Editing Data, Cell	10

	Referencing, ranges, Formulae, Functions, Auto Sum, Copying Formula, Formatting Data, Creating Charts, Creating Database, Sorting Data, Filtering etc.	
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Text Books:-

1. P.K.Sinha, *Fundamental of Computers*, BPB
2. Ron Masfield , *MS-Office*, Tech publication
3. Leon & Leon, *Internet for Everyone Leon*, Tech World
4. Curtin, Foley, Sen, Martin, *Information Technology*, Tata MCGraw Hill
5. Sanjay Saxena, *A First Course in computers*, Vikas Publication

BBA-107: INTRODUCTION TO COMPUTER LAB

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
0	0	2	1	20	30	50	3 hrs

LIST OF PRACTICALS:

1. Introduction to various components of Computer system.
2. Create a new folder and do the following:
 - a. Make a word document in it.
 - b. Make an Excel document in it.
 - c. Make a new folder in it.
 - d. Rename the initial folder.
 - e. Move the initial folder
 - f. Copy the initial folder.
 - g. Delete the initial folder.
3. Implement the various well known features of Windows operating system such as Notepad, WordPad, Paint, System tools, Entertainment etc. enclosed in Start→Programs→Accessories.
4. Implement various display properties by right clicking on the Windows Desktop.
5. Explore the taskbar of Windows.
6. Set the wall paper and screen saver.
7. Set the data/time.

MS-Word

8. Create a document and
 - a. Put Bullets and Numbers.
 - b. Apply various Font parameters.
 - c. Apply Left, Right, and Centre alignments.
 - d. Apply hyperlinks.
 - e. Insert pictures.
 - f. Insert ClipArt.

- g. Show the use of WordArt.
 - h. Add Borders and Shading.
 - i. Show the use of Find and Replace.
 - j. Apply header/footers.
9. Create any document and show the use of File→versions.
 10. Create any document and show the difference between paste and paste special.
 11. Create a document to show the use of Washout/Watermark.
 12. Implement the concept of mail merge.
 13. Implement the concept of macros.
 14. Implement the concept of importing a file/document.
 15. Implement the concept of merging the documents.
 16. Create a student table and do the following:
 - a. Insert new row and fill data.
 - b. Delete any existing row.
 - c. Resize rows and columns.
 - d. Apply border and shading.
 - e. Apply merging/splitting of cells.
 - f. Apply sort.
 - g. Apply various arithmetic and logical formulas.
 17. Create your resume using General Templates.

BBA-108: COMMUNICATION LAB

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
0	0	2	1	20	30	50	3 hrs

LIST OF PRACTICALS:

1. Listening skill :

- Listening to conversations and interviews of famous personalities in various fields.
- Listening practice related to the TV- Talk shows - News - Educative programmes.
- Watching films for critical comments.
- Listening for specific information.
- Listening for summarizing information.
- Listening to monologues for taking notes.
- Listening to answer multiple-choice questions.

2. Speaking Skill:

- Self-introduction.
- Group discussion.
- Persuading and negotiating strategies.
- Practice in dialogues.
- Presentations based on short stories / poems.
- Speaking on personal thoughts and feelings - academic topics - News reading - Acting as a compere.
- Speaking about case studies on problems and solutions.
- Extempore speeches.

3. Reading Skill:

- Reading anecdotes to predict the content.
- Reading for interpretation -- Suggested reading - - Short stories and poems -- Critical reading.
- Reading for information transfer.
- Reading newspaper and magazine articles for critical commentary.
- Reading brochures, advertisements, pamphlets for improved presentation.

4. Writing Skill:

- At the beginning of the semester, the students will be informed of a mini dissertation of 1000 words they need to submit individually on any non-technical topic of their

choice. The parts of the dissertation will be the assignments carried out during the semester and submitted towards the end of the semester on a date specified by the department. This can be judged as part of the internal assessment.

5. Thinking Skill:

- Practice in preparing thinking blocks to decode diagrammatical representations into English words, expressions, idioms and proverbs.
- Inculcating interest in English using thinking blocks.
- Making pictures and improvising diagrams to form English words, phrases and proverbs.
- Picture reading.

SEMESTER-II

BBA-201: ENVIRONMENTAL SCIENCES

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	0	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	The multi-disciplinary nature of environmental studies definition, scope and importance, need for public awareness. environmental pollution: causes, effects and control measures of :-air pollution: water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards, Solid waste Management : Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management : floods, earthquake, cyclone and landslides.	8
II	Natural Resources: Renewable and non-renewable resources- Natural resources and associated problems. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people. Water resources: Use and over-Utilization of surface and ground water, floods, drought, conflicts and water, dams-benefits and problems. Mineral resource: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies. Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural	12

	resources. Equitable use of resources for sustainable lifestyles.	
III	Ecosystems: Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids, Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).	10
IV	Biodiversity and its conservation: Introduction – Definition: genetic, species and ecosystem diversity. Bio-geographical classification of India Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values Biodiversity at global, National and local levels. India as a mega-diversity nation, Hot-spots of biodiversity, and Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India, Conservation of biodiversity: In-situ conservation of biodiversity. Social Issues and the Environment: From Unsustainable to Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns. Case studies. Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies. Wasteland reclamation, Consumerism and waste products, Environment Protection Act., Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation.	12

Text Books:

1. *Environmental Studies*- Erach Bharucha.
2. *A TextBook of Environmental Sciences*- Arvind Kumar.

BBA-202: ORGANIZATIONAL BEHAVIOUR

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of End Semester Examination
L	T	P/D	C	Sessional	End Semester Exam	Total	
3	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Introduction: Meaning of organizational behavior and its relevance in today's business environment, contributing disciplines to Organization Behavior (OB), role of OB in management practices, challenges and opportunities for OB.	10
II	Individual behavior in organization: Foundation of individual behavior, understanding self; perception – nature, importance, perceptual selectivity, stereotyping, halo effect. Learning and its theories, behavior modification. Attitudes: importance, components and major job attitude. Personality, meaning, self concept, self-esteem, major determinants of personality. Motivation Process.	12
III	Group behavior in organization: Group dynamics, Types of groups, Group norms and roles, Group cohesiveness, Group development and facilitation. Understanding work Teams and types of team, Creating effective team. Dynamics of managerial leadership: nature, trait, behavioral, contingency theories, and managerial grid.	12
IV	Inter- personal behavior in organization: power and politics, Management conflict, Organizational culture, Organizational change, Stress management.	08

Text Books:

1. Robbins, *Organization Behaviour*, Pearson Education Asia
2. Luthans, *Organization Behaviour*, Tata McGraw Hill
3. Newstrom, *Organizational Behaviour: Human Behaviour at Work*, Tata McGraw Hill

4. L.M. Prasad, *Organisation Behaviour*, Sultan Chand
5. Parikh, Gupta, *Organisational Behaviour*, Tata McGraw Hill
6. Aswathappa, *Organization Behaviour*, Himalaya

BBA-203: BUSINESS MATHEMATICS

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Logarithm and set theory: definition of set , methods of describing a set , types of set sub sets and their properties, compliment of set operations of sets , fundamental law of algebra of sets, de Morgan’s law, Venn Diagram, application of sets in problems based on number of elements of the set. Logarithms:-definitions fundamentals properties of logratihm with proofs, base changing formula with proof, problem solving without using log table, application of logarithm in solving problem based on compound interest, depreciation and population growth using log tables.	12
II	Matrices and Determinants: definition of matrix, equality of matrices, types of matrices, scaler multiplications, operation on matrices, transpose of matrices, symmetric and skew symmetric matrices, determinants-introduction, Minors & Cofactors, adjoint of a matrix, inverse of a matrix, application of matrices in solving system of linear equations, using Cramer’s Rule and matrix inversion method.	10
III	Derivatives: definition of derivatives, derivative from first principle, derivative of sum, Difference, Product and Quotient of two functions, chain rule, derivative of parametric equations, differentiation of one function w.r.t. another function , Implicit functions, logarithmic Differentiation, Derivative of second order, application of derivatives- maxima and minima.	10
IV	Binomial Theorem: introduction to binomial theorem, problems based on binomial theorem, general term, particular terms, middle term, binomial theorem for any index, applications of binomial theorem. Logarithms:	10

	definition, fundamental properties of logarithms with proofs, base changing formula with proof, problem solving without using log table, application of logarithms in solving problem based on compound interest, depreciation and population growth using log tables.	
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Text Books:

1. Trivedi, *Business Mathematics, 1st edition*, Pearson Education.
2. Sncheti and Kapoor, *Business Mathematics*, Sultan Chand and Sons.
3. Raghavachari M., *Mathematics for Management*, McGraw Hill Education.
4. Cleaves, Cheryl, and Hobbs, Margie, *Business Mathematics 7th Edition*, Prentice Hall.
5. Khan, Shadab, *A Text Book of Business Mathematics*, Anmol Publications
6. Charles D. Miller, Stanley A. Saltzman, *Business Mathematics*, Pearson Education

BBA-204: CORPORATE ACCOUNTING

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	1	0	4	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Accounting For Share Capital Transactions - Issue Of Shares at Par, at Premium and at Discount; Forfeiture and Re-Issue of Shares; Buy-Back of Shares; Redemption of Preference Shares - Statutory Requirements, Disclosure In Balance Sheet; Rights Issue. Issue and Redemption of Debentures: Issue of Debentures - Accounting Treatment and Procedures; Redemption of Debentures; Conversion of Debentures into Shares. Underwriting of Issues; Acquisition of Business; Profits Prior To Incorporation; Treatment of Preliminary Expenses	12
II	Preparation And Presentation of Final Accounts: Provisions and Reserves; Determination of Managerial Remuneration; Appropriation out of Profits; Transfer of Profits to Reserves; Payment of Dividend, Transfer of Unpaid Dividend to Investor Education and Protection Fund; Bonus Shares and Payment of Interest out of Capital.	10
III	Accounting Treatment for Amalgamation and Reconstruction of Companies: Internal Reconstruction Holding and Subsidiary Companies - Accounting Treatment and Disclosures; Consolidation of Accounts Valuation of Goodwill and Shares.	10
IV	Overview of Financial Reporting In Respect of Various Kinds of Financial Institutions Like Mutual Funds, Non Banking Finance Companies, Merchant Bankers, Stock Brokers, etc. Computerized Accounting: Accounting Software: Role of Computers in Accounting.	10

Text Books:

1. M.C. Shukla, T. S. Grewal & S. C. Gupta, *Advanced Accounts*, Sultan Chand & Company Ltd.

2. R. L. Gupta & M. Radhaswamy, *Company Accounts*, Sultan Chand & Sons,
3. S.N. Maheshwari, *Corporate Accounting*, Vikas Publishing House.
4. T.P Ghosh, *Accounting Standards and Corporate Accounting*, Taxman's, New Delhi.

BBA-205: BUSINESS LAWS

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	1	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Law of Contract (1872) ; Nature of contract, Classification, Offer and acceptance. Capacity of parties to contract; Free Consent; Consideration; Legality of Object, Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract.	12
II	Special Contracts ; Indemnity; Guarantee; Bailment and Pledge; Agency.	9
III	Negotiable Instrument Act 1881 ; Definition of Negotiable Instruments; features; promissory note; Bill of Exchange & Cheque; Holder & Holder in the due course; crossing of a cheque; Types of crossing; Negotiation; Dishonor on grounds of insufficiency of funds.	12
IV	The Consumer Protection Act.	9

Text Books:

1. Desai T.R.; *Indian Contract Act, Sale of Goods Act and Partnership Act* : S.C. Sarkar & Sons Pvt. Ltd., Kolkata,2000.
2. Khergamwala J.S; *The Negotiable Instruments Act* : N.M.Tripathi Pvt. Ltd, Mumbai, 2000.
3. Singh Avtar; *The Principles of Mercantile Law* : Eastern Book Company, Lucknow,2000.
4. Kuchal M.C; *Business Law* : Vikas Publishing House, Pvt. Ltd., New Delhi,2000.
5. Kapoor N.D; *Business Law* : Sultan Chand & Sons, New Delhi,2000.
6. Chandha P.R; *Business Law* : Galgotia, New Delhi, 1999.
7. **Business Law** by Ashok Sharma, VK Global Publications Pvt. Ltd., Delhi.

BBA-206: COMPUTER APPLICATIONS IN BUSINESS

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of
L	T	P/D	C	Sessional	End Semester Exam	Total	End Semester Examination
3	0	0	3	40	60	100	3 hrs

COURSE CONTENTS:

Unit	Contents	No. of hours
I	Operating System Concept: Introduction to Operating System; Function of OS, Types of Operating Systems, Booting Procedure, Start-up Sequence, Details of Basic System Configuration. DOS: Elementary knowledge of DOS commands DIR, CLS, DATE, TIME, MD, CD, RD, RENAM, DEL, BACKUP, RESTORE, COPY, SCANDISK, and CHKDSK. Difference between windows and DOS.	12
II	Introduction: definition of data, uses & need of data in organizations. Introduction to Database Systems: File System versus a DBMS, Advantages of a DBMS, Describing and Storing Data in a DBMS, Queries in a DBMS, Structure of a DBMS, People who deal with Database.	10
III	Computer Network & Communication: Network types, Network topologies, Network Communication Devices, Physical Communication Media, Network Protocol (TCP/ IP). An Introduction to the World Wide Web: Concepts of Web Technology, Web Browsers, Internet and Intranet, Various applications of Internet such as Search Engines, email, information gathering, retailing, Telnet, ftp etc.	10
IV	Using Ms-Access: Getting Familiar with Access Objects: Tables, Queries, Forms, Reports, and Modules. Creating Tables, adding and deleting records, Querying: creating, saving and editing; joining tables in queries Forms: creating and using forms, Reports: creating and printing reports.	10

Text Books:

1. ITL, ESL, *Introduction to Infotech*, Pearson Education **E-Commerce** by --Kamlesh K Bajaj and Debjani Nag
2. Goyal, Anita, *Computer Fundamentals, 1st Edition*, Pearson Education.
3. Leon and Leon, *Introduction to Information Technology*, Vikas Publishing House.
4. Joseph A. Brady and Ellen F Monk, *Problem Solving Cases in Microsoft and Excel, 4th Annual Edition*, Thomson Learning.
5. Rajaraman, V., *Introduction to Information Technology*, Prentice Hall of India.
6. Deepak Bharihoke, *Fundamentals of Information Technology, 3rd Edition*, Excel Books.

BBA-207: COMPUTER APPLICATIONS LAB

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Credits	Marks			Duration of End Semester Examination
L	T	P/D	C	Sessional	End Semester Exam	Total	
0	0	2	1	20	30	50	3 hrs

LIST OF PRACTICALS:

1. Learning various DOS commands: DIR, CLS, DATE, TIME, MD, CD, RD, RENAM, DEL, BACKUP, RESTORE, COPY, SCANDISK, and CHKDSK.

MS-POWERPOINT:

2. Make a presentation of College Education System using
 - a. Blank Presentation.
 - b. From Design Template.
 - c. From Auto Content Wizard.
3. Make a presentation on “Wild Life” and apply the following:
 - d. Add audio and video effects.
 - e. Apply various Color Schemes.
 - f. Apply various animation schemes.
 - g. Apply Slide Show.

MS-EXCEL:

4. Compute the division of each and every student of a class.
5. Generation of Electricity Bill.
6. Generation of Telephone Bill.
7. Generation of Salary statement of an employee.
8. Generation of Mark Sheet of a student.
9. To compute mean/median/mode.
10. Generate graph to show the production of goods in a company during the last five years.

11. Compare the cost, overheads and sales figures of a company for last three years through appropriate chart.
12. Create any worksheet and apply various mathematical, statistical and financial functions.
13. Generate the following worksheet:

Roll No.	Marks
2050	67
2051	49
2052	40
2053	74
2054	61
2055	57
2056	45

and do the following:

- Create chart of the marks.
- Compute sum of marks using autosum, auto-calculate and sum function.
- Compute average of marks.
- Show pass or fail if marks are above 50 or less than 50.
- Put header and footer in the spread sheet.

MS-ACCESS:

14. Create a Student database in Design View, by using Wizard, and by entering data.
15. Create a query on Student database in design view and by using wizard.
16. Create forms of Student database in design view and by using wizard.
17. Create reports of student database in design view and by using wizard.
18. Create data access pages of student database in design view and by using wizard.
19. Implement the concept of Macros in MS-Access.