

BBAAC1011	ENGLISH	C
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Course Objective: To make students to:

1. Participate actively in discussions, debates, & simulations
2. Give impromptu speeches and prepared presentations
3. Read, comprehend and summarize articles
4. Learn common legal vocabulary and collocations as well as key legal concepts

UNIT I Grammar and Translation

- Construction of sentences with there is, there are, it is etc.
- Negative and Interrogative sentences
- Usage of articles, tenses, prepositions, and modals etc.
- Translation of sentences, & passages from Hindi to English

UNIT II Common Errors in English

- Errors in use of parts of speech
- Correct usages with regard to tenses
- Subject verb concord
- General errors in Sentence Constructions

UNIT III Vocabulary building

- Synonyms, Antonymous, use of appropriate words
- Words often confused/ Homonyms & Homophones
- Foreign words used in law
- Idioms & Phrases
- Legal terms

UNIT IV Reading, Listening, and Comprehension skills

- Reading short passages aloud and discussion
- Listening of conversations and answering questions
- Comprehension of Short Passages
- Comprehensions of legal texts, judgments and other passages of more general nature

UNIT V Speaking skills

- Introducing oneself
- Conversations between two student on a given topic/role play
- Impromptu speech on a given topics
- Debates and Logical reasoning

TEXTBOOKS

1. Bansal, R.K. and J. B. Harrison. *Spoken English for India: A Manual of Speech and Phonetics*, Hyderabad: Orient Longman, 1983.
2. S. Pit Corder, *An Intermediate English Practice Book*, Orient Longman, Hyderabad, 1996.
3. S.C.Tripathi, *Legal Language, Legal Writing and General English*, Central Law Publications, New Delhi, 2005.



BBAMA102T	PRINCIPLE AND PRACTICE OF MANAGEMENT	C
		6

COURSE OBJECTIVES:

- To gain knowledge about the four management functions of planning, organizing, leading, and controlling and introduce to the historical evolution of management theories.
- To learn the basics of group dynamics and the challenges of managing work teams.
- To familiarize with various leadership styles and theories of motivation.

UNIT I

Introduction: Concept, nature, process and significance of management; Managerial roles and Skills; Development of management through; Classical and neo – classical systems; Contingency approaches: - Robert Owen, Taylor Fayol, and Elton Mayo.

UNIT II

Planning – Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Nature and Types of Policies – Decision Making – Process of Decision making – Types of Decisions – Problems involved in Decision – making.

UNIT III

Organizing – Types of Organization (Line and Staff, Committees, Projects, Matrix) – Organizational structure – Span of Control – Departmentation – Informal Organization- Meaning and functions of Staffing.

UNIT IV

Authority – Delegation – Decentralization – Difference between authority and power – Uses of authority – Difference between Centralization decentralization – Responsibility –Nature, Purpose and Scope of Directing. - Controlling – Meaning, importance and Types of Control -Control Process.

UNIT V

Co-ordination – Need for Co-ordination – Types – Techniques – hierarchy of control-Co-operation-meaning- Distinction between co-ordination and co-operation – Requisites for excellent Co-ordination

TEXT BOOKS

1. C. B Gupta -Management Principles
2. L.M Prasad -Principles and Practices in Management
3. Dinkar Pagare -Business Management

REFERENCES

1. P.C. Tripathi & P.N. Reddy – Principles of Management.
2. Weihrich and Koontz – Essentials of Management; Tata McGraw

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BBAMI103T	FINANCIAL ACCOUNTING	C
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COURSE OBJECTIVES:

- Understand the basic accounting concepts and their application in business.
- Apply the dual-entry recording framework to a series of transactions that results in a balance sheet.
- Gain knowledge on the preparation of financial statements.

UNIT I

Meaning and scope of Accounting, Basic Accounting Concepts and Conventions –Objectives of Accounting – Accounting Transactions –Double Entry Book Keeping – Journal, Ledger, Preparation of Trial Balance – Preparation of Cash Book.

UNIT II

Preparation of Final Accounts of a Sole Trading Concern – Adjustments– Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors, Interest on Capital and Drawings

UNIT III

Classification of errors – Rectification of errors – Preparation of Suspense Account.- Bank Reconciliation Statement (Only simple problems).

UNIT IV

Depreciation – Meaning, Causes, Types – Straight Line Method – Written Down Value Method (Change in Method excluded). Insurance claims – Average Clause (Loss of stock only)

UNIT V

Single Entry – Meaning, Features, Defects, Differences between Single Entry and Double Entry System – Statement of Affairs Method- Conversion method (simple problems only)

TEXT BOOKS

1. T.S. Reddy & A. Murthy -Financial Accounting – Margham Publications – 2012
2. R.L Gupta & V.K Gupta -Advanced Accounting – Sultan Chand –New Delhi-2010

REFERENCES

1. Shukla & Grewal -Advanced Accounting - S Chand – New Delhi
2. Jain & Narang -Financial Accounting
3. P.C. Tulsian -Financial Accounting

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BBAGFL04A	COMMUNICATION ENGLISH	C
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UNIT I Introduction: Theory of Communication, Types and modes of Communication Language of Communication: - Verbal and Non-verbal (Spoken and Written) - Personal, Social and Business - Barriers and Strategies - Intra Personal, Inter Personal and Group Communication

UNIT II Listening Introduction, definition of listening, listening Vs hearing, process of listening, problems students face in listening, sub-skills of listening, what is good listening? strategies of listening, barriers to listening, listening in the workplace, activities that help you to become better listeners.

UNIT III Speaking English, the lingua franca, varieties of English; Indian English, Received Pronunciation, Why phonetics? Organs of speech and speech mechanism; Classification of English sounds- vowels; consonants; IPA symbols, transcription, the syllable, syllable structure, stress and intonation, some rules of pronunciation, Indian English and deviations from RP, Speaking as a skill; speaking on formal and informal occasions; how to perform a wide range of language functions such as greeting, thanking, complaining, apologizing.

UNIT IV Reading Introduction, The Reading Process, Reading and Meaning, Methods to Improve Reading, Strengthening Your Vocabulary, Understanding Graphics and Visual Aids, Previewing, Reading in Thought Groups, Avoiding the re-reading of the Same Phrases, Barriers to Reading, Skills for Speed Reading, Sub-skills of Reading, Skimming, Scanning, Extensive Reading, Intensive Reading, Reading E-mail, E-books, Blogs and Web pages

UNIT V Letter writing- formal and informal; CV; report writing; presentation as a skill- elements of presentation strategies-audience-objectives-medium- key ideas, structuring the material, organizing content, audio-visual aids-handouts-use of power point .

TEXTBOOK:

1. Marks Jonathan. English Pronunciation in Use. New Delhi: CUP, 2007.
2. Lynch, Tony. Study Listening. New Delhi. CUP, 2008. 2
3. Kenneth, Anderson, Tony Lynch, Joan Mac Lean. Study Speaking. NewDelhi: CUP, 2008

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BBAGEL04B	COMPUTER IN MANAGEMENT	C
		4

Course Objective: The objective of this subject is to provide conceptual knowledge of the information technology to the future Managers.

UNIT-I

INTRODUCTION TO COMPUTER-

Introduction to Computers, History (generations of computers), Characteristics, Types, Advantages & Disadvantages. Computer Architecture, Input/ Output Devices, RAM, ROM, Hardware. Software, Memory Management. Computer Languages.

UNIT II:

Computer Networks

Introduction to Computer Networks, Networking Components, Classification and Types of Networks, Network Topologies – Overview with Advantages and Disadvantages, Communication Channels, Client Server Architecture, LAN concepts.

UNIT-III:

Internet Technology & World Wide Web

Introduction to Internet Intranet and Extranet, Myths about the Internet, Basic Concepts of Internet, Domain Name Service, Internet Protocols and Addressing, Services of internet, Internet and support Technologies, Concept of WWW.

UNIT-IV

E-commerce

Introduction, E-Commerce Vs E-Business, Advantages & Disadvantages, E-Commerce Business Models, E-Commerce Technologies, , E-Commerce Applications, E-Core Values – Ethical, Legal, Taxation and International issues, E-Commerce Security Issues, Internet based Payment System.

UNIT-V

Basic Concepts of MS-OFFICE

(a) MS-Word (b) MS-Excel (c) MS-Power Point.

TEXTBOOKS:

1. Deborah Morley (2007), Understanding Computers: Today & Tomorrow, Eleventh Edition, Thomson
2. Rajaraman, V. (1998), An Introduction to Computers, Prentice Hall of India.
3. Nagpal, (1999), Computer Fundamentals, Wheeler Publishing, New Delhi.
4. Vishnu P. Singh -Ms Office 2007 – BPB Publications

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