

# MIZORAM UNIVERSITY

## Course Structure for Bachelors of Business Administration (BBA) Programme under the

### New Education Policy 2020

Semester	Course Code	Course Name	Components with Credits		Total credits
			Theory	Practical	
I	BBA/MJ/100	Fundamental of Management	4	-	4
	BBA/MJ/101	Business Statistics	4	-	4
	BBA/MN/102	Computer Fundamentals and Applications	4	-	4
		Introductory Course (Interdisciplinary)	3	-	3
	AEC/103	MIL/English I	3	-	3
	VAC/104	Understanding India	2	-	2
					<b>20</b>

# FUNDAMENTAL OF MANAGEMENT

**BBA/MJ/100**

**Credits: 4**

**Objectives:** *The objective of this course is to sensitize students to the various facets of management, its theories and to create an understanding of various principles and practices of management.*

**Outcomes:** *The outcome of this paper is participants will know the different managerial theories developed different parts of the world and its relevance and application intoday's complex business environment along with required managerial skills.*

**Unit 1** Introduction – Meaning and nature of management, management system and processes; task and responsibilities of a manager; managerial skills

**Unit 2** Decision making -nature and process, types of managerial decisions, decision making conditions, forms of group decision making in organization, Planning Processes, Controlling.

**Unit 3** Organization Structure and process: Organisational climate, culture and managerial ethos; Organisational structure and design; Centralisation and decentralization; Delegation.

**Unit 4** Behavioural dynamics: Individual determinants of organizational behavior; perceptions, learning, personality, attitudes and values, motivation, Job anxiety and stress. Group dynamics; Organizational conflicts; Management of change; Leadership.

## Suggested Readings

1. Daft, Management, Thompson Learning, New Delhi
2. Griffin, R. W., Management, Biztantra, New Delhi
3. Robbins, S.P., Management, Pearson Education
4. Robbins, S. P. Organisational Behaviour, Prentice Hall of India, New Delhi
5. Stoner, F., and Gilbert, Jr., Management, Pearson Education, New Delhi
6. Weihrich, H., and Koontz, H., Management: A Global Perspective, Tata McGraw Hill

## BUSINESS STATISTICS

**BBA/MJ/101**

**Credits: 4**

**Objective:** *This course shall acquaint the students with the concepts and techniques used in statistics and enable them to apply this knowledge in business decision-making using spreadsheets.*

**Outcome:** *Ability to make decisions by using statistical tools.*

- Unit 1** Meaning, Scope, importance functions and limitations of statistics, Measures of Central tendency – Mean, Median, Mode, Quartiles, Measures of Dispersion – Range, Inter quartile range, Mean deviation, Standard deviation, Variance, Coefficient of Variation.
- Unit 2** Hypothesis Testing: Introduction, Format of Hypothesis Testing, Error in Hypothesis Testing. Chi-Square: Introduction, Advantages and Limitations of Non- Parametric Method, Chi- square Distribution. Analysis of Variance (ANOVA).
- Unit 3** Correlation Analysis: Rank Method & Karl Pearson's Coefficient of Correlation and Properties of Correlation. Regression Analysis: Fitting of a Regression Line and Interpretation of Results, Properties of Regression Coefficients and Relationship between Regression and Correlation.
- Unit 4** Index numbers and Time Series: Index number and their uses in business; construction of simple and weighed price, quantity and value index numbers; test for an ideal index number, components of time series.

### Suggested Readings

1. Ellhans, D.N., Fundamentals of Statistics, KitabMahal, New Delhi
2. Gupta, S.P. & M.P. Gupta, Business Statistics, Sultan Chand & Sons, Delhi
3. Gupta, C.B., An Introduction to Statistical Methods, Vikas Publishing House Pvt Ltd., Delhi
4. Gupta, B.N., An Introduction to Modern Statistics, Bookland, Calcata
5. Gupta, S.P., Statistical Methods, Sultan Chand & Sons, Delhi
6. Sancheti, S.C. & V.K. Kapoor, Statistical Methods, Sultan Chand & Sons, Delhi
7. Sharma, J. K., Business Statistics, Pearson Education, New Delhi

## COMPUTER FUNDAMENTALS AND APPLICATIONS

**BBA/MN/102**

**Credits: 4**

**Objectives:** *To familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word-processing, spread sheets, databases, and multimedia presentations.*

**Outcomes:** *Able to apply information technology for efficient decision making.*

**Unit 1** Basic Concepts of Computers: Introduction and definition of computer; functional components of a computer system; characteristics, advantages and limitations of a computer; classification of computers; Essential Components of Computer: Hardware: Input devices, Output devices, Storage Devices

**Unit 2** Software: Introduction; Types of software with examples; Introduction to languages, compiler, interpreter and assembler. Operating System: Definition, Functions, Types and Classification, Elements of GUI based operating system- Windows-Use of menus, tools and commands of windows operating system.

**Unit 3** Introduction to Networks and Internet: Introduction to Networking; importance of networking; communication devices; Features of Networking. Meaning of Internet; growth of internet; basic internet terminology; Internet protocols; usage of internet to society; search engines.

**Unit 4** Database: Introduction to Database, DBMS vs RDBMS concepts, Application: Information Technology (IT) applied to various functional areas of management, such as Production / Operations, Marketing, Human Resource, Finance and Materials Management

### Suggested Readings

1. Mansfield, Ron. Working with Microsoft Office, Tata McGraw Hill
2. Norton, P., Introduction to computer, Tata McGraw Hill
3. Bartee, T. C. , Digital Computer Fundamentals, Tata McGraw Hill
4. Nelson, S. L., Office 2007, Tata McGraw Hill
5. Madan, S., Introduction to Computers and Information System, Taxmann, New Delhi
6. Arora, A., Bansal, S., Computer Fundamentals, Excel Books, New Delhi