

BBA (1st Sem) Schedule for Personal Contact Program (Regular Mode) Venue: IKGPTU Main Campus Kapurthala

Time	9.00AM-10.00 AM	10.00 AM-11.00 AM	11.00 AM- 12.00 PM	12.00 PM-1.00 PM	2.00 PM-3.00 PM
Date	BBA 101 Principles of Management	BBA 102 Microeconomics	BBA 103 Financial Management	BBA 104 Business Communication- I	BBA 105 Introduction to Computers
11-Mar-20	Lesson 1: Management- an introduction Lesson 2: Functions of Management	Lesson 1: Meaning, definition and basic concepts Lesson 2: Cardinal utility approach	Lesson 1: Introduction to accounting Lesson 2: Accounting principles	Lesson 1: Basic parts of speech	Lesson 1: Computer fundamentals
12-Mar-20	Lesson 3: Evolution of Management Lesson 4: Evolution of modern management	Lesson 3: Indifference curve analysis Lesson 4: Law of demand	Lesson 3: Accounting equations Lesson 4: Journal	Lesson 2: Tenses	Lesson 2: Input output devices
13-Mar-20	Lesson 5: Planning Lesson 6: Planning and MBO	Lesson 5: Elasticity of demand	Lesson 5: Ledger Lesson 6: Subsidiary books	Lesson 3: Sentences	Lesson 3: Computer parts and data representation
16-Mar-20	Lesson 7: Decision Making Lesson 8: Decision making and forecasting	Lesson 6: Theory of production	Lesson 7: Trial balance Lesson 8: Errors and rectification	Lesson 4: Correct word usage	Lesson 4: Computer software and memory
17-Mar-20	Lesson 9: Fundamentals of organising Lesson 10: Organisation Structure	Lesson 7: Theory of cost	Lesson 9: Bank reconciliation statement	Lesson 5: Business communication	Lesson 5: Computer languages
18-Mar-20	Lesson 11: Departmentation	Lesson 8: Perfect competition	Lesson 10: Capital expenditure, revenue expenditure and deferred revenue expenditure	Lesson 6: Types of communication	Lesson 6: Windows operating system
19-Mar-20	Lesson 12: Staffing	Lesson 9: Monopoly and discriminating monopoly	Lesson 11: Accounting for depreciation Lesson 12: Provision and reserves	Lesson 7: Basic model of communication	Lesson 7: Introduction to MS-WORD
20-Mar-20	Lesson 13: Performance appraisals & basics of Controlling	Lesson 10: Monopolistic competition	Lesson 13: Final accounts	Lesson 8: Business letter writing -1	Lesson 8: Introduction to MS-Power point

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23-Mar-20	Lesson 14: Techniques of control Lesson 15: Inventory and overall control techniques	Lesson 11: oligopoly Lesson 12: distribution	Lesson 14: Final accounts with adjustments	Lesson 9: Business letter writing – 2	Lesson 9: Introduction to MS-EXCEL
24-Mar-20	Lesson 16: Modern mangement techniques	Lesson 13: Determination of rent , interest and profit	Lesson 15: Accounting for non- profit organizations	Lesson 10: Importance of non verbal communication	Lesson 10: MS-EXCEL basics