

# **SHRI VENKATESHWARA UNIVERSITY GAJRAULA**



## **Syllabus**

**School of Commerce & Management**

**Bachelor of Business Administration (BBA)**

**2019-20 onwards**

**Course Structure**  
**Year: 2 Semesters: III**

S.N.	Subject Code	Subject	EVALUATION SCHEME								
			SESSIONAL EXAMS						ESE	Total	Credit
			L	T	P	CT	TA	Total			
1.	BBA-311	Business Mathematics	5	2	-	20	10	30	70	100	6
2.	BBA-312	Business Laws	5	2	-	20	10	30	70	100	6
3.	BBA-313	Principles of Accounting	5	2	-	20	10	30	70	100	6
4.	BBA-314	Fundamentals of Computers	1	2	-	20	10	30	70	100	2
		<b>Total</b>	<b>16</b>	<b>8</b>	<b>-</b>	<b>80</b>	<b>40</b>	<b>120</b>	<b>280</b>	<b>400</b>	<b>20</b>
5	BBA-315	Soft Skills (Non-CGPA)	1	2	-	20	10	30	70	100	2

## **Semester III**

**Code-BBA-311**

**Business Mathematics**

### ***Learning Objective***

- 1. To understand basics of integration and its uses in the areas of mathematics.*
- 2. Independently solving of business problems.*
- 3. Use percentages, ratios, and proportions for business applications such as discounts, markups, and markdowns, and be able to differentiate which math methods should be used for different problems.*

**Unit I-** Matrix: Introduction, Square Matrix, Row Matrix, Column Matrix, Diagonal Matrix, Identity Matrix, Addition, Subtraction & Multiplication of Matrix, Use of Matrix in Business Mathematical Induction.

**Unit II-** Inverse of Matrix, Rank of Matrix, Solution to a system of equation by the adjoint matrix methods & Guassian Elimination Method.

**Unit III-** Percentage, Ratio and Proportion, Average, Mathematical Series-Arithmetic, Geometric & Harmonic, Simple Interest & Compound Interest.

**Unit IV-** Set theory- Notation of Sets, Singleton Set, Finite Set, Infinite Set, Equal Set Null Set, Subset, Proper Subset, Universal Set, Union of Sets, Inter-section of Sets, Use of set theory in business, Permutation & Combination.

**Unit V-** Concept of Differentiation and Integration, Maxima and Minima in Differentiation, Application of Differentiation & Integration in Business (No proof of theorems. Etc)

### ***Learning Outcomes***

- 1. To explain basic methods of business types and methods of Matrix and their basic applications in practice.*
- 2. To solve problems in the areas of set theory and ratio analysis.*
- 3. To discuss effects of various types Percentage..*

Suggested Books:

- 1.Mehta & Madnani Mathematics for Economics
- 2.Mongia Mathematics for Economics
- 3.Zamiruddin Business Mathematics
- 4.Raghavachari Mathematics for Management

**Learning Objective:** This course is designed to provide the student with knowledge of the legal environment in which a consumer and businesses operates, and to provide the student with knowledge of legal principles.

**Unit I-** Indian Contract Act: Definition and essentials, Contracts agreements, Offer & Acceptance Consideration, Capacity of parties Free Consent, Performance of Contracts, Terminal of Contract, Consequence and Remedies of Contract terminal.

**Unit II-** Contingent contract, Implied, Quasi contract, Indemnity Contract, Guarantee contract, Bailment, Lien, Pledge contract, Agency contract.

**Unit III-** Sales of Goods Act: Sale contract-Definition, Features, Formation of Contract Contents of sale contract-Goods, Price, Condition and Warranty, Ownership of goods and transfer, Performance of sale contract, Delivery, Rights of unpaid sellers, Auction Sale.

**Unit IV-** Indian Partnership Act: Definition and Nature of Partnership Partnership deed Mutual and Third parties relation of Partners, Registration of Partnership Dissolution of Partnership.

**Unit V-** Definition Features Types Recognition And Endorsement of Negotiable Instruments.

**Course Outcomes:** On completion of this course, learners will be able to:

1. On completion of this course, learners will be able to: appreciate the relevance of business law to individuals and businesses and the role of law in an economic, political and social context.
2. Identify the fundamental of Formation of a Company.
3. Examine how businesses can be held liable in tort for the actions of their employees

**Suggested Books:**

- 1.Dhanda PMV Commercial and Industrial Laws
- 2.Kapoor D Elements of Mercantile law(including Company Law Industrial Law)
- 3.Gulshan S and Kapoor Lectures on Business & Economics Laws
- 4.Kuchall Business Laws
- 5.Mandal C. Economics and other Legislations

- Learning Objectives**
1. To understand the meaning accounting and accountancy.
  2. To understand the terms used in accounting system.
  3. To know how the accounting entries are posted in books.

**Unit I-** Introduction of Accounting ,Types of Accounting, Accounting standards in India.

**Unit II-** Joint Venture and Consignment.

**Unit III** Royalty Accounts

**Unit VI-** Partnership Accounts: Admission, retirement and death of a partner, Dissolution of Partnership.

**Learning Outcomes**

1. To record the basic journal entries.
2. Memorize how to calculate depreciation by applying various methods.
3. Maintain the financial statements of a business entity.
4. Rectify errors in accounts

**Suggested Readings:**

1. Agarwal, B.D. Advanced Accounting
2. Chawla & Jain Financial Accounting
3. Chakrawarti, K.S. Advanced Accounts
4. Shukla, M.B. Financial Analysis and Business Forecasting
5. Jain & Naranag Advanced Accounts

***Learning Objective***

- 1. Understand the meaning and basic components of a computer system.*
- 2. To learn generation, classification and application of computers.*
- 3. Knowledge of computer equipment, including both hardware and software.*
- 4. To learn input devices and output devices in detail*

**Unit I** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing.

**Unit II** Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows

**Unit III** Ms Word and MS Excel, Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

**Unit IV** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website, e-mail creation .

***Learning Outcome***

- 1. Understand the concept of input and output devices of Computers and how it works.*
- 2. Understand the concepts, structure, types and design of operating Systems.*
- 3. Understand the concept of Data Communication, its Modes, its Forms and Data Communication Channels.*

**Suggested Readings:**

Computer Fundamenstals BPB Publications; Reprint Edition 2018 edition  
Fundamentals of Computers SBPD Edition,2019 edition

**Learning Objectives:**

*The objectives of the Skills Soft Training is to give each student a realistic perspective of work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviors.*

**Unit I:** Soft Skills:- Positive Attitude, Body Language, SWOT/SWOC Analysis, Emotional Intelligence-Etiquette, Personality Development.

**Unit II:** Paragraph Writing:- 1. Paragraph Structure 2. Development of Ideas

**Unit III:** Paraphrasing and Summarizing :-1. Elements of Effective Paraphrasing 2. Techniques for Paraphrasing 3. What Makes a Good Summary? 4. Stages of Summarizing

**Unit IV:** Letter Writing:-1. Letter Writing (Formal and Informal) 2. E-correspondence

**Unit V:** Resume and CV 2. Cover Letter

**Learning Outcome:**