

ALIGARH MUSLIM UNIVERSITY, ALIGARH

FACULTY OF COMMERCE

SYLLABUS FOR

B.COM. (HONS.) /

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

1. ENGLISH:

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.

2. GENERAL AWARENESS

(a) Accountancy:

Meaning and Scope of Accounting, Accounting Concepts, Principles and Conventions, Capital and Revenue Expenditures and Receipts, Contingent Assets and Contingent Liabilities, Accounting Policies, Accounting as a Measurement Discipline – Valuation Principles and Accounting Estimates, Accounting Standards, Basic Accounting Procedures – Journal Entries, Ledgers, Trial Balance, Subsidiary Books, Cash Book, Rectification of Errors. Preparation of Final Accounts of Sole Proprietors

(b) Business Studies:

Nature, Functions and Principles of Management.

Business Finance: Financial Management, Financial Plans, Money Market, Stock Exchange and SEBI.

Marketing Management: Concept, Functions and role/significance of Marketing in Present Times.

Consumer Protection: Consumer Rights, Consumer Awareness and Redressal System, Consumer Protection Act/Legislation.

(c) Economics:

Consumer and Producer's Equilibrium, Laws of Demand and Supply.
Forms of Markets and Price Determinations in different market conditions.
National Income
General Awareness about Money and Banking
Government Budget

3. NUMERICAL ABILITY**(a) Mathematics:**

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, Sequence & Series (Arithmetic & Geometric Progression) basic concept of permutation & combination.

(b) Statistics:

Measures of Central Tendency – Mean (simple and weighted), Median and Mode;
Measures of Dispersion – Absolute dispersion (range, quartile deviation, mean deviation, standard deviation), Relative dispersion (coefficient of quartile deviation, coefficient of mean deviation, coefficient of variation); Correlation – Measures of Correlation; Introduction to Index Numbers; Probability.

4. REASONING :

- (i) Critical
- (ii) Analytical
- (iii) Verbal
- (iv) Logical
- (v) Data Interpretation