

Bilaspur University, Bilaspur, Chhattisgarh
(Syllabus of BBA Yearly System)
w.e.f. academic session 2015-16

SCHEME OF EXAMINATION

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DETAILED SYLLABUS

For

BBA DEGREE – Part I



BILASPUR UNIVERSITY

Bilaspur, Chhattisgarh

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B.B.A. PART –I
SCHEME OF EXAMINATION
(w.e.f. 2015-16)

	<u>Max. Marks</u>	<u>Min. Marks</u>
A. Foundation Course:		
1. Hindi Language	75	26
2. English Language	75	26
B. Compulsory Groups:		
Group -I		
1. Management Principle	75	50
2. Business Mathematics	75	
Group-II		
1. Business Environment	75	50
2. Computer Fundamental	75	
Group-III		
1. Business Organisation	75	50
2. Financial Accounting	75	
C. ASSIGNMENT:(Related with all the subjects)	50	20
D. Environment Science and Human Rights		
Theory	75	33
Practical Field Work	25	

B.B.A. PART – I
Syllabus For 2015-16
Management Principles
Group I Paper I

M.M.-75

Unit I

Conceptual Framework of Management: Definition, Components, Features, Functions, Nature and levels of Management, Administration and Management, Management as a Profession, Significance of Management from the point of view of Modern Business Operations.

Evolution and Foundations of Management Theories: Introduction, The Classical and Neoclassical approaches, I Law throne Experiments, Systems approach to an Organisation, Modern Organisation, Theory and its Appraisal.

Unit II

Management Planning Process: Meaning Objectives and characteristics, Policy and its meaning, procedure defined. Distinction between Policies and Procedures, Forecasting and its various aspects.

Organising : Organisation : Meaning, Definition, Basic Elements/Steps/Features, Nature, Importance, Principles of an Organisation, Formal & Informal Organisation, Span Of Control, Departmentation : Meaning, Types and Key Factors in Departmentation.

Types of an Organisation : Introduction, Line, Line and staff, Functional, Project or Matrix Organisation, Distinction between Organisations. The Need for Committee Form of an organization.

Unit III

Types of Authority: Introduction, Sources of Authority, Decentralization of Authority, Distinction between Delegation and Decentralization. Factors determining the extent of decentralization. Advantage. Techniques and Limitations of Decentralization. **Organisation Charts:** Meaning, Principles, Types, Advantages and Limitations of Organisation Charts.

Delegation of Authority : Meaning, Characteristics, Limitations, Process, Merits, Principles and Weaknesses of Delegation, Formal & Informal Delegation, Guidelines for Securing Better Delegation. Relationship and Distinction between Authority and responsibility. Distinction between Authority and Accountability, Authority and Power, Responsibility and Delegation, Specific Limits of Authority.

Communication : Definition, Elements, Characteristics, Objectives, Importance of Communication, Principles of Effective Communication. Obstacles Barriers in Communication, Advantages and Disadvantages of Verbal & Written Communication. Measurement of the Success of Communication. Types of Communication.

Motivation : Definition, Importance, Relationship of Motivation with efficiency of the working force, Positive and Negative Motivation, Principles of Personnel Motivation, Human Needs, Maslow's Theory of Motivation, Theory X. Theory Y. Herzberg's Theory of Motivation.

Unit IV

Staffing : Staffing Defined, Job Analysis, Manpower Planning, recruitment, Transfer and Promotions, Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.

Co-ordination: Definition, Characteristics, Types, Need, Objectives, Principles, Techniques, Steps to Achieve Co-ordination, Distinction between Co-ordination and Co-operation, Distinction between Vertical and Horizontal Co-ordination.

Decision Making : Definition, Characteristics, Elements, Steps, Principles, Importance, Types Of Decisions: Rational Decision Making, Quantitative Techniques of Decision Making.

Unit V

Directing : Definition, Elements, Importance, Nature, Principles, Types and Techniques of Direction. Principles of Issuing Orders.

Management Control : Definition, Nature, Scope, Steps, Types and Principles of Control, Action to Reinforce the Positive and Correct the Negative Results, Cybernetic and Non-Cybernetic Controls, Types of Critical Standards, Requirement of an Effective Control System, Control Aids/Techniques/Methods.

Management By Objectives : Meaning, Characteristics, Benefits, Action to be taken at Company and Individual Levels, Review Performance, Success and Failure of MBO.

B.B.A PART –I
SYLLABUS FOR 2015-16
BUSINESS MATHEMATICS
GROUP –I (Paper-II)

M.M.-75

UNIT –I

1. Theory of Indices
2. Matrix and Matrix Inverse
3. Logarithms
4. Simultaneous Equations (TWO VARIABLES ONLY)

UNIT- II

1. Measurement of Angles
2. Trigonometric ratio or functions
3. Values of trigonometric functions .Addition and multiplication theorem

UNIT –III

1. Average
2. Ratio and Proportion
3. Percentage

UNIT-IV

1. Commission and Brokerage
2. Discount
3. Profit And Loss

UNIT-V

1. Simple Interest
2. Compound Interest
3. Annuity

B.B.A. PART – I
Syllabus For 2015-16
BUSINESS ENVIRONMENT
Group –II (Paper- 1)

M.M.-75

OBJECTIVE

This course aims at acquainting the students with the emerging issues in business at the national and international level in the light of the policies of liberalization and globalization.

COURSE INPUTS

UNIT-I : Indian Business Environment: Concept, components, and importance

Economic Trends (overview): Income; Savings and investment; Industry; trade and balance of payments, money; finance; prices.

UNIT-II: Problems of Growth: Unemployment; Poverty; Regional Imbalances; Social Injustice; Inflation; Parallel Economy; Industrial Sickness

UNIT-III: Role of Government: Monetary and Fiscal Policy; Industrial Policy; Industrial Licensing. Privatization; Devaluation ; Export- Import Policy; Regulation of Foreign Investment; Collaborations in The Light Of Recent Changes.

UNIT –IV: Review of Precious Plans, The Current Five Year Plan, Major Policy, Resources Allocation

Unit- V: International Environment : International Trading Environment(Overview); Trends in World Trade and the Problems Of Developing Countries; Foreign Trade And Economic Growth; International Economic Groupings; International Economic Institutions – GATT, WTO World Bank, IMF,FDI, Counter Trade.

B.B.A. PART – I
Syllabus For 2015-16
Computer Fundamental
Group II Paper II

M.M.-75

Unit I

Basic Components of Computers and their Functions : Computer Defined, Computer System, Architecture, Characteristics of Computers, Functions of Computer, Uses of Computer, Scope of Computer Application, Advantages of Computers, limitation of Computers, types of Computers, New Developments issues and trends in Computer Applications and Developments.

Various Generations of Computers and their Classification : Mechanical Computers, Electronic Digital Computer, Limitations of Early Computer, The Computer Generations, 1st Generation Computers, 2nd Generation Computers, 3rd Generation Computers, 4th Generation Computers, 5th Generation Computers, Classification of Computers on Size/Capacity, Comparison between Mini Computers and Micro Computers, popularity of PC, Uses of Computers.

Computer Codes : Coding Defined, Objectives of Coding, Need of Coding, BCD Code, Gray Code, ASCII Code, BCDIC Code, EBCDIC Code, Visual Display Codes.

Unit II

Primary Storage : Random Access Memory, Read Only Memory, Bubble Memory, Special Purpose Memories.

Input Devices : I/O Devices, input Devices, Source Data input.

Output Devices: Overview, Hard-Copy Devices, Soft-Copy Devices.

Secondary Storage : Definition, Magnetic Tape, Magnetic Disk, Optical Media, Cards, Ports and Cards, Power Supply.

Unit III

Types of Software : Classification of Software, Operating System, Concept of Programming, Types of Computer Languages, Language Translators, Software Tools, System Software Utilities, Window-A Graphical User Interface (GUI).

General Purpose Application Software: Special Purpose Application Software, Latest Trends in Information Technology, Emerging Information Technologies.

Operating System : Definition of Operating System Control and processing Programs. Types of Operating System.

Programming Language : Definition of Programming Language, Machine Language, Assembly Language, High-level Language, 4GL, Major High-level Languages. Choosing a programming Language.

Primer on Basic : Overview, Structure of a BASIC Program, Character Set, Constants, Variables, Library Functions, BASIC Expressions. BASIC Statements, Advantages of BASIC, Disadvantages of BASIC.

Primer in COBOL : Introduction, COBOL Divisions, Advantages, Disadvantages, Applications of COBOL, Sample Program.

File Organisation : Contents of Files, File Types, File Organisation and Access Methods.

Database Management Concepts : Types of DBMS, Size, File Structure, Data Fields, Data Manipulation, Input facilities, Output Facilities, Security, Special Features.

Unit IV

Types of Data Processing: Introduction, Batch Processing, Online Processing Selection of Processing Mode. Real Time Systems.

Distributed Data Processing: Introduction, Concept of Distributed Processing, What Distributed Processing is Not ?

Unit V

Software and Other Security Controls: Anatomies of Security, Physical Security, Data Security, Hardware and Software Threats, Communication Related Threats. Efforts of ISO.

Administrative and Organizational Control and Security Audit: Introduction, Risk Management, Disaster Recovery Planning.

Computer Viruses: Overview, Logic Bombs, Trojan Horses, Worms, Virus Operations, Virus Characteristics, What is Sinister about Viruses, Viruses History, How Viruses are Spread, Different kinds of Viruses, Damaged Done By Viruses, Virus Prevention, Network And Viruses, Network Protections, Things that are not Viruses, The future of Viruses, Antivirus in the Future.

B.B.A. PART – I
Syllabus For 2015-16
Business Organisation
Group III Paper I

M.M.-75

Unit I

Concepts, Nature and Scope of Business : Economic & non-economic activities, types of economic activities, Business nature/characteristics of Business, Scope of Business-Industry-types, Commerce & Commercial Activities, Trade-kinds and Aids to trade, Interrelationship between trade, commerce and industry. Business organization and functional areas and functions of Business.

Unit II

Business & Environment Interface : System Approach, Business system, and its sub systems & their interrelationship, Business Environment Kinds of Environment, Impact of Environment on business interface between Business Nature and strategies, Business as a part of Economic System.

Profit Maximization v/s Social Responsibilities of Business : Types of Business objectives, Concept & Assumptions of Social Responsibility, Conflict between profit maximization and Social Responsibility, Obligation of business towards different groups of the society. Social Responsibilities of Management in India, Business Ethics, Factors influencing Business Ethics values, Impact of values on Business,

Unit III

Location of Business Enterprise : Factors affecting Industrial Location, selection of site, Urban & Sub-Urban sites, concentration of Industries, Need for balanced regional Development. Government Policy on Industrial Location, Location Policies in India since independence, Industrial estates, Weber's Theory of Location, & its Appraisal.

Unit IV

Choice of Business Organisation: Focus of Business organization, Sole Proprietorship Partnership, Joint Hindu family firm, Joint stock company, Distinction between company & partnership, Co-operative organisation, Classification of companies – private V/S Public company, features of an ideal form of an organization, initial choice of organisation, Expansion of Business and choice of organisation,

Promotion of a Company : Types and functions of promotion procedure of formation of a company, Documents in formation of a company, Memorandum & Articles of Association and prospectus.

Unit V

Business Combinations: Concept, Causes Benefits and Evils of Business Combinations Business Associations, Trade. Association, Chambers of Commerce, Brief Study of Organisation, Objectives, function of FICCI, CII, ASSOCHAM, AIMO, AIOE.

B.B.A.PART I
Syllabus For 2015-16
FINANCIAL ACCCOUNTING
Group-III (Paper-2)

M.M.-75

UNIT I-

Meaning and scope of accounting, Book –keeping and accounting. Branches and objectives of accounting. Accounting Transactions: Journal. Rules of Debit and Credit. Compound journal entries. Rules of postings. Trial Balance. Sub division of journal.

UNIT—II

Final accounts; Manufacturing Account; Trading Account; Profit and Loss Account; Balance Sheet. Adjustment entries, Rectification of errors. Suspense Account.

UNIT—III

Depreciation; Concept and causes of depreciation. methods of depreciation accounting. Provision and reserves.

Branch Accounting; Concept and accounting methods.

UNIT—IV

Partnership Accounts; Essentials and partnership Deed. Admission and Retirement of Partner. Dissolution of partnership.

UNIT—V

Company Accounts; Meaning , definition, characteristics and types of company. Issue of shares; types and accounting.

Debentures: meaning and types (theoretical description only).