

Department of Commerce & Business Studies

Jamia Millia Islamia

Syllabus of Entrance Test for B04 - BBA (Bachelor of Business Administration), B.COM (Hons.) Bachelor of Commerce & B.COM (Hons.) (Self-Finance) Bachelor of Commerce Programme

Academic Session: 2024-25

- (A) Accountancy** (15 Marks)
- Accounting for Partnership Firm
 - Accounting for Companies
 - Analysis of Financial Statements
 - Cash Flow Statement
- (B) Business Studies** (20 Marks)
- Nature and Significance of Management
 - Principles of Management
 - Planning, Organising, Staffing, Directing and Controlling
 - Financial Management
 - Financial Markets
 - Marketing Management
 - Consumer Protection
- (C) Macro Economics & Indian Economic Development** (15 Marks)
- National Income and Related Aggregates
 - Money and Banking
 - Government Budget and the Economy
 - Balance of Payments
 - Indian Economy (1950-1990)
 - Economic Reforms Since 1991
 - Current Challenges Facing the Indian Economy
 - Rural Development
 - Employment & Unemployment
 - Environment & Sustainable Development
- (D) Business Statistics** (10 Marks)
- Statistics- What and Why
 - Organization & Presentation of Data
 - Measures of Central Tendency
 - Measures of Dispersion
 - Correlation Analysis
- (E) Information Practices** (10 Marks)
- Introduction to Computer
 - Introduction to Internet and Web
 - Networking
 - Hardware & Software
- (F) Logical Reasoning** (10 Marks)
- Alphanumeric Series



- Reasoning Analogies
- Blood Relations
- Calendars & Clocks
- Coding-Decoding
- Data Sufficiency & Decision-Making
- Order & Ranking
- Seating Arrangements
- Statements & Conclusions
- Syllogism

(10 Marks)

(G) General English

- Comprehension at paragraph and sentence levels
- Identification of Common Errors
- Grammar & Usage
- Vocabulary- Word Formation, Synonyms, Antonyms & Pairing of Words
- Sentence Structure and Construction
- Prepositions

(10 Marks)

(H) General Awareness

- Indian Economy
- World Organizations
- Indian and World Geography
- Indian Polity and Constitution
- General Science and Technology
- Sports, Awards and Corporate Affairs

[Signature]
 Date: 27/07/2024
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