

Group C

MAJOR

Part A Introduction			
Program : Certificate		Class: BBA 1 Year	Year : 2022 Session 2022- 2023
Subject: FINANCIAL ACCOUNTING			
1	Course Code	M I- 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) 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

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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	Bank Reconciliation Statement, Branch Accounts(excluding stock and debtors method) and Department Accounts(excluding closing stock reserve calculation)	20
5	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 6th ed, Homewood Richard D Irwin Publication , Illinois Us

Suggested Web

links: <http://books.google.co.in/books/about/Financialaccounting.html?id=g7W0ZELBRy8C&re>

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[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>

Suggested equivalent online courses:

MINOR

Part A – Introduction

**Program:
Certificate**

Class BBA I Year

Year: 2022

Session : 2022-23

Subject: Communication Skills

Course Code

M1-BBAA2T(Group-I)

Course Title

BBA

Course Type

Core Course

Pre-requisite (if any)

Not required (open for all)

Course Learning Outcome

Learners will be able:

1. To recall the types, channels and elements of communication and use them in managing organizational effectiveness.
2. To learn and practice verbal and non-verbal communication.
3. To equip themselves with the knowledge of business correspondence and use it in their work.
4. To engage effectively in discussions, interviews and conferences.
5. To recall and write reports effectively and other business documents.

Credit Value

(Credits) 6

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):

L-T-P: 90

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UNITS	TOPICS	No. of Lectures
1	Historical Background of Communication, Definition and process of communication. Essential of effective communication, Barriers to communication, Role of communication in organizational Effectiveness.	18
2	Public Speech –Composition, Principles, Speech Delivering skills. Group Discussion: Do's and Dont's, Communication in Committees, Seminars, Conferences, Symposia and Press Conference. Audience Analysis.	18
3	Non- Verbal Communication: Meaning, Types and Importance. Listening, Difference between Listening and Hearing,	18
4	Business Correspondence, Essentials of effective Business Correspondence, Structure of Business Letter, Types of Business Letter- Enquiry, Reply, Orders, Complaints, Circular Letter. Principles of clear business writing,	18
5	Drafting of Notices, Agenda, Minutes, Job Application Letters, Preparation of Curriculum Vitae.	18

Part C- Learning Resources

Text Books, Reference Books and Other Resources

Suggested Reading:

- Business Communication Concepts & Skills, T. N. Chhabra, Sun India Publishers.
- Business Communication by Shashi k Gupta.
- Business Communication, R K Madhukar, Vikas Publication
- Business Communication, K. K. Ramachandran, Himalaya Publishing House.
- Business Communication, Dr. S M Shukla, Shaitya Bhawan Publication
- Essential of Business Communication, sixth Edition, Mary Ellen Guffey, South – Western College Publishing.
- Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopalaswamy Ramesh, Pearson India.
- Rao N. & Das R. P. Communication Skills, Himalaya Publishing House.
- Mehta D. & Mehta N.K., A Handbook of Communication Skills Practices, Radha Pub., New Delhi.

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- Sinha K K., Business Communication, Galgotia Publishing House, New Delhi
- Murphy A. & Peck Charles E., Effective Business Communication, Tata Mcgraw Hill, New Delh
- <http://books.google.co.in/books/about/effective>
Communication.html?id=Dzo1joiJVoiC

Business

OPEN ELECTIVE

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) 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	
1	Meaning and Definition of Statistics, Steps in Statistical Investigations, Laws of Statistics, Scope of Statistics in Management and Industry, Limitations of Statistics	15	
2	Methods of Collection of Data- Primary and Secondary,	17	

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	Presentation of Data – Bar Diagram, Pie Chart and Histogram, Frequency Distribution- Inclusive and Exclusive series	
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

Text Books, Reference Books, Other Resources

Suggested Readings:

- 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 ,KitabMahal ,Allahabad
- Gupta S P : Business Statistics ,Sultan Chand and Sons ,New Delhi
- Statistical Analysis, DrP.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,Cocharan,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

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