

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Business Administration

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-201	Business Communication in English II (AEC)	30

Course Outcome :

1. Student will able to communicate and give oral presentation
2. It will help the student to participate in GDPI rounds
3. Student will learn about drafting of different business letters.
4. Student will be able to draft official letter, application and resume.
5. Soft skill and grooming manners of student will be developed.
6. Student will get information about different technologies in communication

Unit	Content	No. of Periods
I	Effective Communication 1.1 Verbal and Oral Communication 1.2 Principles of effective Oral Communication 1.3 Dos and Don'ts of Oral Communication 1.4 Oral Presentation	06
II	GDPI 2.1 Group Discussion 2.2 Meaning and Types of Interview 2.3 Preparations for Interview 2.4 Personal Interview	06
III	Employment Related Correspondence 3.1 Importance, Structure & Drafting the Application Letter 3.2 Preparing the Resume 3.3 Letter of Appointment 3.4 Resignation & Job Refusal Letter 3.5 Job Acceptance/Consent Letter	06
IV	Soft Skills 4.1 Meaning and Elements of Soft Skills. 4.2 Importance of Soft Skills 4.3 Grooming Manners and Etiquettes 4.4 Interpersonal Skills	06
V	Modern Technology in Business Communication 5.1 Role of Information Technology in Business Communication 5.2 Advantages and Disadvantages 5.3 Word Processor, Internet, E-mail, Fax Video Conferencing, Teleconferencing 5.4 Overhead Projector, LCD	06

BOOKS RECOMMENDED :

- Raman S. & Swami R. Business Communications, Professional Publications Madras
- R.C. Sharma & Krishan Mohan, Business Correspondence & Report Writing. Tata McGraw Hill Delhi.
- Nandanwar K.P. Ninawe A.S. & Nandanwar S.P. Essential of Business Communication, Prashant Publication, Jalgaon.
- Kaul, Business Communication, Prentice Hall, New Delhi.
- Mallika Nawal, Cengage Learning
- Murphy & Peck, Effective Business Communications, Tata McGraw Hill, New Delhi.

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-202	Business Environment	75

Course Outcomes

1. Application of Business Environment to Local Business and Industrial Units
2. Application of GDP/GNP Concepts to categorization of economies of various countries
3. Application of LPG and FDI concepts to various sectors of Indian Economy and economies of other countries.
4. Application of foreign trade and its policy to various sectors of Indian economy.
5. Impact of WTO & IMF on various sectors of Indian Economy.

Unit	Content	No. of Periods
I	INTRODUCTION	13

	1.1: Concept, Nature and Scope of Business. 1.2: Business Environment: Meaning, Concept&Nature, 1.3: Business Environment: Scope and Importance. 1.4: Internal Components of Business Environment 1.5: External Components of Business Environemnt	
II	INDIAN BUSINESS ENVIRONMENT 2.1: National Income: Meaning, Equality & Inequality 2.2: National Income: GDP, GNP, NDP, NNP& Per Capita Income 2.3: Consumption and Propensity to Consume. 2.4: Saving, Investment and their propensity. 2.5: Parallel Economy: Meaning, Causes, effects.	13
III	TRENDS IN INDIAN ECONOMY 3.1: LPG: Meaning and its impact on Indian Economy. 3.2: FDI: Meaning and its impact on Indian Economy. 3.3: Role of finance in business 3.4: Make in India & Start-ups 3.5: Entrepreneurship and Skill Development	13
IV	FOREIGN TRADE: 4.1 Foreign Trade: Concept & Features 4.2 Foreign Trade & Economic Growth 4.3 Balance of Trade & Balance of Payment 4.4 EXIM Policy 4.5 Trends in foreign trade of India	12
V	FINANCIAL INSITITUTIONS 5.1 WTO: Introduction, Functions & Significance 5.2 IMF: Introduction, Functions & Significance 5.3 MNCs: Definition, Merits & Demerits, 5.4 Role of MNCs in Indian Economy 5.5 Foreign Collaboration Meaning, Concept & Forms	12
VI	Skill Enhancement Module Application of Business Environment Dynamics on Agriculture, Industry & Service Sectors of Indian Economy	12

BOOKS RECOMMENDED :

- 1) The International Business Environment : Sundaran & Black, Prentice Hall, New Delhi
- 2) Indian Economy : Agrawal A.N. ó Vikas Publishing House, New Delhi
- 3) Environment of Econommics: Hedgelan-Mcmilan, Hampshire
- 4) International Business; Bhalla V.K. & Shivaramu, New Delhi
- 5) Indian Economy : Dulf R.K. Sundarama, S. Chand, Delhi
- 6) Global Business Management; Macmilan, New Delhi
- 7) Environment of Economics; Oxford University Press, New Delhi
- 8) Indian Economy; Mishra S.K. & Puri V.K., Himalaya Publishing House, New Delhi
- 9) व्यवसाय पर्यावरण ó डॉ. आत्माराम पळवनीरकर
- 10) भारतीय नियोजन आणि आर्थिक विकास ó डॉ. श्री.आ. देशपांडे, विद्या प्रकाशन, नागपुर

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-203	Business Law	75

Course Outcomes:

After completion of this course student will be able to-

1. Acquire basic concepts of law related to contract, its Essentials enforceability and remedies in case of breach.
2. Understand Sale, distinguish between sale and agreement to sale, understand implied conditions and warranty, and the rights of buyer and unpaid seller.
3. Acquire knowledge related to various Negotiable Instruments, endorsement dishonour of Negotiable Instruments, various types of Crossings of cheque and parties related to negotiable.
4. Get acquainted with the rights of consumers, the various remedies available to them . in case of violation of consumer rights, the machinery for grievance redressal.

Unit	Content	No. of Periods
I	Law of Contract 1872: 1.1 Nature of Contract, definition and essentials. 1.2 Classification, Offer & Acceptance, 1.3 Capacity of Parties of Contract, Consideration, 1.4 Free Consent. Legality of Object and Consideration	13
II	2.1 Agreement Void 2.2 Performance of Contract Discharge of Contract	13

	2.3 Remedies of Breach of Contract 2.4 Quasi Contract.	
III	Sales of Good Act 1930: 3.1 Formation of Contracts of Sales, Good & their Classification, Price 3.2 Conditions & Warranties, implied conditions and warranties, Caveat emptor 3.3 Transfer of Property in Goods, Performance of the Contract of Sales 3.4 Unpaid Seller & his Rights, right of buyers	13
IV	Negotiable Instruments Act 1981 : 4.1 Definition of Negotiable Instruments, essentials 4.2 Promissory Note, Bill of Exchange & Cheque, Crossing of Cheque, Types of Crossing 4.3 Holder & Holder in the Due Course, Negotiation 4.4 Dishonour & Discharge of Negotiable Instrument.	12
V	Consumer Protection Act 2019: 5.1 Salient Features, objectives, rights of consumers 5.2 Definition of Consumer, complainant, complaint, consumer dispute, defect, deficiency goods, person, Restrictive Trade practice, service, Unfair Trade practice 5.3 Consumer Protection Council 5.4 Grievance Redressal Machinery.	12
VI	Skill Enhancement Modules: 1. Prepare an agreement with the supplier of your groceries. 2. Prepare an agreement with Laundry person for annual service. 3. Prepare an agreement with your employee while recruiting him for job. 4. Prepare an annual agreement with your mechanic for servicing of your vehicle (2 two - wheelers and I car) 5. Prepare an agreement to sale for washing machine. 6. Buyer has made a default in payment. Guide the seller. 7. Draft an agreement between seller and buyer. 8. Prepare a Promissory Note for a sum of Rs, 1,00,000 borrowed by you. 9. If a bill of Exchange, in which you are a payee is dishonoured what will you do ? 10. Procedure to be followed when cheque is dishonoured. 11. You are a consumer and you get defective good what will you do? 12. Create consumer awareness about the rights of consumers. 13. Study any MoU of your institution with any other institution/organisation 14. Study the agreement of insurance policy of your vehicle. 15. Draft a complaint when you find deficiency in service in telecommunication service.	12

Outcomes of the SEM:

The above modules will develop the agreement drafting skills of the students, they will get acquainted with the rights of unpaid seller, consumers and remedies in case of dishonour of negotiable instruments.

Referances:

- R.S. Davar, P.M. & I.R. Vikas Publication, Delhi
- P.C. Tripathi, P.M.S. Chand & Sons, Delhi
- N.D. Kapoor, Industrial Law, S. Chand & Sons, Delhi
- Chandra P.R. Business Law, Golgotia, New Delhi
- S.C. Tripathi, Consumer Protection Act, Central Law Publication, Delhi.

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Programme : Bachelor of Business Administration

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-204	Fundamental of Accounting	75

Course Outcomes:-

- 1) To develop the concepts of non-trading institutions accounting procedure
- 2) To Develop the concept of Self balancing ledger system
- 3) To develop the concept of single entry system
- 4) To develop the concept of Hire purchases & Instalment accounting.
- 5) To develop the knowledge of Branch accounting
- 6) To analysis the accounts of insolvency with laws insolvency and procedure accordingly.

Unit	Content	No. of Periods
I	Accounts of Non-teaching concerns	13
II	2.1 Accounts of Self Balancing Ledgers 2.2 Single-entry system	13
III	Account of Hire purchases and instalment purchase system	13
IV	Branch Accounting	12
V	Accounts of insolvent individuals	12
VI	Skill Enhancement Module:-	12

	<ol style="list-style-type: none"> 1. A report on Exhibition organization on all source documents in your college. 2. Visit to not for profit concern Library, Sports club, Mahila Bachat Gat, Public hospital, educational institution, Temples, Maszids, Gurudwara, Ganesh mandal and preparation of report on such visit. 3. Analysis of school and college transaction in to revenue and capital receipt and also revenue and capital expenditure. 4. A visit to Bank and preparation of a report on the procedure of discounting and collection hundies. (Bill of exchange). 5. Study of revenue and capital receipts, revenue and capital expenditure of minimum any five not for profit concern. 6. Comparative study of purchase any fixed assets like car, motor cycle, machinery by higher purchase and installment purchase system. 7. Visit to any local branch and prepare report on it. 8. Analytical study of statement of affairs and balance sheet in case of insolvency 	
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BOOKS RECOMMENDED :

- 1) R.J. Botlibio : Advanced Accountancy
- 2) R.R. Gupta : Advanced Accountancy
- 3) Shukla & Grewal : Advanced Accountancy
- 4) A.N. Agrawal : Higher Science of Accounting
- 5) R.L. Gupta : V.K. Gupta : Advanced Accounting.

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-205	Financial Services	60

Course Outcome:

1. Student will get an overview of financial sector in India
2. Students will know the concept of Indian money market and Indian Capital Market.
3. Students will get an overview of different financial services.
4. Students will get the information about Banking Sector
5. Student will understand the concept of Stock exchange and its operations.

Unit	Content	No. of Periods
I	INTRODUCTION TO FINANCES 1.1 Meaning, Nature and Scope of finance 1.2 An overview and Significance of finance 1.3 Sources of finance 1.4 Kinds of finance	10
II	INTRODUCTION TO FINANCIAL MARKET 2.1 Concept, Meaning and nature of financial Market. 2.2 Structure of Financial Market 2.3 Indian money market ó concept, feature, objectives and components. 2.4 Indian capital market ó concept, feature, objective and components.	10
III	FINANCIAL SERVICES 3.1 Concept Meaning Nature and Scope of Financial Services 3.2 Financial Services Features, Objective and Scope of Financial Services to Corporate Sector 3.2 Underwriting, Brokerage and Intermediation of financial services. 3.4 Management of Risk in financial services.	10
IV	Commercial Bank 4.1 Meaning & Definitions of commercial bank 4.2 Functions of Commercial bank 4.3 Process of Credit Creation of commercial bank 4.4 Role and importance of Commercial bank	10
V	STOCK EXCHANGE 5.1 History Meaning and Feature of Stock Exchange 5.2 Structure and Components of Indian Stock Exchange 5.3 Functions and Importance of Indian Stock Exchange 5.4 Concept of SENSEX & NIFTY	10
VI	Skill Enhancement Module 1. Collect the different sources or financial instruments for public finance 2. Collect the different sources of financial instruments for private finance 3. List out the different money market instruments and write the current interest rate prevailing on it 4. Write down the procedure to issue the shares by a joint stock company 5. Write down the procedure to issue the debentures by a joint stock company 6. Information of current interest rate of different commercial banks 7. Write down the information about the interest rate provided by the cooperative	10

	banks	
	8. Write down the procedure to open a bank account at online mode	
	9. List out the different documents required for opening a bank account	
	10. List out the steps to manage the financial risk of a company	
	11. List out the different stock exchange in India	
	12. Write the procedure to open a Demat account in a stock exchange	
	13. Visit a stock exchange in your city and note down the different operations done over there.	

BOOKS RECOMMENDED :

- 1) Khan.M.Y. - Indian Financial System - Theory and Practice, Tata McGraw Hill New Del
- 2) Bhalla.V.K.-Management of Financial Services, Anmol , New Delhi 2001.
- 3) Ennew.C.Treror Watkins & Mike Wright - Marketing of Financial Services, Heinemann Professional Pub.1990.
- 4) Garden.E and K.Natrajan - Emerging scenario of financial services, Himalaya Publishin House. 1997.
- 5) Report of currency & finance.
- 6) RBI: Bulletins.

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-206	Fundamental of Computer II	45

Course Outcomes :-

- 1) Students will get basic introduction of operating system.
- 2) Students will get understand the procedure of Installing and uninstalling programs
- 3) Students will be able to determine the various means of modern communication.
- 4) Students will be practiced in preparing word document and table wizard.
- 5) Students will get to develop the skill of preparing power point presentation

Unit	Content	No. of Periods
I	Basics of Computer : 1.1 Concept of operating system 1.2 Functions and types of operating system 1.3 Windows, Feature, Types and Elements 1.4 Operating system simple setting (Date and Time, Control panel)	09
II	Modern Communications : 2.1 Communication: Fax, Voice Mail, Information Services, E-mail 2.2 Group Communication: Tele Conferencing and Video Conferencing 2.3 Network: Concept And Functions 2.4 Types of Network: LAN, WAN, MAN	09
III	Working with MS-WORD 2016: 3.1 Introduction to MS 6WORD 2016 3.2 Screen Element and Create New Document 3.3 Editing Documents: Select text, Delete Text, Cut, Copy, Paste 3.4 Working With Tables : Create table, insert and Delete rows and column Using shapes, Graphics, Text box, word art, Clip art, Hyperlink	09
IV	Introduction to Power Point : 4.1 Concept And Applications of Power Point, 4.2 Basics of Power Point : Screen Content 4.3 procedure to Create Slides with different layout 4.4 Opening and Saving Presentation	09
V	Working with PowerPoint : 5.1 Inserting Text, Clipart, word art, Smart art, Charts to slide 5.2 Working with different slide view 5.3 Gallery colour layout and Background features 5.4 Slide effect, Slide Show and Printing	09

References :

1. Fundamentals of Computers 6 V. Rajaram (PHI)
2. Computer Fundamentals -- B-Ram (WE)
3. MS-Office
4. Computer Fundamentals and Operating System 6 Supriya Bhagade

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-206	Fundamental of Computer II (Practical)	15

Practical Course Outcomes :

Upon completion of the course students will be able to :

- 1) understand the procedure of Installing and uninstalling programs.

- 2) get familiar with screen component of windows
- 3) proficient in preparing word document and table wizard with graphics & objects.
- 4) get to develop the skill of preparing power point presentation.

List of Practical :

- 1) Write a job application
- 2) Create Resume
- 3) Create Advertising using clip art and word art
- 4) Making ID Cards in MS-WORD
- 5) Create slide on PowerPoint
- 6) Slide effect and Graphics
- 7) Insert Image
- 8) Insert table and Charts
- 9) Add Showtime in slide view
- 10) Saving and Printing of Slide

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	40 Marks