

श्री विनायक महाविद्यालय, गाडरवारा



RANI DURGAVATI VISHWAVIDYALAYA, JABALPUR  
BACHLOR OF BUSINESS ADMINISTRATION  
BBA SYLLABUS  
FIRST SEMESTER

S.NO.	SUB. CODE	SUBJECT NAME	EXAMINATION SCHEME		
			Internal	External	Total
1.	101	English	10	40	50
2.	102	Mathematics	10	40	50
3.	103	Principles of Accounting	10	40	50
4.	104	Business Organization	10	40	50
5.	105	Principles of Economics	10	40	50
6.	105	Comprehensive Viva Voce & One External Examiner internal Examiner)			50
Total - 300					

### **BBA101 English**

**Unit 1:** a) Countable and uncountable : use of “ a, an, the some any once, a few, little, a little much, many, plenty of, a lot of , a great deal of etc,”

b) Auxiliaries: making negatives and question of auxiliary verbs, causative use of ‘have’ use of ‘must’ and ‘must not’ – ‘must and needn’t, express commands or obligations, prohibitions (negative commands) absence of obligation or necessity.

**Unit II:** Tenses and sequence of tenses, transformation of sentences active of passive voice, direct to indirect narration, combination of sentences

**Unit III:** Subject of words using ‘prefixes’ and ‘suffixes’

Synonyms and antonyms, use of ‘Idioms’ and ‘proverbs’

**Unit IV:** Derivation of words using ‘Prefixes’ and ‘Suffixes’

**Unit V:** Common errors in the use of grammatical items included in all aforesaid units composing paragraphs of about 100-150 words based on topics of day to day happenings and general awareness.

**Reference Books:** English Grammar P.C.Wren

: Practical English Grammar – Thompson & Martinet

: Living English Structure \_ Standard Allen

### **BBA102Mathematics**

**Unit I:** Revision of Factors, Indices and Surds, Surds, Square roots  
Simple Equations, Simultaneous Equations, Problems on Simple  
and Simultaneous Equations.

**Unit II:** Problems in Averages, percentages, Ratio and Proportions

**Unit III:** Profit and Loss, Stocks and Shares, Brokerage, Commission and  
Discount, Rates and Taxes

**Unit IV:** Logarithms, Arithmetic and Geometric Progressions

**Unit V:** Simple and Compound Interest, Simple Annuities, Present  
Worth

**Reference Books:** Business Mathematics – Dr S.M.Shukla

**BBA103 Principles of Accounting**

**Unit I:** Accounting – Nature and Objective, Concepts and Conventions  
Principles of accounting, accounting Cycle

**Unit II:** Double entry System and single entry system of book keeping:  
Meaning, advantage, concepts and methods Accounting Standards  
(only outlines) Indian and International.

**Unit III:** Journal, Ledger and subsidiary books (Cash Book, Petty Cash  
Book, Sales Book, Sales return books, Purchase Day Book, Purchase  
returns book, Bills receivable book, bills payable book)

**Unit IV:** Bank Reconciliation Statement, Depreciation Accounting,  
Provisions & Reservis

**Unit V:** Trial balance & Rectification of errors and Final accounts

Books Recommended: Dr S.M.Shukla- Principles of Accounting

Dr M.C. Shukla- Principles of Accounting

Batliboye J R- Books Keeping and

Accountancy

Dr. P.K.Jain- Financial Accounting

**BBA104 Business Organization**

### **Unit I: Introduction- Nature and development of management**

Meaning & Nature of Management, Meaning, Definition, Importance of Management, Management-A Science or an Art , Social responsibility of management as a profession Professionalization of management in India Functional areas of management.

### **Unit II: Origin and Development of Management**

Evolution of Management thought, Pioneer of management thought – F.W. Taylor, Henry Fayol's contribution to management Thought. Elton Mayo's Contribution to management thought. Peter Drucker's Contribution Management thought.

### **Unit III: Planning and Forecasting**

Introduction Definition Nature Purpose and Importance of Planning. Planning Process, limitations of Planning. Making Planning effective, Types of Plans, Management by Objective (MBO)

Business Forecasting: Meaning definition, importance, forecasting, techniques of forecasting- Characteristics and limitations elements of forecasting and planning characteristics and limitation elements of forecasting, Techniques of forecasting- Qualitative and quantitative models of forecasting

### **Unit IV: Organization and Departmentation**

Organization: Introduction, meaning, purpose, importance of objective of organization, principles of organization, Formal and Informal Information organization. Forms of organizational Structure, organization chart and manuals

Departmentation and span of management departmentation, need and importance basic of departmentation, Choice of basic for departmentation narrow and wide span.

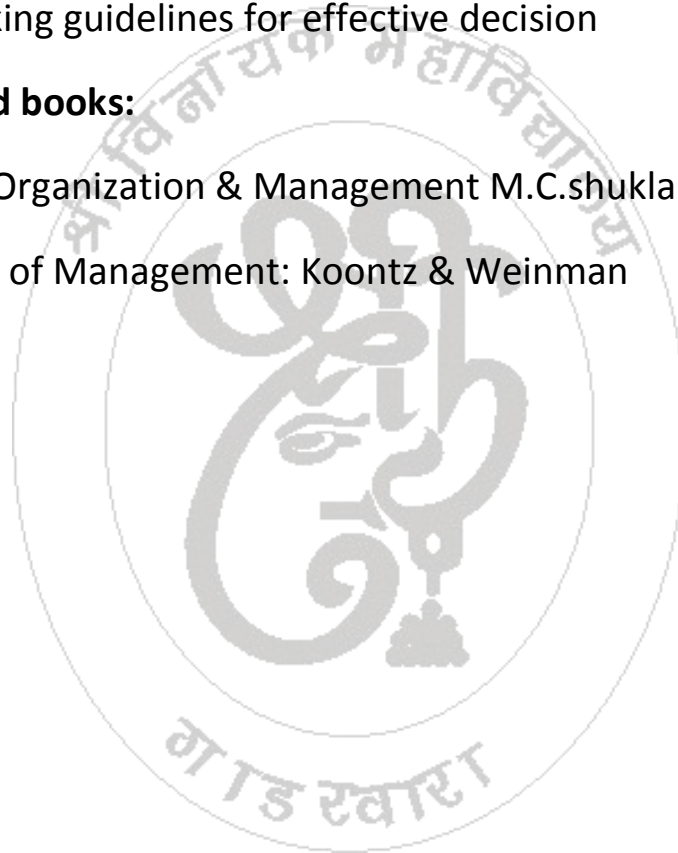
**Unit V: Decision Making**

Definition, Characteristics of decision making types of managerial decisions the process of decision making Common problems in decision making guidelines for effective decision

**Recommended books:**

Business Organization & Management M.C.shukla

Essentials of Management: Koontz & Weinman



**BBA105 Principles of Economics**

