

Bachelor of Business Administration (Semester-1)

Subject: English Language and Literature -1

Maximum Marks: 100

University Paper Pattern

(Credits: 4-0-0)

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Month Wise Division	Unitization of Syllabus
August	Section. C Tales of Life 1. The Umbrella 2. The Story Teller 3. The Lament Section D Tales of Life 1. The Doll's House 2. Eveline 3. Toba Tek Singh
September	Section C & D Tales of Life 1. The Luncheon 2. The Taboo Section A & B Grammar Units -- 49- 68 and 82 to 91 Personal Letter Writing
October and November	Section A & B Grammar Units -- 69 to 81 and 92 to 97 Section C & D Tales of Life 1. The Shroud 2. A Strand of Cotton

Texts Prescribed:-

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP

BCOM/ BBA. (Semester System) SEMESTER-1**Subject-ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ****M.Marks:100****Credit: 4-0-0**

Pattern of Question Paper-ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਦਸ ਅੰਕ ਹਨ।

MONTH WISE DIVISION	SYLLABUS UNITISATION
AUGUST	<p>Section A: ਭਾਈ ਵੀਰ ਸਿੰਘ ਰੌਚਰੁੱਖ, ਸਮਾਂ, ਇੱਛਾਬਲ ਤੇ ਡੂੰਘੀਆਂ ਸ਼ਾਮਾਂ, ਧਨੀਰਾਮ ਚਾਤ੍ਰਕ ਰਾਧਾ ਸੰਦੇਸ਼, ਸਿਦਕਾਂ ਵਾਲਿਆਂ ਦੇ ਬੇਡੇ ਪਾਰ ਨੇ ,ਪ੍ਰੋ ਪੂਰਨ ਸਿੰਘ ਪੁਰਾਣੇ ਪੰਜਾਬ ਨੂੰ ਆਵਾਜ਼ਾਂ</p> <p>Section: B ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰ ਗਿੱਲ, ਕੇ ਐਲ ਸਹਿਗਲ</p> <p>Section C: ਪੈਰਾ ਰਚਨਾ, ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ</p>
SEPTEMBER	<p>Section A: ਫ਼ਿਰੋਜ਼ਦੀਨ ਸ਼ਰਫ਼ ਦੀ ਕਵਿਤਾ ਕੁਰਬਾਨੀ, ਖੈਰ ਪੰਜਾਬੀ ਦੀ, ਪ੍ਰੋਫੈਸਰ ਮੋਹਨ ਸਿੰਘ ਦੀ ਕਵਿਤਾ ਆਓ ਨੱਚੀਏ ,ਨਵਾਂ ਕੱਤਕ, ਨੰਦਲਾਲ ਨੂਰਪੁਰੀ ਦੀ ਕਵਿਤਾ ਚੁੰਮ ਚੁੰਮ ਰੱਖੋ, ਮਜ਼ਦੂਰ</p> <p>Section B: ਬੜੇ ਗੁਲਾਮ ਅਲੀ ਖਾਂ, ਸੋਭਾ ਸਿੰਘ</p> <p>Section D: ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ ,ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ,ਰੂਪ ਭਾਸ਼ਾ ਦੀ ਉਪਭਾਸ਼ਾ ਵਿੱਚ ਅੰਤਰ</p>
OCTOBER & NOVEMBER	<p>Section A: ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ ਦੀ ਕਵਿਤਾ ਬਾਰਾਮਾਂਹ, ਸੰਜੇਗ ਵਿਜੇਗ, ਡਾ ਹਰਿਭਜਨ ਸਿੰਘ ਦੀ ਕਵਿਤਾ ਤੇਰੇ ਹਜ਼ੂਰ ਮੇਰੀ ਹਾਜ਼ਰੀ ਦੀ ਦਾਸਤਾਨ ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਲਵੀ ਦੀ ਕਵਿਤਾ ਬਿਰਹੋਂ ਦੀ ਰੜਕ ਤੇ ਜਖਮ, ਸੁਰਜੀਤ ਪਾਤਰ ਦੀ ਕਵਿਤਾ ਚੌਕ ਸ਼ਹੀਦਾਂ ਚਉਸ ਦਾ ਆਖਰੀ ਭਾਸ਼ਣ</p> <p>Section B: ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ, ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ</p> <p>Section C: ਪੈਰਾ ਰਚਨਾ ਤੇ ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਾ ਅਭਿਆਸ</p> <p>Section D: ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ ,ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ</p>

Prescribed Book:-**Section A:**

ਦੋ ਰੰਗ, ਸੰਪਾ.ਡਾ ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ ।

Section B:

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ ਬਲਵੰਤ ਗਾਰਗੀ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ ਅੰਮ੍ਰਿਤਸਰ

BBA-102-Punjab History & Culture (From Earlier Times to C.320)

Time: 3 Hrs.

Max.Marks:100

Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

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MONTH WISE DIVISION	July-August	September	October-November
	<p>UNIT-I.</p> <ul style="list-style-type: none">Physical features of the Punjab and its impact on history.Sources of the ancient history of Punjab. <p>UNIT-II.</p> <ul style="list-style-type: none">Harappan Civilization:Town planning: social.economic and religious life of the Indus Valley People.	<p>UNIT-II.</p> <ul style="list-style-type: none">The Indo- Aryans: Original home and settlements in Punjab. <p>UNIT -III</p> <ul style="list-style-type: none">Social, Religious and Economic Life during Rig Vedic Age.	<p>UNIT-III.</p> <ul style="list-style-type: none">Social, Religious and Economic Life during Later Vedic Age. <p>Unit -IV</p> <ul style="list-style-type: none">Teachings and impact of Buddhism.Jainism in the Punjab.

Prescribed Book: - History and Culture of Punjab by Raghunath Rai

Max.Marks:100

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Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

MONTH WISE DIVISION	August	September	October-November
	<p>Section-A</p> <p>➤ Introduction of Financial Accounting:</p> <ul style="list-style-type: none"> • Definition & Scope. • Terms used in Accounting. • Uses of Accounting Information. <p>➤ Conceptual Frame Work:</p> <ul style="list-style-type: none"> • Accounting Concept. • Principles & Conventions. ○ Recording of Transactions. <p>Section-B</p> <ul style="list-style-type: none"> ○ Subsidiary Books. ○ Cash Book. ○ Trial Balance. ○ Bank reconciliation Statement. ○ Depreciation. 	<p>Section-C</p> <p>○ Final Accounts:</p> <ul style="list-style-type: none"> • Usefulness of Financial Statement. • Preparation of Trading and profit and loss Account and Balance Sheet without Adjustment. <p>○ Final Accounts With Adjustment:</p> <ul style="list-style-type: none"> • Treatment of Items of Adjustment appearing inside and outside in trial balance. 	<p>Section-D</p> <p>○ Introduction to Company Final Account:</p> <ul style="list-style-type: none"> • Important provisions of Companies Act, 2013 in respect of preparation of Final Accounts of a Company. <p>○ Computerized Accounting:</p> <ul style="list-style-type: none"> • Accounting Software package(Tally).

Prescribed Book-Basic Accounting

By C.Mohan Juneja, J.S. Arora, Navdeep Kaur.(Kalyani Publications)

BBA-104-Business Organization

Time: 3 Hrs

Max.Marks:100

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Special Instructions: Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Month Wise Division	August	September	October- November
Business organization	<p>Section- A:</p> <ul style="list-style-type: none">○ Introduction of Business & Commerce:• Objectives of Business.• Types of Business.• Essentials. <p>○ Trades and Aids To trade.</p> <p>Section-B</p> <ul style="list-style-type: none">○ Forms of Business Organizational:• Sole trader.• Partnership• joint Hindu family.• joint stock companies.• co-operative societies.• Public sectors.• Private sectors.	<p>Section- B:</p> <ul style="list-style-type: none">○ Setting Up of a new Enterprise.• Promotion of Business.• Role of creativity and Innovation.• Business Plans.• Business size and location Decisions. <p>Section-C</p> <ul style="list-style-type: none">○ Business and Society.○ Domestic and foreign trade.	<p>Section-D:</p> <ul style="list-style-type: none">○ Organization of Wholesale and retail trade• Recent trends in Wholesale and retailing.• Malls and supermarks. <p>○ Stock Exchange and produce Exchange.</p>

Textbook- Business Organization: R.K Sharma, Shashi K.Gupta, Surinder Sharma (Kalyani Publication)

BBA-105-Managerial Economics**MM:100****Time: 3 Hrs.**

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Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Month Wise Division	August	September	October-November
Managerial Economics	<p>Section- A:</p> <ul style="list-style-type: none"> ○ Theory of Demand: <ul style="list-style-type: none"> • Demands and Supply. • Law of Demand. ○ Consumer Behavior: <ul style="list-style-type: none"> • Utility Approach. • Brief outline of Law of Diminishing Marginal Utility. <p>Section-B</p> <ul style="list-style-type: none"> ○ Indifference Curve approach : <ul style="list-style-type: none"> • Consumer Equilibrium. • Income, price and Substitution. ○ Theory of Supply: <ul style="list-style-type: none"> • Concept and Law of Supply. 	<p>Section- C:</p> <ul style="list-style-type: none"> ○ Theory of Production. <ul style="list-style-type: none"> • Law of Variable Proportion. • Law of Returns to Scale. ○ Theory of Cost: <ul style="list-style-type: none"> • Short and long period Cost. • Concept of Total Cost. • Marginal and Average Cost. • Concept of Revenue. • Total Revenue. 	<p>Section-D:</p> <ul style="list-style-type: none"> ○ Pricing Under Various Market Conditions: <ul style="list-style-type: none"> • Perfect competition. • Monopoly. • Price determination under Monopoly. • Price and output determination under monopolistic competition.

Prescribed Book - Managerial Economics by T.R Jain,(V.K Publication)

BACHELOR OF BUSINESS ADMINISTRATION (BBA) 1st Semester

SEC 1: COMPUTER APPLICATIONS FOR BUSINESS

Time: 3 Hours

Credits: 2-0-1
Theory marks: 50
Practical marks: 25

August	<p>SECTION–A Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of soft ware system. Software & Application software, Interpreter.</p> <p>SECTION–B Operating System: Definition, Types of operating on the Basis of processing.</p>
September	<p>Section-B</p> <p>Introduction to various types of operating system such as windows & DOS Overview and Anatomy of windows, Working with files and folder in windows. Basic Commands of Internal & External commands in DOS.</p> <p>SECTION–C MS-Word: Overview, Creating, Saving, Opening, Importing, Exporting & Inserting files. Formatting pages, paragraphs and Sections. Indents and outdates. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text, inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.</p>
October- November	<p>SECTION–D MS-Excel: Worksheet overview. Entering information. Worksheet. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charges and printing operations graphs. MS-Power Point: Presentation Basics Menus & Toolbars. Opening & Saving & existing presentation creating & Saving a presentation using auto content wizard. Design Template Blank Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.</p>

Book Name: Computer Application for Business

Author: Puneet Kumar

Publication: Kalyani Publisher

B. Com Semester-I (Session 2024-2025)

Subject: English Language and Literature -1

Maximum Marks: 100

University Paper Pattern

(Credits: 4-0-0)

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Month Wise Division	Unitization of Syllabus
August	Section. C Tales of Life 4. The Umbrella 5. The Story Teller 6. The Lament Section D Tales of Life 4. The Doll's House 5. Eveline 6. Toba Tek Singh
September	Section C & D Tales of Life 3. The Luncheon 4. The Taboo Section A & B Grammar Units -- 49- 68 and 82 to 91 Personal Letter Writing
October and November	Section A & B Grammar Units -- 69 to 81 and 92 to 97 Section C & D Tales of Life 3. The Shroud 4. A Strand of Cotton

Texts Prescribed:-

3. *Tales of Life* (Guru Nanak Dev University, Amritsar)
4. *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP

BCOM/BBA. (Semester System) SEMESTER-1**Subject-ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ****M.Marks:100****Credit: 4-0-0**

Pattern of Question Paper-ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਦਸ ਅੰਕ ਹਨ।

MONTH WISE DIVISION	SYLLABUS UNITISATION
AUGUST	<p>Section A: ਭਾਈ ਵੀਰ ਸਿੰਘ ਰੌੜ੍ਹੇਰੁੱਖ, ਸਮਾਂ, ਇੱਛਾਬਲ ਤੇ ਡੂੰਘੀਆਂ ਸ਼ਾਮਾਂ, ਧਨੀਰਾਮ ਚਾਤ੍ਰਕ ਰਾਧਾ ਸੰਦੇਸ਼, ਸਿਦਕਾਂ ਵਾਲਿਆਂ ਦੇ ਬੇਡੇ ਪਾਰ ਨੇ, ਪ੍ਰੇ ਪੂਰਨ ਸਿੰਘ ਪੁਰਾਣੇ ਪੰਜਾਬ ਨੂੰ ਆਵਾਜ਼ਾਂ</p> <p>Section: B ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰ ਗਿੱਲ, ਕੇ ਐਲ ਸਹਿਗਲ</p> <p>Section C: ਪੈਰਾ ਰਚਨਾ, ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ</p>
SEPTEMBER	<p>Section A: ਫ਼ਿਰੋਜ਼ਦੀਨ ਸ਼ਰਫ਼ ਦੀ ਕਵਿਤਾ ਕੁਰਬਾਨੀ, ਖੈਰ ਪੰਜਾਬੀ ਦੀ, ਪ੍ਰੋਫੈਸਰ ਮੋਹਨ ਸਿੰਘ ਦੀ ਕਵਿਤਾ ਆਓ ਨੱਚੀਏ, ਨਵਾਂ ਕੌਤਕ, ਨੰਦਲਾਲ ਨੂਰਪੁਰੀ ਦੀ ਕਵਿਤਾ ਚੁੰਮ ਚੁੰਮ ਰੱਖੋ, ਮਜ਼ਦੂਰ</p> <p>Section B: ਬੜੇ ਗੁਲਾਮ ਅਲੀ ਖਾਂ, ਸੋਭਾ ਸਿੰਘ</p> <p>Section D: ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ, ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ, ਰੂਪ ਭਾਸ਼ਾ ਦੀ ਉਪਭਾਸ਼ਾ ਵਿੱਚ ਅੰਤਰ</p>
OCTOBER & NOVEMBER	<p>Section A: ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ ਦੀ ਕਵਿਤਾ ਬਾਰਾਮਾਂਹ, ਸੰਜੋਗ ਵਿਜੋਗ, ਡਾ ਹਰਿਭਜਨ ਸਿੰਘ ਦੀ ਕਵਿਤਾ ਤੇਰੇ ਹਜ਼ੂਰ ਮੇਰੀ ਹਾਜ਼ਰੀ ਦੀ ਦਾਸਤਾਨ ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਲਵੀ ਦੀ ਕਵਿਤਾ ਬਿਰਹੋਂ ਦੀ ਰੜਕ ਤੇ ਜ਼ਖਮ, ਸੁਰਜੀਤ ਪਾਤਰ ਦੀ ਕਵਿਤਾ ਚੌਕ ਸ਼ਹੀਦਾਂ ਚਉਸ ਦਾ ਆਖਰੀ ਭਾਸ਼ਣ</p> <p>Section B: ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ, ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ</p> <p>Section C: ਪੈਰਾ ਰਚਨਾ ਤੇ ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਾ ਅਭਿਆਸ</p> <p>Section D: ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ</p>

Prescribed Book:-**Section A:**

ਦੋ ਰੰਗ, ਸੰਪਾ.ਡਾ ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ ।

Section B:

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ ਬਲਵੰਤ ਗਾਰਗੀ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ ਅੰਮ੍ਰਿਤਸਰ

BCG-103: Financial Accounting

Time: 3 Hrs.

Max. Marks: 100

L	T	P
4	0	0

Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D).

Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Financial accounting	August	September	October-November
	<p>Section-A</p> <ul style="list-style-type: none">○ Nature of financial accounting, scope, objects, limitations.○ Accounting concepts and conventions.○ Conceptual Frame Work for preparation and presentation of financial statements.○ Capital, Revenue and deferred revenue expenditure, Capital and revenue receipts. <p>Section-B</p> <ul style="list-style-type: none">○ Final Accounts of Sole Proprietor.○ Voyage Accounts— Meaning accounting treatment in case of complete voyage & incomplete voyage.	<p>Section-D</p> <ul style="list-style-type: none">○ Departmental Accounts <p>Section-C</p> <ul style="list-style-type: none">○ Joint Venture – Meaning, types.• determination of profits under different methods.○ Consignment Accounts.	<p>Section-D</p> <ul style="list-style-type: none">○ Branch Accounts:• Features, Objects,• Types of branches.• Dependent branches.• Account Systems• Stock and Debtors System.• Independent branch.

Textbook-Financial Accounting.

C.Mohan, Juneja, Renu Tandon
Kalyani publication

BCG-104: Business Organization

Time: 3 Hrs.

Max. Marks: 100

L T P
4 0 0

Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D).

Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	August	September	October-November
Business organization	<p>Section- A:</p> <ul style="list-style-type: none">○ Introduction of Business Organization• Meaning of Business Organizational.• Types of Business Organizational.○ Importance of Business Organizational.○ Social responsibility of Business Organizational.○ Business Ethics <p>Section- B</p> <ul style="list-style-type: none">○ Forms of Business Organizational:• Sole trader.• Partnership• joint Hindu family.• joint stock companies.• co-operative societies.• Public sectors.• Private sectors.	<p>Section- C</p> <ul style="list-style-type: none">○ Location of industries.○ Factors influencing locations.○ Size of industry.○ Optimum firm.○ Advantages of large-scale operation.○ limitation of small-scale operations.○ Industrial Estate. <p>Section-D</p> <ul style="list-style-type: none">○ Stock Exchange:• functions types working and regulation of stock exchange in India.	<p>Section- D</p> <ul style="list-style-type: none">○ Business combinations○ Trade associations○ Chamber of Commerce - function of objectives working in India

Textbook-Business Organization.

**R.K Sharma, Shashi K.Gupta, Surinder Sharma.
Kalyani Publication**

BCG-106: Business Statistics

Time: 3 Hrs.

Max. Marks:100

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4 0 0

Special Instructions: Eight questions of equal marks i.e. 20 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting atleast one question from each section. The fifth question may be attempted from any section.

Subject	August	September	October-November
BUSINESS STATISTICS	<p>SECTION-A</p> <ul style="list-style-type: none"> ○ Definition, Functions, Scope and Limitations of Statistics. ○ Measures of Central Tendency: <ul style="list-style-type: none"> • Types of averages– Arithmetic Mean (Simple and Weighted), Median and Mode. SECTION-B ○ Measures of Dispersion: Range, Quartile Deviation, Mean Deviation. 	<p>SECTION-B</p> <ul style="list-style-type: none"> ○ Simple Correlation and Regression: <ul style="list-style-type: none"> • Meaning, Types, Karl Pearson s & Rank Correlation (Excluding grouped data), Probable error. <p>SECTION-C</p> <p>○ Index Numbers:</p> <ul style="list-style-type: none"> • Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; • Simple Aggregative Method, Simple Average of Price Relative Method, Weighted index method: • Laspeyre’s method 	<p>SECTION –C</p> <ul style="list-style-type: none"> ○ Pascal method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index. <p>SECTION-D</p> <ul style="list-style-type: none"> ○ Time Series Analysis, Probability: <ul style="list-style-type: none"> • Conceptual meaning and definition of probability, • Theorems of probability– addition and multiplication theorem of probability and concept of conditional probability.

Textbook Name- Business Statistics Authors- B.K Sharma, Shallu Batra, Gulshan Kumar. (Publisher- Modern Publisher)

SEC 1: COMPUTER APPLICATIONS IN BUSINESS

Time: 3 Hours

Credits: 2-0-1

Total Marks: 75

August	SECTION-A Basic Concepts: Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailormade software. Section B Word Processing: Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text;
September	Section-B Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes. SECTION-C Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos..
October- November	SECTION-D Spreadsheet basics: Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.

Book Name: Computer Application for Business

Author: Puneet Kumar

Publication: Kalyani Publisher