

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

QUANTITATIVE METHODS
COURSE NO. CP: 102

Max. Marks (Ext. Exam): 80
Mm. Pass Marks 20

OBJECTIVES:

The objective of the course is to make the students familiar with some basic statistical techniques. The main focus, however, is in their applications in business decision making.

COURSE CONTENTS:

UNIT -I Statistical basis of managerial decision: Frequency distribution and graphic representation of frequency distribution, Measures of Central Tendency — Mean, Median, Mode, Requisite of ideal measures of Central techniques, Merits, Demerits of Mean, Median Mode and their managerial application.

Unit-II Dispersion Measures of dispersion range, Q.D., M.D., S.D., coefficient of variation, skewness, kurtosis.

Unit-III Theory of Probability and probability distribution-Mathematical probability, Trial and event, sample space, Simple problem based on sample space, Binomial, Poisson, Normal distribution and their application in business decision making.

Unit-IV Correlation and regression analysis — Karl Pearson's coefficient of correlation, rank correlation, repeated ranks, spearman's rank correlation, regression equation, Regression coefficient, Time Series analysis and forecasting.

Unit-V Sampling Concepts and Theory Z-test and T-test for difference of Means and management test in management F-test.

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.

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. 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.

SCHEME OF EXAMINATION:

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

PATTERN FOR EXTERNAL EVALUATION:

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| Sec. A: (Short Answers) 4 out of 8 | 4 x 8 = 32 Marks. |
| 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)

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. 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

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

**MODIFIED/PROPOSED/SUGGESTED
FINANCIAL MANAGEMENT**

Course No. CP : 204

**Max. Marks (Ext. Exam) . 80
Min. Pass Marks : 32**

OBJECTIVES:

The purpose of this course is to acquaint the students with the broad framework of financial decision-making in a business unit.

COURSE CONTENTS:

Unit-I Aims and Objectives of Financial Management, Du Pont Analysis, Economic Value Added, Cost Volume Profit Analysis

Unit-II Instruments of Long Term Finance, Share Capital, Debentures/Bonds, Hybrid Instruments, Venture Capital, Time Value of Money, Operating Leverage, Financial Leverage & Combined Leverage

Unit-III Cost of Different sources of Raising Capital, Weighted Average Cost of Capital; Capital Structure Theories and Optimum Capital Structure.

Unit-IV Capital Budgeting, Methods of Capital Budgeting - Traditional Methods, Pay Back Period, ARR, Discounted Cash Flows, NPV, IRR, Profitability Index

Unit-V Management of Working Capital-Cash Receivables and Inventory management. Internal Financing and Dividend Policy.

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. Hampton, John, 'Financial Decision Making', Englewood Cliffs, New Jersey, Prentice Hall Inc. 1997.
2. Van Home, James C. 'Financial Management and Policy', ed, New Delhi, Prentice Hall of India, 1997.
3. Pandey I. M., 'Financial Management', Vikas Publication.
4. Khan & Jam, 'Financial Management', Tata Mc Graw Hill.
5. Prasanna Chandra., 'Financial Management', Tata Mc Graw Hill.
6. Sharma & Gupta, 'Financial Management', Kalyani Publication.
7. Financial Management, Shah, Wiley.

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

CORPORATE TAXATION
COURSE NO. FSF-4

Max. Marks (Ext. Exam): 80
Min. Pass Marks : 32

OBJECTIVES:

The objective of this course is to acquaint the participant with the implications of tax structure and corporate profit planning in operational as well as strategic terms.

COURSE CONTENTS:

UNIT-I Basic Concepts of Income Tax; Residential status of a Company; Computation of Income. Set off and Carry forward of Losses, Minimum Alternative Tax (MAT), Alternative Minimum Tax (AMT).

UNIT-II Computation of Tax Liability; Dividend distribution tax. Meaning and Scope of Tax Planning and Location of Undertaking.

UNIT-III Tax Planning Regarding Dividends Policy, Issue of Bonus Shares, Inter Corporate Dividends.

UNIT-IV Tax Planning Relating to Amalgamation and Merger of Companies.

UNIT-V Tax Considerations in respect of Specific Managerial Decision like Make or Buy, Own or Lease, Close or Continue, etc.

SCHEME OF EXAMINATION:

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

PATTERN FOR EXTERNAL EVALUATION:

Sec. A: (Short Answers) 4 out of 8 4 × 8 = 32 Marks.

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

SUGGESTED READINGS:

1. Ahuja, G K & Gupta, Ravi Systematic Approach to income Tax. Allahabad, Bharat Law House, 1999
2. Kyengar, A.C. Sampat law of Income Tax. Allahabad, Bharat Law House, 1981.
3. Kanga, J B and Palkhivala, N A Income Tax. Bombay, Vol. 1.3, N M Tripathi.
4. Ranina, H P Corporate Taxation: A Handbook. 2' ed., New Delhi, Oriental Law House, 1985
5. Singhania, V K Direct Taxes: Law and Practice. Delhi, Taxman, 1991.
6. Srinivas, E A Handbook of Corporate Tax Planning. New Delhi, Tata McGraw Hill, 1986.

The list of cases and specific references including recent articles and reports will be announced in the class at the time of launching of the course.

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MBA (FT)-III SEMESTER
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(NEW) BUSINESS POLICY AND STRATEGIC ANALYSIS

COURSE CODE CP-301

Max Marks (Ext. Exam): 80

Mm Pass Marks : 32

The objective of this course is to develop a holistic perspective of enterprise, critical from the point of view of the top executives.

COURSE CONTENTS

UNIT-I Business Policy as a field of Study: General Management Pointof View;
Vision; Mission, Objectives and Policies;

UNIT-II Environmental Analysis and Internal Analysis; SWOT Analysis;

UNIT-III Tools and Techniques for Strategic Analysis; Impact Matrix;
The Experience Curve; BCG Matrix; GEC Model. II

UNIT-IV Industry Analysis; Concept of Value Chain;

UNIT-V Framework for Analysing Competition; Competitive Advantage of a Firm.

SCHEME OF EXAMINATION;

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

PATTERN FOR EXTERNAL EVALUATION:

Sec. A. (Short Answers) 4 Out of 8 4×8= 32 Marks

Sec. B (Essay type & case) 3 Out of 5 3×16=48 Marks

SUGGESTED READINGS :

1. Ansoff, H Igor, *Implanting Strategic Management* Englewood cliffs, New Jersey, Prentice Hall Inc., 1984
2. Budhiraja; S B and Athereya, M B. *Cases in Strategic Management* New Delhi, Tata MaGraw Hill, 1986
3. Christensen, C. R. etc. *Business Pokicy; Text and Cases*, 6th ed., Homewood Illinois, Richard D. Irwin, 1987
4. Glueck, Willam F. *Strategic Management and Business Po.icy*, 3ft1 ed New York, McGraw Hill, 1988
5. Hax, A C and Majluf, NS. *Strategic Management* Englewood Chiffs, New Jersey, Prentice Hall Inc. , 1984
6. Hamel, G and Prahlad, C. K. *Competing for the Future* Boston, Harvard Business School Press, 1994
7. Peters, Tom. *Business School in a Box* New York, Macmillan, 1995
8. S.Lomesh & P.K. Mishra, *Business Policy & Strategic Management*, Vikas Pub. House.

The list of cases and specific references including recent articles and reports will be announced in the class at the time of launching of the course.