

Faculty of Commerce

Bachelor of Business Administration (B.B.A.)

The syllabus for Bachelor of Business Administration (B.B.A.) shall be as follows:

1. Language Skills

Comprehension at paragraph and sentence levels, identification of common errors, grammar and usage. Vocabulary – word formation, synonyms, antonyms, pairing of words. Sentence structure and construction, prepositions, completion of sentences. Idioms and Phrases, one word substitution.

2. Numerical Ability

Number System, percentage, ratio and proportion, time, distance and speed, time and work, HCF and LCM, exponents and roots, algebraic expressions, linear and quadratic equations. Elementary geometry based on angles, polygons, solids, cylinders, and circles. Elementary Statistics: Mean, Median, Mode. Problems based on interest, discounts, selling price, cost price and profit.

3. Reasoning:

Critical, analytical, verbal, logical, data interpretation. Number test, analogy test, insert missing sequence, direction test. Classification (odd one out), coding and decoding, Venn diagram, series test. Logical word sequence, relationship test, statements and arguments, statements and conclusion, statements and assumptions.

4. General Awareness

Indian Economy, World Organizations, Indian and World Geography, Indian Polity and Constitution, General Science and Technology, Sports, Awards and Corporate Affairs, Trade awareness of India and the world, Current Geopolitics.