

BBA –Syllabus-Semester I

**English
BBA-101**

**Maximum Marks: 40
Pass Marks: 16
Duration: 3 hours**

Unit -1

A) Countable and uncountable : use of “a, an, the ,some, any, one, once, few, a few ,little, a little, much ,many ,plenty of ,a lot of , a great deal of etc.”

B) Auxiliaries : making negatives and questions of auxiliary verbs short answers using auxiliary verb ; addition to remarks question tags ;causative use of have ; use of ‘must ‘ and ‘must not ‘ – ‘must and needn’t to’ , express commands obligations ,prohibition (negative commands), absence of obligation or necessity.

15 lectures

Unit II

Tenses and sequence of tenses; transformation of sentences –active to passive voice; direct to indirect narration, combination of sentences.

15 lectures

Unit III

Subject verb agreement, preposition, and conjunctions

15 lectures

Unit VI

Derivations of words using ‘Prefixes’ and ‘Suffixes’

Synonyms and antonyms, use of ‘Idioms and ‘Proverbs’

15 lectures

Unit V

Common errors in the use of grammatical items included in all aforesaid topics.Composing paragraphs of about 100-150 words based on topics of day to day happenings and general awareness

15 lectures

Reference Books

1. English Grammar- P.C. Wren
2. Practical English Grammar by Thompson & Martinet.
3. Living English Structure –Stannard Allen

Mathematics

BBA-102

Maximum Marks: 40

Pass Marks: 16

Duration: 3 hours

Unit –I

Revision of Factors, Indices and Surds, Square roots .Simple Equation, Simultaneous equations, Problems on Simple and Simultaneous Equations.

15 lectures

Unit II

Problems in Averages, Percentage, Ratio and Proportions.

15 lectures

Unit III

Profit and Losses, Stock and Shares, Brokerage, Commission and Discount, Rates and Taxes.

15 lectures

Unit IV

Logarithms, Arithmetic and Geometric Progressions

15 lectures

Unit V

Simple and Compound Interest, Simple Annuities, Present Worth

15 lectures

Reference Books.

Business Mathematics –SM Shukla

Principles of Accounting

BBA-103

Maximum Marks: 40

Pass Marks: 16

Duration: 3 hours

Unit –I

Accounting – Nature and objectives. Concepts and conventions, principles of accounting, accounting cycle. Double entry system and single entry system of books keeping. Meaning, advantage, concepts and methods. Accounting standards (only outlines) – Indian and International.

15 lectures

Unit-II

Journal, ledger and subsidiary books (cash book, petty cash book, sales book, purchase day book, purchase returns book, Bills receivable book, bills payable book.

15 lectures

Unit- III

Bank reconciliation statement, Depreciation accounting, Provisions and reserves.

15 lectures

Unit-IV

Trial balance and rectification of error and final accounts.

15 lectures

Unit V

Accounts of non- trading, receipts and payments, Income & Expenditure Account.

Books Recommendation: Dr.S.M.Shukla - Financial accounting

Dr. M.C.Shukla - Financial accounting

Dr.P.K.Jain - Financial accounting.

BBA 104
BUSINESS ORGANISATION

Maximum Marks: 40

Pass Marks: 16

Duration: 3 hours

Unit-1

Introduction- Nature and development of management, Meaning & nature of management, Importance of management, Management-A science or an art, Corporate Social responsibility, Management as a profession. Professionalisation of management in India, Functional areas of management.

15 lectures

Unit-II

Origin and development of management, Evolution of management thought, pioneer of management thought –F.W. Taylor. Henry Fayol's contribution to management thought, Elton Mayo's contribution to management. Peter Ducker's contribution to management thought.

15 lectures

Unit-III

Planning and forecasting: Introduction, Definition, Nature, Purpose & importance of planning, planning process, Limitations of planning, effective planning, types of plans, MBO. Business forecasting: Meaning, Definition, importance, forecasting and planning. Characteristic and limitations, elements of forecasting, techniques of forecasting, qualitative and quantitative, models of forecasting.

15 lectures

Unit-IV

Organization and department

Organization: Introduction, meaning, definition, nature, purpose, importance and objectives of organization, Principles of organization, formal and informal organization, forms of organization structure, organization charts and manuals. Departmentation and span of management, departmentation, need and Importance, basis of departmentation, choice of basis for departmentation. Span of management, factors affecting span of management, narrow and wide span of management.

15 lectures

Unit- V

Decision-making: Introduction, characteristics of decision- making, types of managerial Decision-making, common problems in decision-making, guidelines for effective decision making. 15 lectures

Books Recommended:–

Business Organisation- P.C. Tulsian

B.O & Management- M.C.Shukla

B.O & Management- Koontz and Weinman

Principle of Economics

BBA 105

Maximum Marks: 40

Pass Marks: 16

Duration: 3 hours

Unit-1

Definition of economics, nature and its scope, fundamentals. Economics and their characteristic, methods of study- Induction & Deduction method.

15 lectures

Unit-II

Law of demand, concept of utility- marginal utility, Elasticity of demand, consumer surplus, Consumer's equilibrium, utility analysis, law of diminishing utility, law of equi-marginal Utility, indifference curve analysis.

15 lectures

Unit-III

Factors of production, Return to scale, Internal & external economies, Division of labor and efficiency of labour.

15 lectures

Unit-IV

Marginal productivity theory: - Theory of wages, theory of profit.

15 lectures

Unit-V

Theory of rent, Theory of Interest.

15 lectures

Books Recommended: Economics- Samuelson,
Economics- M.L.Jhingan & Economics: M L Seth