

SCHEME OF EXAMINATION:

Total Marks : (Internal 20, External 80) = 100 marks

PATTERN FOR EXTERNAL EVALUATION:

Sec. A: (Short Answers) 4 out of 8 $4 \times 8 = 32$ Marks.

Sec. B: (Essay type & case) 3 out of 5 $3 \times 16 = 48$ Marks.

SUGGESTED READINGS:

1. Gupta, S.P. and Gupta M.P. 'Business Statistics'. New Delhi, Sultan Chand, 1997.
2. Levin Richard I and Rubin David S. 'Statistics for Management'. New Jersey, Prentice Hall Inc., 1995.
3. Elhance, 'Fundamental of statistics for Management'.
4. "Statistics for Management", T.N. Srivastava and Shailaja Rego, TMH Education.

BARKATULLAH UNIVERSITY, BHOPAL

**MBA (FT)-I SEMESTER
(REVISED SYLLABUS)**

MODIFIED/PROPOSED/SUGGESTED

ACCOUNTING FOR MANAGERS

COURSE NO. CP-106

Max. Marks (Ext. Exam): 80

Min. Pass Marks : 32

OBJECTIVES:

The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and utilization of financial and accounting information for planning decision- making and control.

COURSE CONTENTS:

- | | |
|-----------------|---|
| Unit-I | Financial Accounting-Concept, Importance and Scope, Principles of Double Entry, Ledger Accounting, Preparation of Trial Balance |
| Unit-II | Preparation of Financial Statements- Profit and Loss Account and Balance Sheet; Depreciation Accounting. |
| Unit-III | Financial Statement analysis- Comparative Statement; Common Size Statements; Ratio analysis, Cash Flow and Fund Flow Analysis |
| Unit-IV | Management Accounting Concept; Needs, Importance; Basic Concepts of: Budget, Budgetary Control and Zero Base Budgeting |
| Unit-V | Cost Accounting- Records and Processes, Types of Cost, Cost Sheet, Basic Concepts of: Standard Costing and Variance Analysis. |

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SUGGESTED READINGS:

1. Anthony R n and Reece, J. S. 'Accounting Principles', 6th ed. Homewood, Illinois Richard D, Irwin, 1995.
2. Bhattacharya S K and Dearden J. 'Accounting for Management'. Text and Cases. New Delhi, Vikas 1996.
3. Sharma & Gupta, 'Management Accounting' Kalyani Publication.
4. Pandey I.M., 'Management Accounting', Vikas Publication.
5. RAC. Ram Gopal, "Accounting for manager," New Age Publisher.
6. Accounting for non specialized by Jones, Wiley.

BARKATULLAH UNIVERSITY, BHOPAL
MBA (FT)-I SEMESTER
(REVISED SYLLABUS)

COMMUNICATION SKILLS (Proposed Syllabus)

COURSE CONTENTS:

- Unit-1** Meaning, nature, need, types of communication: Oral, Written & non verbal, Upward, Downward & Lateral, Theories of Communication, Process of communication, barriers to effective communication.
- Unit-2** Writing Strategies: Letter writing, types of business letters, Do's and Don'ts of business letters, Business Memos, resume writing, Essentials of resume writing, Importance of resume and covering letter.
- Unit-3** Communication for employment: Strategies to develop effective communication skills, Speeches, Public Speaking, Interviews, group discussion, Conferences, Effective Listening, and Grapevine Communication.
- Unit-4** Type of Non Verbal Communication: meaning and importance Kinesics, Proxemics, Chronemics, Paralanguage and Artefacts, Business etiquettes: Dressing & Grooming, Business Meals, Table Manners.
- Unit-5** Report Writing: Types and structure of reports, drafting reports, Introduction to electronic communication, designing and delivering business presentations.

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Sec. B: (Essay type & case) 3 out of 5 3 x 16 = 48 Marks.

SUGGESTED READINGS:

1. Rodriques, M.V., Effective Business Communication, Concept Publishing Company, Delhi. 2003.
2. Rayudo. C.S., Communication, Himalaya Publishing House, Delhi 2008.
3. Sinha, K.K., Business Communication, Galgoita Publishing Company, New Delhi 2006.
4. Raymond V. Lesikar, John D. Pettit, Jr. Business Communication-Theory and Application, AITBS Publishers & Distribution, Delhi, 1999.
5. Herta A. Murphy, Herbert W. Hildebrandt, Jane P. Thomas, Effective Business Communication, Tata McGraw- Hills Publishing Company Limited, New Delhi, 2008.
6. Diwan Parag, Business Communication, Excel Books, New Delhi, 1997.

BARKATULLAH UNIVERSITY, BHOPAL
MBA (FT)-I SEMESTER
(REVISED SYLLABUS)

PROPOSED NEW SYLLABUS
Computer Applications in Management
Course Code : CP-107

MAX. MARKS (EXT. EXAM): 80
MIN. PASS MARKS : 32

Preamble

The objectives of this course include developing an appreciation of various software, hardware and communication systems available in the industry among the students. The capture, storage, management and retrieval of organizational data are essential to provide information necessary for effective decision making. Therefore managers require computer skills to enable them perform their duties effectively.

COURSE CONTENTS

UNIT -I Basics

- Introduction to Computers Basics-Hardware & Software, Types of Software, Computers Basics-Hardware & Software, Types of Software, Operating System Features, Operating System as Manager, Application Programs & packages, System Security, Virus, types of virus, Antivirus, firewall
- Introduction to IS-TPS, MIS, DSS, EIS & Enterprise Information Systems
- Keyboard & mouse skills
- Computer buying-decisions

➤ **Tapping Information Library-Searching Skills**

- Search & Browse skills using Internet,
- Web Page (HTML, FORMS) basics - Working with HTML tags, Colors, hyperlinks, unordered lists, definition lists, marquee, tables, Forms
- Websites, Web Servers, Web Hoisting & Email Basics
- Effective use of Blogs, Forums from a business perspective
- Internet as Collaboration Tool - Cloud Computing
- E-Commerce Understanding of E-commerce, generation of E-commerce, need & importance of E-commerce, application of E-commerce

UNIT-II Information Processing- Analyses Skills

- Excel Basics-Spreadsheet, Range, formulas, functions, Charts
- Excel As Analyses Tool - Understand 'what if analysis, Use of Solver and Scenario Manager & Pivot Tables to analyze data.

- Excel Built-in Functions- Commonly used functions from Date & Time, Logical, Financial, Statistical function groups
- Databases at your fingertips
- Basic concepts, database management system architecture, Relational database concepts
- Manage a database list in Ms Access by sorting, finding and summarizing data.

UNIT -III Presentation & Reporting

- MS Power point basics, Using power point templates and slide layouts, slide transition and animation, presentation views and slide show, Creating a business plan using built-in templates

UNIT -IV Documentation Basics

- MS Word Basics, Formatting text and documents, working with header footer, tables, mail merge, using built-in document templates

➤ Communication Workshop

- MS Outlook basics, email account settings management
- Mail merge using Ms Excel as data source and Outlook as email client

UNIT -V Data Communication

- Computer Networks (LAN, MAN, WAN), network hardware, reference model, Transmission mode, Transmission media (Guided, Unguided)

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Suggested Readings:

1. Working with MS Office-Tata McGraw Hill 2. Office 2007
2. Bible, John Walkenbach, Wiley India
3. Fundamentals of Database Management System, Renu Vig, Ekta Walo, Indian Society of Technical Education
4. Networking, Joseph R Levy
5. Mastering HTML-Ray & Ray, BPB Publication
6. The Antivirus Book-Saumil U Shah
7. E-Commerce Strategies- Charles Trepper, PHI