

B.B.A.-I Semester-I

Business Demography and Environmental Studies. (Paper-VI)

Objectives:

- 1) acquaint the Students with basic concept, Principles and functions of Management.
- 2) To make students aware about the recent trends in Management.

UNIT-I

Demography- Meaning and definition of Demography, Need of Demographic Studies for Business. Distribution of Population Growth Physical and cultural factors affecting the distribution of population. Density of population – over, optimum and under populated regions Population explosion. - 15 Periods

UNIT-II

Environment: Meaning and definition of environment, Types of Environment- Physics and Cultural components of environment resources – Need of Environmental studies for Business Management. Energy Needs- renewable & Non-renewable energy resources (Solar, Wind, Hydropower) - 15 Periods

UNIT-III

Types of pollution Land, Water, Air, Noise, Radiation. - 15 Periods

UNIT-IV

Environmental issues related to Business: Global warming, Green House Effect, Acid Rain, Conservation of Energy, Water, Soil. - 15 Periods

Reference Books:

1. Environment Management : Charry (McMillan)
2. Man & Environment : Das (McMillan)
3. Environment Management : G.N. Pandey, Bikas Publication House.

Examination Scheme (Question Paper Pattern)
B.B.A.-I (Semester-I)
Ability Enhancement Compulsory Course - UCB1F01
Business Demography and Environmental Studies-I

Total Marks : 40

Question No. 1. : a) On unit 1 4 Marks
b) On unit 1 4 Marks
OR
c) On unit 1 8 Marks

Question No. 2. : a) On unit 2 4 Marks
b) On unit 2 4 Marks
OR
c) On unit 2 8 Marks

Question No. 3. : a) On unit 3 4 Marks
b) On unit 3 4 Marks
OR
c) On unit 3 8 Marks

Question No. 4. : a) On unit 4 4 Marks
b) On unit 4 4 Marks
OR
c) On unit 4 8 Marks

Question No. 5. : a) On unit 1 2 Marks
b) On unit 2 2 Marks
c) On unit 3 2 Marks
d) On unit 4 2 Marks

B.B.A.-I
Semester-II
Business Demography and Environmental Studies

Objectives: 1) acquaint the Students with basic concept, Principles and functions of Management.

2) To make students aware about the recent trends in Management.

Unit 1 Population as Resource

Meaning of resource, types of resources, Importance of human resource in development and growth of business. Concept of Literacy: importance of literate population as a Resource. Concept of Age & Sex Pyramid, Types of age and sex pyramid, age and sex pyramids of different countries. Classification of population - Urban and rural population, Population below poverty line, working population, dependent Population.

Unit 2 Urbanization

Meaning, definitions of urbanization, factors responsible for urbanization and problems of urbanization. Urbanization as Behavioral concept, structural concepts and demographic concept, Problems of Urbanization.

Unit 3 Environment factors affecting Business

Physical factors –topography, climate, minerals, water resources; Cultural factors – infrastructure – technology tradition, political, social, education 5.6 Global warming and Kyoto Protocol, Oil Crisis and its impact on Business

Unit 4 Business Environment

An Introduction-Introduction, Concept of Business, Levels of the Business Environment, Understanding the Environment. Economic Environment of Business, The Global Economic Environment, Economic Policies, Business and Economic Policies, Business and Society, Business and Culture , Indian Business Culture, Culture and Organizational Behavior.

Reference Books:

1. Environment Management : Charry (MCMillan)
2. Man & Environment : Das (McMillan)
3. Environment Management : G.N. Pandey, Bikas Publication House.

Examination Scheme (Question Paper Pattern)
B.B.A.-I (Semester-II)
Ability Enhancement Compulsory Course – UCB2F01
Business Demography and Environmental Studies-II

Total Marks : 40

Question No. 1. : a) On unit 1 4 Marks
b) On unit 1 4 Marks
OR
c) On unit 1 8 Marks

Question No. 2. : a) On unit 2 4 Marks
b) On unit 2 4 Marks
OR
c) On unit 2 8 Marks

Question No. 3. : a) On unit 3 4 Marks
b) On unit 3 4 Marks
OR
c) On unit 3 8 Marks

Question No. 4. : a) On unit 4 4 Marks
b) On unit 4 4 Marks
OR
c) On unit 4 8 Marks

Question No. 5. : a) On unit 1 2 Marks
b) On unit 2 2 Marks
c) On unit 3 2 Marks
d) On unit 4 2 Marks

BBA I
(SEMESTER – I)
Paper Code:
Paper VII : Computer Application for Business – 1

[Max. Marks: 80

UNIT-I: Basic of Computer

Introduction to Computer, Types and Classification. Advantages and Limitation of Computer. Application of Computer, **Basic Anatomy of Computer**: Block, Diagram of Computer, Generation of Computers. **CPU**: Function of Each Unit.

Data Representation: Decimal, Binary, their Inter-conversion.

UNIT-II: Input/ Output Peripherals and Storage Devices

Input Devices: Keyboard, **Locator Device**: Mouse, Joy Stick Digitizing **Tablet Pick Device**: Light Pen, Touch Screen Track Ball, **Voice Recognition**: Microphone, **Scanning**: MICR, OCR, OMR, Barcode Reader, **Vision Capturing**: Webcam, Digital Camera Point of Scale, Touch Pad, Smart Card, **Output Devices**: VDU, Dot Matrix, Laser and Inkjet Printers, Plotters.

Memory: Primary, Cache, Flash, **Storage Classification**: Sequential, Random

Storage Devices: Pen Drive, Hard Disk, and Optical Disk, Blu Ray Disc.

UNIT-III: Windows

Features of Windows, GUI, Operating with Windows, Desktop, Taskbar, Windows Explorer, Control Panel, My Computer, My Documents, Recycle Bin

Windows Accessories: Calculator, Notepad, Paint, System Information, Disk Management, Disk Defragmentation, Disk Clean-up

UNIT-IV: Network & IT Trends

Computer Communication, Need for Networks, **Types of Network**- LAN, WAN, MAN, Concept of Network Topology, Types of Topologies and its Advantages and Limitations. Social and Ethical Issue, YouTube, Facebook, LinkedIn, Orkut

IT Trends: Firewall, Multimedia Technology, Virtual Reality, Data Warehouse, GIS (Geographic Information System), Artificial Intelligence, Expert system, Image processing, M-Commerce, Bluetooth, WAP, Wi-Fi

Books:

- 1) Peter Nortorn's, "Introduction to Computer", TMH, 2004, ISBN-0-07-05-3142-0
- 2) S.B. Kishor, "Information Technology", Das Ganu, 978-81-921757-9-9
- 3) Pradeep K. Sinha and Priti Sinha "Computer Fundamentals", BPB, 2007, 13:978-81-7656-752-7

References:

- 1) Sanjay Saxena and Prabhpreet Chopra, "IT Tools and Applications", 2008
- 2) Akshay Kumar, "Information Technology and Info Guide", Authors press, 2000, ISBN-81-7273-040-3

**BBA I
(SEMESTER – II)**

Paper Code:

Paper VII : Computer Application for Business -2

[Max. Marks: 80

UNIT–I: Office Automation and Internet

Introduction of Office Automation, What is Office?, Need of Office Automation, Office Automation Tools: Computer: E-MAIL, Internet For Business Conferencing, Voicemail and Fax Machine

Internet and Open Source Terminologies

Basic Internet terms, Services provided by Internet, detail about E-mail, Search Engine. Open Source Terminologies: Open Source Software, Freeware, Shareware. Proprietary Software.

UNIT–II: Working with MS-Word

Introduction to Word Processing, Features of MS-Word, Creating document, Opening Documents, Saving Documents, Protecting Document, Print Preview, Page Setup, Printing Document, Various Utility Option like: Undo, Copy, Paste, Cut, Select, Find, Replace, Goto Formatting Text With: Font, Paragraph, Alignment, Line Spacing, Bullets and Numbering, Border and Shading, Format Painter, Columns, Tabs, Drop Cap, Change Case, Background

UNIT–III: Working with Spreadsheet & Presentation

Introduction to Spreadsheet, Features of Ms-Excel, Basic of MS-Excel, Navigating around the Worksheet, Excel Toolbars and Operations, Formatting Features, Creating New Workbook, Opening, Closing and Saving Workbook, Page Setup, Printing Worksheet, Text Alignment, Navigating or Moving around Worksheet, Naming Worksheet, Inserting, Deleting, Hiding and Deleting Worksheet.

Powerpoint: Introduction, Features of MS-PowerPoint, Creating Slides, Running Slides, Slide Shorter, Different types of Layout, Inserting Clip Art, Picture, Slide, Copying, Hiding Slides, Slide Transition. Toolbar, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Text Styling, Send to Back, Entering Data to Graph, Table

UNIT-IV: Fundamental of E-Commerce

Introduction of E-Commerce, E-Commerce Application, Definition, Feature of E-Commerce Basic tools required for E-Commerce, Impediments in E-commerce, Difference between Traditional Commerce and Electronic Commerce, E-commerce Service, Electronic Data Interchange, Value Added Services, Online payment Services, Electronic Commerce and the Trade Cycle, E-Business, E-Education, E-Governance

Books:

- 1) K.K. Bajaj, “Office Automation”, MacMillan, ISBN 13: 9780333929278
- 2) Dr. S.B. Kishor, Ms-Office with Office Automation, Das Ganu, ISBN 978-93-81660-67-6

Reference:

- 1) Sanjay Saxena, “A First Course in Computers”, Vikas Publication, ISBN :

9788125914440

2)Gini Courier, Annelte Marquis, "Micr

F. Y. B. Com. C. A. & B. B. A.
Semester- I and II
Business Communication
Compulsory Foundation

This Syllabus has been designed as per the instructions from the Ministry of Human Resource Development and University Grants Commission.

Objectives:-

- i) To equip students with the practical business communication skills and to develop among them the ability to communicate effectively in English, both in oral and spoken forms.
- ii) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.
- iii) To instill among students the practical communication skills to make them ready for modern business world.

Book Prescribed for Semester I and II :

- i) *Business Communication- Basic Concepts and Skills*, J. P. Parikh and Others, 2011, Hyderabad, Orient Black Swan.

Recommended reading for Grammar, Writing Skills and Soft Skills:

- i) *English Grammar and Composition*, R. C. Jain, Macmillan India Limited, Chennai, 2003.
- ii) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- iii) *The Communicator*, Orient BlackSwan, 2013.
- iv) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- v) *Contemporary English Grammar & Composition* by David Green (Macmillan).

Gondwana University Gadchiroli
Syllabus for
B. B. A./ B.Com. C. A. – Business Communication- Semester-I & II
80 Marks Theory (University Examination) + 20 Marks Internal Assessment
Compulsory Foundation
Course Code- CF 1

Semester- I

Unit I: What is Communication?

Then Nature and the Process of Communication- Its integrity to human life, Communication for Business, Objectives of Business Communication, Prerequisites of Communication, Defining Communication, Features of Communication, Process of Communication, Other Models of Communication.

Types of Communication-

- i) Categories of Communication- Interpersonal Communication, and Mass Communication.
- ii) Forms of Communication- Verbal Communication, and Non-Verbal Communication.

Unit II: Characteristics of Communication-

Characteristics of Communication, Characteristics of Business Communication, Principles of Communication, Limitations of Communications.

Unit III: Resolving Barriers to Communication-

Defining Barriers to Communication, Types of Barriers- Physical or Environmental Barriers, Physiological or Biological Barriers, Semantic or Language Barriers, Personal Barriers, Emotional or Perceptual Barriers, Socio-Psychological Barriers, Cultural Barriers, and Organisational Barriers.

Unit IV: Listening Skills-

What is Listening? Process of Listening, Importance of Listening, Purpose of Listening, Types of Listening, Types of Listening, Barriers to Effective Listening, How to Listen Effectively.

Unit V: Basic Language Skills-

Punctuation, Errors in Tenses, One Word for a group of words, Synonyms, Antonyms.

Unit Wise Allotment of Marks

Semester-I

Compulsory Foundation

Course Code- CF 1

Unit No.	Contents	Allotted Marks
I	What is Communication	16 Marks
II	Characteristics of Communication	16 Marks
III	Resolving Barriers to Communication	16 Marks
IV	Listening Skills	16 Marks
V	Basic Language Skills	16 Marks

B. B. A./ B.Com. C. A. – Business Communication- Semester-I

Pattern of Question Paper- Sem-I

Que. 1. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-I & II)	16
Que. 2. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-III & IV)	16
Que. 3. A) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-I)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-II)	4
B) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-III)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-IV)	4
Que. 4. Very Short Answer Questions based on I, II, III & IV Units (8 out of 10)	16
Que. 5. A) Punctuation (One out of Two)	4
B) Errors in Tenses	4X1= 4
C) One Word Substitution	4X1= 4
D) i) Synonyms	2X1= 2
ii) Antonyms	2X1= 2

B. B. A./ B.Com. C. A. – Business Communication- Semester-I

Internal Assessment (20 Marks)

The criteria for the award of Internal Assessment Marks will be as given below:

- | | | | |
|------|--|---|----------|
| i) | Unit Test Performance and Assignment | : | 10 Marks |
| ii) | Oral Test | : | 05 Marks |
| iii) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

B. B. A./ B.Com. C. A.
Business Communication- Semester- II
Compulsory Foundation
Course Code- CF 2

Unit I: Formal and Informal Networks of Communication-

Communication: the Lifeline of an Organisation. Formal Communication- Types of Formal Communication, Merits of Formal Communication Limitations of Formal Communication. Informal Communication / The Grapevine Phenomenon- How did the Grapevine come into existence? Functions of Grapevine Communication, Characteristics of Grapevine, Grapevine Communication Chains, The Grapevine: Merits and Limitations.

E-Communication- Impact of Technology on Communication, Telecommunications, Computer Media- Computer Network, the Internet, World Wide Web, E-mail, Netiquette, Voice Mail, Word Processing, Duplication Technology.

Computer Technology and Recent Concepts in Business- Paperless Office, E-commerce/E-business, Video-conferencing, E-money Transactions, E-banking

Unit II: Presentation Skills-

Introduction, Preparing for an Oral Presentation, Forms of Oral Presentation, Using Visual Aids in Oral Presentation, Advantages and Disadvantages of Oral Presentation, Seminars and Conferences, Nonverbal Communication while Presentations, Making the Presentation, Checklist for Oral Presentation.

Unit III: Self-Development and Communication-

- i) Nature of Attitude and its Influence on Communication- Introduction, Self-Development and Communication, Attitude: Meaning and Nature, Factors that Shape Attitude, Types of Attitude, Persuasive Communication.
- ii) The SWOT Analysis: Process and Basic Components- What is SWOT Analysis; Basic Elements of the SWOT Analysis; Scope, Advantages and Limitations of the SWOT Model; SWOT Analysis for Organisations; SWOT Analysis for Individuals; How is the SWOT Analysis Done? Teaching Cases.

Unit IV: Applying for a Job-

- i) Writing Job Application Letters and Resumes: Job Application Letters- Drafting an Application Letter, Types of Application Letters, Essentials of a Good Covering Letter, Format and Contents of an Application Letter.
- ii) Writing a Resume: Format and Style, Contents of a Resume, Types of Resume Layouts, Essential Features of a Good Resume.
- iii) Job Interviews- Interview: Definition and Purpose, Employment or Job Interviews, Why Candidates Fail in a Job Interview, Preparation for a Successful Job Interview, Responsibilities for an Interviewer.

Unit V: Basic Language Skills- Narration, Degrees of Comparison, Phrases and Idioms.

B. B. A./ B.Com. C. A. – Business Communication

Unit Wise Allotment of Marks

Semester-II

Compulsory Foundation

Course Code- CF 2

Unit No.	Contents	Allotted Marks
I	Formal and Informal Networks of Communication	16 Marks
II	Presentation Skills	16 Marks
III	Self Development and Communication	16 Marks
IV	Applying for Job	16 Marks
V	Basic Language Skills	16 Marks

B. B. A./ B.Com. C. A. – Business Communication

Pattern of Question Paper- Sem-II

Que. 1. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-I & II)	16
Que. 2. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-III & IV)	16
Que. 3. A) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-I)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-II)	4
B) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-III)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-IV)	4
Que. 4. Very Short Answer Questions based on I, II, III & IV Units (8 out of 10)	16
Que. 5. A) Narration (Any Three Out of Five)	6
B) Degrees of Comparison	5
C) Phrases	5

B. B. A./ B.Com. C. A. – Business Communication- Semester-II

Internal Assessment (20 Marks)

The criteria for the award of Internal Assessment Marks will be as given below:

- | | | | |
|-----|---|---|----------|
| iv) | Unit Test Performance and Assignment/Project Submission | : | 10 Marks |
| v) | Oral Test | : | 05 Marks |
| vi) | Attendance/Overall Performance and Responsible Behavior | : | 05 Marks |

B.B.A.-I
Semester-I
Principles of Management (Paper-I)

Objectives:

- 1) Acquaint the Students with basic concept, Principles and functions of Management.
- 2) To make students aware about the recent trends in Management.

Unit-I

Definition, Nature and Scope of Management :

Management- Definition, Nature - Science or Art, Profession, Management Process, Role of Manager, Management Skill Levels of Management, Management Challenges. Term- Management, Administration, Organization.

Unit-II

Evaluation of Management :Contribution F.W. Tylor, Henry Fayol, Elton Mayo, Chester barhard & Peter Drucker to the Management (i.e- School of Management thought) Indian Management Thought.

Unit- III

Functions of Management :

Planning- Meaning, Definition, Nature, importance, forms, Types of Planning, Limitation. Forecasting- Meaning, Techniques, Decision Making- Types of decisions, and steps in Rational Decision Making.

Unit-IV

Organizing and Staffing :

Meaning Process and Principles of Organizing, Departmentation, Authority-Difficulties in Delegation, Centralization and Decentralization. Staffing- Need and Importance, Sources of recruitment, Selection Training and Development.

Recommended Books:

- | | |
|-----------------------------|--|
| 1 Principles of Management- | Koontz & O'Donnel |
| 2 The Management Process- | R.S. DavarMichael |
| 3 Principal of Management – | S.B. Kishor |
| 4 Essentials of Management- | Koontz & O'Donnel, TataMc-Grow |
| 5 Business Administration- | Mritunoy Banerjee |
| 6 Principles & Practice- | T N Chhabra, Dhanapatrai & Co. of Management |
| 7 Management- | Prasad |

Examination Scheme (Question Paper Pattern)

B.B.A.-I (Semester-I)

Core Course – UCB1C04

Principles of Management (Paper-I)

Total Marks : 80

Question No. 1. :	a) On unit 1	8 Marks
	b) On unit 1	8 Marks
	OR	
	c) On unit 1	16 Marks
Question No. 2. :	a) On unit 2	8 Marks
	b) On unit 2	8 Marks
	OR	
	c) On unit 2	16 Marks
Question No. 3. :	a) On unit 3	8 Marks
	b) On unit 3	8 Marks
	OR	
	c) On unit 3	16 Marks
Question No. 4. :	a) On unit 4	8 Marks
	b) On unit 4	8 Marks
	OR	
	c) On unit 4	16 Marks
Question No. 5. :	a) On unit 1	4 Marks
	b) On unit 2	4 Marks
	c) On unit 3	4 Marks
	d) On unit 4	4 Marks

B.B.A.-I
Semester-II
Principles of Management : Paper-II

Objectives:

To Familiarize the Students with the basic concept and Principles of Management. The student should clearly understand the definitions of different areas of management.

Unit-I: Motivation–

Concept of Motivation, Motivation and Human factor, Theories of Motivation- Maslow's hierarchy of needs theory, Herzberg's two-factor theory, McGregor's theory 'x' and theory 'Y' Financial and Non-financial incentives - 15 Periods

Unit-II : Leadership-

Concept of Leadership- Functions and traits in Leadership Types of Leadership, Qualities of Leadership, Styles of Leadership, Theories- Likert's four systems of leadership, Charismatic Leadership, Theory- Robert Black and Jane Mouton Managerial Grid. - 15 Periods

Unit-III :Controlling-

Meaning of Control, Control Process, Techniques of Control- Traditional and Modern, Co-ordination- Need and Importance, Communication- Concept, Process and barriers communication. - 15 Periods

Unit-IV

Strategic Management-

Definition classes of Decisions, Levels of Decisions, Strategy, Role of different Strategist, Relevance of Strategic Management and its Benefits, Strategic Management in India. - 15 Periods

Recommended- Books:

- 1 Essentials of Management- Koontz & O'Donnel, Tata Mc-Grow hill
- 2 Management- Stoner, Freeman
- 3 Principal of Management – S.B. Kishor
- 4 Organizational Behavior- Fred Luthans
- 5 Management & Organization-Louis A. Allen
- 6 Management- Peter Drucker
- 7 Principles & Practice of Management- L.M. Prasad
- 8 Business Environment- P.C. Tripathi & P.H. Reddy
- 9 Essential of Business Environment- K.A. Swathappa
- 10 Modern Business & Organization- Sherlekar & Sherlekar
- 11 Principles of Management- G.R. Terry & Stephen Franklin.

Examination Scheme (Question Paper Pattern)
B.B.A.-I (Semester-II)
Core Course – UCB2C04
Principles of Management (Paper-II)

Total Marks : 80

- | | | |
|--------------------------|---------------------|-----------------|
| Question No. 1. : | a) On unit 1 | 8 Marks |
| | b) On unit 1 | 8 Marks |
| | OR | |
| | c) On unit 1 | 16 Marks |
| Question No. 2. : | a) On unit 2 | 8 Marks |
| | b) On unit 2 | 8 Marks |
| | OR | |
| | c) On unit 2 | 16 Marks |
| Question No. 3. : | a) On unit 3 | 8 Marks |
| | b) On unit 3 | 8 Marks |
| | OR | |
| | c) On unit 3 | 16 Marks |
| Question No. 4. : | a) On unit 4 | 8 Marks |
| | b) On unit 4 | 8 Marks |
| | OR | |
| | c) On unit 4 | 16 Marks |
| Question No. 5. : | a) On unit 1 | 4 Marks |
| | b) On unit 2 | 4 Marks |
| | c) On unit 3 | 4 Marks |
| | d) On unit 4 | 4 Marks |

Bachelor of Business Administration

Semester – I

UCB1C05

Financial Accounting- Paper - I

Theory Marks: 80

Internal Assessments: 20

Objective:

The courses aims an acquainting the students with the emerging issues in business mainlining & relenting the accounting and financial facts.

Unit 1:

An overview of basic of book keeping and accountancy. Theory & practice pertaining to recording of transactions in an integrated manner right from basic rules to final Accounts (Journal, Ledger, Cash Book, Trial balance) Accounting concept & conventions and relevant accounting standards, Accounting policies and their discloser.

Unit 2:

Final Accounts of companies preparation of final Accounts of Joint stock companies with reference to companies Act.

Unit 3:

Accounts of professional's practical problems based on preparation of receipt and payment Account & income & Expenditure Accounts & Balance sheet of medical practioners& professional accounts.

Unit 4:

Consignment Accounts.

Recommended Books :-

Books on financial Accounting:-

1. Advance Accountancy Vol. I, R. L. Gupta & M. Radhaswamy, sultan chand& sons.
2. Fundamentals of Accounting, Dr. T. P. Ghosh, Sultan chand& Sons.
3. Accountancy for C. A. foundation course, P. C. Tulsain, Tata Mcgraw Hill
4. Advance Accountancy Vol. I, P. C. Tulsain, pearsons Education New Delhi.
5. Advance Accounts, M. C. Shikla, T. S. Gerewal& S. C. Gupta, S. Chand & Co. Ltd.

6. Financial Accounting, A. Mukherjee & M. Haneef, Tata Mcgraw Hill.
7. Fundamentals of Accounting, Dr. S. N. maheshwari& Dr. S. K. Maheshwari, Vikas publishing house, New Delhi.

Bachelor of Business Administration
Semester – I
UCB1C05
Financial Accounting- Paper - I

Time: 3 Hours

Marks: 80

Que. No. 1 :-	Unit 1	a) Theory	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	04 Marks
	Unit 2	b) Theory	-	04 Marks

Unit 3	c) Theory	-	04 Marks
Unit 4	d) Theory	-	04 Marks

Bachelor of Business Administration
Semester – II
UCB2C05
Financial Accounting- Paper – II

Theory Marks: 80
20

Internal Assessments:

Objective:

This course shall entree the students to develop awareness and train them in corporate Accounting inconformity with the provision of Indian companies Act 1956.

Unit 1: Flotation of Joint stock companies and their capital structure. Issue and forfeiture of shares, Reissue of forefend shares 16

Unit 2: 1) Valuation of Goodwill: – Meaning & features of goodwill, need for valuation of goodwill, factors influencing valuation of goodwill. Methods of valuation of goodwill.

Average profit Method
- Weighted Average profile method
- Super, profit Method.
- Capitalization method

2) Valuation of Shares: - Meaning & need for valuation of shares, factors influencing valuation of shares, methods of valuation of shares.

- Net Asset method
- Yield method
- Fair value method.

Unit 3: Profit Prior to incorporation of Joint Stock companies.

Unit 4: Winding up of companies: - Types of winding up and preparation of Liquidator’s final statement of Accounts.

Recommended Book: -Books on financial Accounting:-

Advance Accountancy Vol. I, R. L. Gupta & M. Radhaswamy, sultan chand& sons.

Fundamentals of Accounting, Dr. T. P. Ghosh, Sultan chand& Sons.

Accountancy for C. A. foundation course, P. C. Tulsain, Tata Mcgraw Hill

Advance Accountancy Vol. I, P. C. Tulsain, pearsons Education New Delhi.

Advance Accounts, M. C. Shikla, T. S. Gerewal& S. C. Gupta, S. Chand & Co. Ltd.

Financial Accounting, A. Mukherjee & M. Haneef, Tata Mcgraw Hill.

Fundamentals of Accounting, Dr. S. N. maheshwari& Dr. S. K. Maheshwari, Vikas publishing house, New Delhi.

Bachelor of Business Administration
Semester – II
UCB2C05
Financial Accounting- Paper – II

Time: 3 Hours

Marks: 80

Que. No. 1 :-	Unit 1	a) Theory	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	04 Marks
	Unit 2	b) Theory	-	04 Marks
	Unit 3	c) Theory	-	04 Marks
	Unit 4	d) Theory	-	04 Marks

Gondwana University

B.B.A. – I (Semester – I)

Core Course Business Economics I

Objective

1. To expose students to basic micro economics concepts.
2. To apply economic analysis in the formulation of business policies.
3. To use economic reasoning to problems of business.

Unit No.	Topics
1	INTRODUCTION OF ECONOMICS
	1.1 Definitions, Nature, Scope and Significance of Economics 1.2 Difference between Micro and Macro Economics 1.3 Basic Economic Problems
2	DEMAND ANALYSIS
	2.1 Concept of Demand 2.2 Elasticity of Demand :- Types, Methods of Measurement, 2.3 Determinants and Significance of Elasticity of Demand
3	SUPPLY ANALYSIS
	3.1 Concept and Law of Supply 3.2 Factors Affecting Supply
4	CONSUMER BEHAVIOR
	4.1 Concept of Consumer Behavior and Utility. 4.2 Law of Diminishing Marginal Utility. 4.3 Law of Equi-Marginal Utility. 4.4 Indifference Curve Analysis: - Features, Price-line. Consumer's Equilibrium.

Gondwana University

B.B.A. – I

(Semester – II)

Core Course

Business Economics II

Unit No.	Topics
1	Market Structure
	1.1 Classification of Market 1.2 Perfect Competition : Features and Price determination of the Firm & Industry 1.3 Monopoly : Price determination Under Monopoly. 1.4 Monopolistic Competition : Price and Output Determination Under Monopolistic Competition.
2	Cost Analysis
	2.1 Accounting Cost and Economic Cost. 2.2 Short Run Cost Analysis : Fixed, Variable and Total Cost Curves, Average and Marginal Costs. 2.3 Long Run Cost Analysis : Economics and Diseconomies of Scale and Long Run Average and Marginal Cost Curves.
3	Factor Pricing
	3.1 Marginal Productivity Theory of Distribution 3.2 Rent: Modern Theory of Rent & Quasi Rent. 3.3 Wages: Minimum & Living Wages, Trade Union & Wages. 3.4 Interest Liquidity Preference Theory of Interest. 3.5 Profit: Innovation Theory of Profit, Risk & Uncertainty Theory of Profit.
4	Welfare Economics
	4.1 Concept of Welfare and its determinants. 4.2 Concept of Welfare State & Role Government. Views of Prof. A. C. Pigou. Dr. H. Daiton & Dr. Amartya Sen on Welfare.

Recommended Books: (For Business Economics Paper-I & Paper-II of Semester I & II)

1. Business Economics – H.L. Ahuja S.Chand and Company New Delhi.
2. Business Economics – V.G. Mankar Macmillan India Ltd. New Delhi
3. Vyavasaik Arth Shastra – Dr.T.G. Gite Atharv Publication. Pune
4. Business Economics & Business Environment Prof. G.M. Kochar Dr.K.B. Moharir Ku.G.K. Khalsa, Dr. Devender Kawday –Das Ganu Prakashan Nagpur. I.S.B.N. No. 978-93-81660-19-3

5. Micro Economics – D.N. Dwivedi – Pearson Publication NOIDA (U.P.)
6. Micro Economics – Theory An Analytical Approach – J.M. Joshi and R. Joshi – Wishwa Prakashan New Delhi
7. Business & Managerial Economics. Prof. Sampat Mukherjee – New Central Book Agency, Calcutta.
8. Choice, Welfare and Measurement. Dr. Amartya Sen – Oxford University, Press New Delhi 1983

B.B.A. I
SEMESTER I & II
QUESTION PAPER PATTERN
BUSINESS ECONOMICS

TOTAL MARKS-80
INTERNAL ASSIGNMENT-20

Q. 1.	A) Unit –I	8
	B) Unit – I	8
	OR	
	C) Unit –I	16
Q. 2	A) Unit –II	8
	B) Unit – II	8
	OR	
	C) Unit –II	16
Q. 3	A) Unit –III	8
	B) Unit – III	8
	OR	
	C) Unit –III	16
Q.4	A) Unit –IV	8
	B) Unit – IV	8
	OR	
	C) Unit –IV	16
Q. 5	A) Unit – I	4
	B) Unit – II	4
	C)Unit – III	4
	D)Unit – IV	4

Bachelor of Business Administration
SEMESTER-I
UCB1C07
STATISTICAL METHODS FOR BUSINESS

Theory : 80 Marks

Internal Assessment:20 Marks

Objectives-

To Provide Basic Knowledge and Understanding of important Statistical Methods elementary application to Business.

UNIT I

Statistical Data Collection and Measures of Central Tendency:Meaning, Definition of Statistics, Function, Scope, Merits, Demerits, Importance of Statistics. Statistical Data Collection- Primary and Secondary Data, Methods of Data Collection, Measures of Central Tendency – Arithmetic Mean, Median, Mode, Geometric Mean, Harmonic Mean.

UNIT II

Dispersion and Skewness: Range, Quartile Deviation, Mean Deviation, Standard Deviation, Karl Pearson's and Bowley Coefficient of Skewness.

UNIT III

Correlation Analysis: Simple Problems on Correlations, Two Way Method of Correlation, Concurrent Deviation Method of Correlation

UNIT IV

Index Number:Laspeyre's Method, Paasche's Method, Dorbish and Bowley Method and Fisher Ideal Method, Time Reversal Test and Factor Reversal Test.

BOOKS RECOMMENDED

1. Statistics- R. S. N. Pillia and V. Bhagavathi, S. Chand and Company, New Delhi
2. Fundamental of Statistics – A. K. Agrawal and Sahib Singh, PHI 4TH Edition.
3. Fundamental of Mathematical Statistics – Gupta and Kapoor, Sultan Chand and Sons Publication ISBN- 8180540049
4. Basic of Computer and Statistical Techniques – Dr. Rahul Sawlikar and Dr. S. B. Kishor, Das Ganu Prakashan, Nagpur – ISBN – 978-81-921757-8-2

5. Statistical Methods- S.P.Gupta, S.Chand and Company, New Delhi

6.StatisticalAnalysis-

Dr.RahulSawlikar,PayalPrakashan,NagpurISBN-978-81-922554-3-

9.

7. Fundamental of Statistics- Elhancs D.N.

8. Statistics, Theory, Method and Application- Sancheti and

Bachelor of Business Administration
SEMESTER-I
UCB1C07
STATISTICAL METHODS FOR BUSINESS

Time: 3 Hours

Marks: 80

Que. No. 1 :-	Unit 1	a) Theory	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	04 Marks
	Unit 2	b) Theory	-	04 Marks
	Unit 3	c) Theory	-	04 Marks

Unit 4 d) Theory

-

04 Marks

Bachelor of Business Administration
Semester – II
UCB2C07
STATISTICAL METHODS FOR BUSINESS – II

Theory: 80 Marks
Marks

Internal Assessment: 20

Objectives-

To Provide Basic Knowledge and Understanding of important Statistical Methods elementary application to Business.

UNIT I

Regression Analysis: Simple Problems on Regression, Mean and Standard Deviation Method, Equation Method (Including One Equation)

UNIT II

Time Series and Forecasting: Components of Time Series- Estimation of Trends and Seasonal Components, Moving Average (Including 3, 4, 5 Yearly)

UNIT III

Chi-Square Test

UNIT IV

Probability

Basic Concepts, Simple and Compound Probabilities, Permutations and Combinations.

BOOKS RECOMMENDED

1. Statistics- R. S. N. Pillia and V. Bhagavathi, S. Chand and Company, New Delhi

2. Fundamental of Statistics – A. K. Agrawal and Sahib Singh, PHI 4TH Edition.

3. Fundamental of Mathematical Statistics – Gupta and Kapoor, Sultan Chand and Sons Publication ISBN- 8180540049

4. Basic of Computer and Statistical Techniques – Dr. Rahul Sawlikar and Dr. S. B. Kishor, Das GanuPrakashan, Nagpur – ISBN –978-81-921757-8-2

5. Statistical Methods- S.P.Gupta, S.Chand and Company, New Delhi

6. Statistical Analysis- Dr.RahulSawlikar, PayalPrakashan, Nagpur ISBN- 978-81-922554-3-9

7. Fundamental of Statistics- Elhancs D.N.

8. Statistics, Theory, Method and Application- Sancheti and Kapoor

Bachelor of Business Administration
Semester – II
UCB2C07
STATISTICAL METHODS FOR BUSINESS – II

Time: 3 Hours

Marks: 80

Que. No. 1 :-	Unit 1	a) Theory	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	08 Marks
		b) Practical	-	08 Marks
			OR	
		c) Practical	-	16 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	04 Marks
	Unit 2	b) Theory	-	04 Marks

Unit 3	c) Theory	-	04 Marks
Unit 4	d) Theory	-	04 Marks