

## Group B

### MAJOR

| PART A INTRODUCTION   |  |   |                        |
|---|--|---|------------------------|
| PROGRAM : certificate   | Class: BBA I Year Year :2022   | Session:2022-2023   |                        |
| Subject : BUSINESS STATISTICS   |  |   |                        |
| 1   | Course Code : MI 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<br>2. To develop the ability to analyze and interpret data to provide meaningful information to assist in making management decisions<br>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 :<br>40+60   | (Min.Passing marks :33 |
| Part B -Content of the Course   |  |   |                        |
| Total No of Lectures -Tutorials-Practical (in hours per week):3 Hours<br>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  |                        |

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| 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 |
| <b>Text Books, Reference Books, Other Resources</b> |  |    |

- 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, Dr P.C.Tulsian, Sultan Chand Publications, Delhi
- Business Statistics, Dr S M Shukla and Sahani, Sathiyabhawan 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](http://cs.ioc.ee/ITKStats/files/1_intro.pdf)

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Shrivastava  
Rou  
Shukla  
Rachmi  
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**MINOR**

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|--|---|--|------------------------------|
| <b>Program Certificate</b>   | <b>Class BBA I Year</b>   | <b>Year: 2022</b>  | <b>Session : 2022-23</b>     |
| <b>Subject : BUSINESS MANAGEMENT</b>   |   |  |                              |
| <b>1</b>   | <b>Course Code</b>  | <b>M 1 – BBAA1T ( Group-I)</b>   |                              |
| <b>2</b>   | <b>Course Title</b>   | <b>BBA</b>   |                              |
| <b>3</b>   | <b>Course Type (Core Course/ Elective/Generic Elective/ Vocational/.....)</b> | <b>(Core Course)</b>   |                              |
| <b>4</b>   | <b>Pre-requisite (if any)</b>   | <b>Not Required ( Open for All)</b>  |                              |
| <b>5</b>   | <b>Course Learning outcomes (CLO)</b>   | <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> |                              |
| <b>6</b>   | <b>Credit Value</b>   | <b>(Credit) 6</b>  |                              |
| <b>7</b>   | <b>Total Marks</b>  | <b>Max. Marks; 40+60</b>   | <b>Min. Passing Marks:33</b> |
| <b>Part B – Content of the Course</b>  |   |  |                              |
| <b>Total No. of Lectures- Tutorials-Practical ( in hours per week):3 Hours</b> |   |  |                              |
| <b>L-T-P:90</b>  |   |  |                              |
| <b>Unit</b>  | <b>Topics</b>   | <b>No. of Lectures</b>   |                              |

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*Rashmi*

*Chitranshu*  
*Agarwal*

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|---|--|----|
| 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-6<sup>th</sup> Edition
- Principles of Management- PC Tripathi& PN Reddy-TMH-5<sup>th</sup> 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

VSB.  
 Anant  
 Ravi  
 Rishmi  
 Rashmi  
 Chitra  
 Aparna

[https://www.dphu.org/uploads/attachments/books/books\\_5284\\_0.pdf](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

Row

Apahis

Shvastan

Rashmi

Chitrandu

Apalme

**OPEN ELECTIVE**

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

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*Chitrawshi*  
*Apalme*  
*Shastri*  
*Rashmi*

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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 | 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, 1987.29<sup>th</sup> 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 6<sup>th</sup>ed, Homewood Richard D Irwin Publication , Illinios Us

**Suggested Web links:**

[http://books.google.co.in/books/about/Financial\\_accounting.html?id=g7W0ZELBRy8C&redir\\_esc=y](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>

CRC

Shwastika

Roun

Zakus  
Rashmi

Chitranshu  
Aparna