

NAIPUNNYA BUSINESS SCHOOL
MASTER OF BUSINESS ADMINISTRATION
CP S1 01 Bridging and Skill Enhancement (BaSE)

60 Hours

Objectives:

- To help students to catch up with the pace and nature of academics in MBA at NBS
- To bridge the gap between students' undergraduate degree and professional degree (MBA)
- To make the students understand the basics and core value of the master's degree in business administration
- To enhance students' self-awareness, and employability skills

Module I

Basics of Accounting : Branches of Accounting - Financial Accounting: Objectives, Functions- Double Entry System of Accounting: Meaning - Business Transaction; two aspects - Debit aspect and Credit aspect. Classification of Accounts as per Traditional or British Approach: Personal Accounts - Real Accounts - Nominal Accounts - meaning - Rules of Debit and Credit as per British Approach. Classification of Accounts as per Modern Approach, American Approach or Accounting Equation Based Approach. Rules for Debit and Credit as per American Approach. Problems. Recording of Business Transactions - Journal Entry - Classification - Ledger - Posting of journal entry to Ledger accounts - Balancing of accounts- Trial Balance.

Module II

Basic Maths : Arithmetic Progression : Definition - common difference - n^{th} term of AP - sum of "n" terms of natural numbers, odd numbers and even numbers - sum of "n " terms of an AP - insert a given number of arithmetic mean between two given quantities - average of an AP and corresponding forms of an AP. Probability: Concepts and importance- the use of the conjunction 'AND;- replace the 'AND' by multiplication- use of the conjunction 'OR'-replace the 'OR' by the addition - a combination of AND and OR.

Module III

Basic Statistics : Mean, Median, Mode : Mean - basics - average of 'n' numbers - finding mean from given frequency table-problems. Median - basics - finding median when 'n' is odd or even-median by making a cumulative frequency table. Mode - Definition and usage.

Module IV

Communicative English : Non-verbal communication (body language, facial expressions, gestures, tone etc.). Basics of better verbal communication in English. Pronunciation Skills and minimal pairs. Word stress for better communication. Sentence stress for better intonation. Basics of public speaking.

Module V

Managerial Skills : Powerpoint presentation skills, Case study Analysis, Self-introduction skills.

Reference Books :

1. Bovee, Thill & Chaturvedi. *Business Communication Today*.

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2. Nithin Bhatnagar & Mamta Bhatnagar. *Effective Communication and Soft Skills*. Pearson Education, New Delhi.
3. Hari Sundar G & Jithin Benedict. *The art of Business Communication*.
4. Ramachandran, Neelakantan, and Ram Kumar Kakani. *Financial accounting for management*. Tata McGraw-Hill Education.
5. Sanjay Dhamija. *Financial Accounting for managers*. Pearson Education.
6. Dr. B Prakash. *Accounting for Managers*. Parshva Publishers.
7. Tulsian P C & Vishal Pandey. *Quantitative Techniques*. Pearson Education, New Delhi.
8. N D Vora. *Quantitative Techniques*. Tata Mc Graw Hill, New Delhi.
9. Hooda R P. *Statistics for Business and Economics*. Macmillan, New Delhi.
10. G C Beri. *Business Statistics*. Tata McGraw Hill, New Delhi.

Attendance

A student shall attend at least a minimum of 75 % of the numbers sessions/hours actually held for the course/program to be eligible for appearing for the assessment.

Assessment Components

The assessment will be based on the following components.

- Basic Accounting Test : 20%
- Basic Maths/Statistics Test : 20 %
- Communicative English Presentation : 20%
- Case Analysis Presentation : 10%
- PowerPoint Presentation : 10%
- Self Introduction Presentation : 10%
- Attendance : 10 %

The grade point for attendance will vary depending on attendance as given below.

Attendance Percentage	Grade Point
95 and above	4.00
90-95	3.50
85-90	3.00
80-85	2.50
75-80	2.00
Below 75	0

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Assessment Method

At the end of each module, students will be evaluated on their learning. Appropriate evaluation tools-written test, presentation or verbal test - shall be used for assessment. The score of each student shall be recorded and a consolidated assessment score shall be projected.

Pass Minimum

Each student shall secure a minimum of 2 GPA in each of the components of assessment. The classification of results may be as follows :

Range of Grade Point Average (GPA)	3.50 - 4.00	2.50 - 3.49	2.20 - 2.49	2.00 - 2.19	0.50 - 1.99	0 - 0.49
Letter Grade	A	B	C	D	E	F
Performance Level	Excellent	Very Good	Good	Average	Poor	Very Poor


Nayana S



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