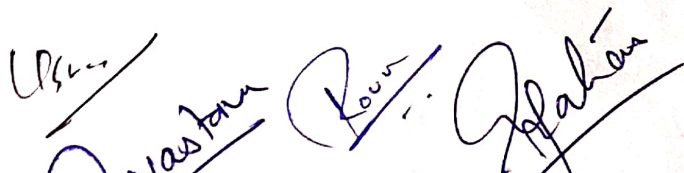


Group B

MAJOR

PART A INTRODUCTION			
PROGRAM : certificate	Class: BBA I Year Year :2022	Session:2022-2023	
Subject : BUSINESS STATISTICS			
1	Course Code : M1 BBA		
2	Course Title	BBA	
3	Course Type (core course/ elective/generic elective /vocational)	(Core course)	
4	Prerequisite(if any)	Not required (open for all)	
5	Course learning out come (CLO)	1.To provide basic knowledge of statistics to students 2. To develop the ability to analyze and interpret data to provide meaningful information to assist in making management decisions 3. To describe data and make evidence based decisions using inferential statistics that are based on well reasoned statistical arguments.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max .Marks : 40+60	(Min.Passing marks :33
Part B -Content of the Course			
Total No of Lectures -Tutorials-Practical (in hours per week):3 Hours L-T-P:90			
UNIT	Topics	No of Lectures	
1	Meaning and Definition of Statistics, Steps in Statistical Investigations, Laws of Statistics, Scope of Statistician Management and Industry, Limitations of Statistics.	15	
2	Methods of Collection of Data- Primary and Secondary, Presentation of Data – Bar Diagram, Pie Chart and Histogram, Frequency Distribution- Inclusive and Exclusive series.	17	
3	Measures of Central Tendencies: Mean, Median, Mode, Geometric Mean and Harmonic Mean	18	

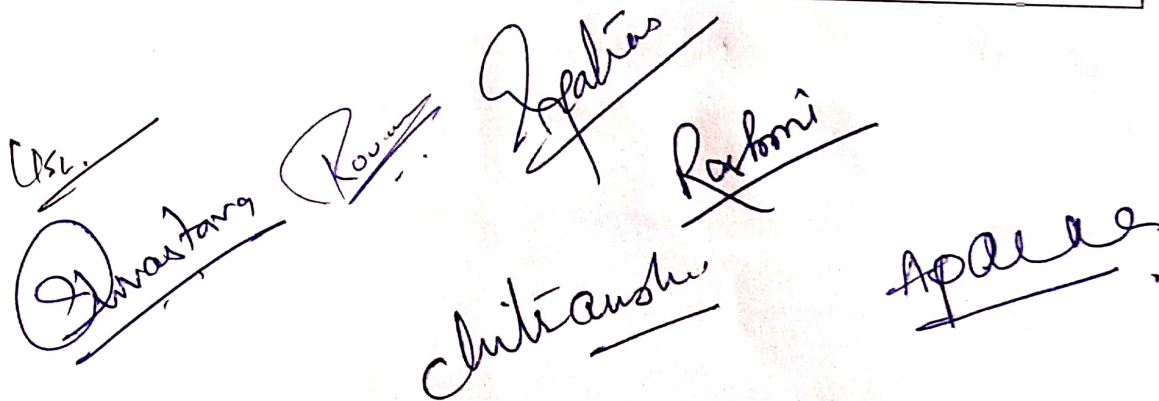




4	Measures of Variation: Standard Deviation & Mean Deviation and Skewness- Karl Pearson's Coefficient, Time Series Analysis - introduction to additive and multiplicative model	20
5	Correlation & Regression Analysis - Karl Pearson's Coefficient of Correlation, Spearman's Rank correlation (without ties), Regression - Lines of Regression, Index Numbers- Laspeyre's, Paasche's, Fisher's method	20
Text Books, Reference Books, Other Resources		

- Fundamental of Statistics S.C.Gupta, Himalaya Publications
- Basic Business Statistics: Concepts and Applications, Bereson and Levine, Pearson Education
- Business Statistics, N.D.Vohra, TATA Mcgraw Hill
- D.N.Elhance : Fundamental of Statistics, Kitab Mahal, Allahabad
- Gupta S P : Business Statistics, Sultan Chand and Sons, New Delhi
- Statistical Analysis, Dr P.C.Tulsian, Sultan Chand Publications, Delhi
- Business Statistics, Dr S M Shukla and Sahani, Sathiya Bhawan Publications, Agra
- Business Statistics, R.S.Bharadwaj, Excel Books
- STATISTICS FOR BUSINESS AND ECONOMICS, Anderson, Sweeney, Williams, Camm, Cochran, Cengage
- Stine, R. and Foster. (2014). Statistics for Business (Decision making and Analysis), Pearson.

Suggested weblinks :
http://cs.ioc.ee/ITKStats/files/1_intro.pdf



MINOR

Program Certificate	Class BBA I Year	Year: 2022	Session : 2022-23
Subject : BUSINESS MANAGEMENT			
1	Course Code	M 1 – BBAA1T (Group-I)	
2	Course Title	BBA	
3	Course Type (Core Course/ Elective/Generic Elective/ Vocational/.....)	(Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	<p>1. Student will be able to assess the global context for planning coordinating, and monitoring managerial behavior.</p> <p>2. Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market.</p> <p>3. Students will understand various forms of organizational structures and their importance.</p> <p>4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency.</p> <p>5. Students will be able to understand how organizations use different leadership styles to stay competitive.</p>	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks; 40+60	Min. Passing Marks:33
Part B – Content of the Course			
Total No. of Lectures- Tutorials-Practical (in hours per week):3 Hours			
L-T-P:90			
Unit	Topics		No. of Lectures

Upsc...

Shravan

Ravi

Zafar

Rashmi

Chitranshu
Apal



1	Management in Indian Culture and Tradition, Definition and Meaning of Management, Functions and Responsibilities of Management, Role of manager, Principles of Management. School & Thoughts of Management.	18
2	Planning: Process, Types and Significance, Planning vs. Forecasting Objective, Strategies and Policies, MBO. Decision Making: Process & Significance, Planning for Start-ups	18
3	Organization: Nature and Purpose of organization. Importance and process of Organization. Departmentalization, Organizational structures: types and relevance, Line and Staff relationship.	18
4	Authority- Delegation, Decentralization - Difference between Authority and power- Responsibility, Recruitment- Sources, Selection, Training, Direction -Nature and Purpose.	18
5	Leadership: Meaning, Importance, Types of Leadership, Leadership Styles, Motivation: Types & significance, Maslow's Need Hierarchy, Theory X&Y of Motivation. An overview of Strategic Management, SWOT Analysis, Strategic Analysis, Alternative-Choice & Evaluation. Future Management-Challenges and Skills	18

Part C- Learning Resources

Text Books References Books Other resources

Suggested Readings

- Management-James A.F. Stoner, R. Edward Freeman-Pearson Prentice Hall-6th Edition
- Principles of Management- PC Tripathi& PN Reddy-TMH-5th Edition-2012.
- Koontz D and Welhrich: Management, International Student Edition, Tokyo 1980.
- .R.D. Agrawal: Organization & Management MC Graw Hill, New Delhi 1982.
- Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PHI.
- S. M. Shukla: Principles of Management, SahityaBhawan, Agra (UP) (Latest Edition (Hindi and English Medium).
- Dr. Rajeev Kumar Jhalani&Dr. YogitaChandel, Principles of Management, Devi AhilyaPrakashan, Indore (Hindi Medium)
- Dr. C. M. Mehta, Business Organization, Ram Prasad and Sons, Bhopal. (Hindi Medium)

Suggested Web Links

https://www.dphu.org/uploads/attachments/books/books_5284_0.pdf

<https://education.stateuniversity.com/pages/ewlev9e9ib/An-Introduction-to-the-Principles-of-Management.htm>

Suggested equivalent online courses:

CSU

Divastan

Rou

Rashmi

Apahis

Chitrausha

Apal

OPEN ELECTIVE

Part A Introduction			
Program : Certificate		Class: BBA I Year	Year : 2022 Session 2022-2023
Subject: FINANCIAL ACCOUNTING			
1	Course Code	M 1- BBAC1T (Group-III)	
2	Course Title	BBA	
3	Course Type (Core Course/ Elective/ Generic Elective/ Vocational/...)	(Core Course)	
4	Pre - requisite	Not Required (Open for All)	
5	Course Learning Outcomes (CLO)	1. Students will be able to understand the basics of book- keeping and accounting. 2. Students will be able to know about accounting software. 3. Students will be able to do the accounting work of the business unit. 4. They will be in a position to understand and technically use bank reconciliation, branch accounts and departments accounts. 5. Students will understand the concept of Royalty accounting and Hire- Purchase accounting and learn what accounting remedies relate to them and where it can be used.	
6	Credit Value	(Credit) 4	
7	Total Marks	Max. Marks: 40+60	Min.passing Marks:33
Part B – Content of the Course			
Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 hours			
L-T-P :90			
Unit	Topics		No. of Lectures

CSL

Rou

Spab

Chitra

Shweta

Rashmi

Aparna



1	Accounting and its place in business and relationship with other financial areas, double Entry System, Book Keeping – Meaning, Advantages, Concepts and convention, Difference between Financial Accounting, Cost Accounting , and Management Accounting.	10
2	Types of books of accounts and their preparation ,Journal ,Ledger , Trial Balance and Depreciation , Computerized Accounting software (cloud books, wave and Tally)	20
3	Preparation of Final Accounts: Trading Account, Profit and Loss Account, Balance Sheet .Preparation of EMI Chart	20
4	Royalty Accounts, Hire Purchase Accounts- Accounting records in the books of Purchase and vendor,	20

Keywords / Tags:

Part C – Learning Resources

Text Books, Reference Books, Other resource

Suggested Readings:

- Mukherjee & Hanif, Financial Accounting, Tata McGraw Hills , New Delhi
- Shukla & Grewal, Financial Accounting , S Chand Publication 2019 , New Delhi
- J R Batliboi , Double Entry book keeping System: A complete treatise on the fundamentals of Accounting written specifically for Indian Studies and Businessmen, Standard Accountancy Publication, 1987.29th edition , Mumbai
- Gupta, R L Advanced Accounting, Sultan Chand & Sons , New Delhi
- S.M Shukla , Financial Accounting , Sahitya Bhavan Publication , Agra Latest Publication(Hindi and English Medium)
- Accounting Principles , Anthony R N , and Reece , J S 6thed, Homewood Richard D Irwin Publication , Illinois Us

Suggested Web links:

http://books.google.co.in/books/about/Financial_accounting.html?id=g7W0ZELBRy8C&redir_esc=y

[http:// Corporatefinanceinstitute.com/resources/knowledge/accounting/trial-balance](http://Corporatefinanceinstitute.com/resources/knowledge/accounting/trial-balance)

<http://www.accountingtools.com/articles/the-four-basic-financial-statement.html>

CSC

Shwastika

Rou

Zahid
Rashmi

Chitranshu
Aparna