

**MRSPTU BBA (AVIATION MANAGEMENT) SYLLABUS  
2020 BATCH ONWARDS**

**BBA (Aviation Management)  
Semester - First**

**Total Credits= 23**

Semester - 1 <sup>st</sup>		Contact Hours			Max Marks		Total Marks	Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.		
<b>BBADS2-101</b>	Fundamentals of Management	4	-	-	40	60	100	4
<b>BBADS2-102</b>	Business Mathematics	4	-	-	40	60	100	4
<b>BBADS2-103</b>	Micro Economics	4	-	-	40	60	100	4
<b>BBADS2-104</b>	Introduction to Airline Industry	4	-	-	40	60	100	4
<b>BBADS2-105</b>	IT Application in Aviation	2	-	-	40	60	100	2
<b>BBADS2-106</b>	Business Communication-I	2	-	-	40	60	100	2
<b>BBADS2-107</b>	IT Applications in Aviation Lab	-	-	2	60	40	100	1
<b>BBADS2-108</b>	Business Communication -I Lab	-	-	2	60	40	100	1
<b>BBADS2-109</b>	Aviation Skill Development Lab - I	-	-	2	60	40	100	1
<b>BMNCC0-003</b>	Human Values and Professional Ethics	2	-	-	100		100	0
<b>Total (Theory = 7 Lab = 3)</b>		-	-	-	<b>520</b>	<b>480</b>	<b>1000</b>	<b>23</b>

**BBA (Aviation Management)  
Semester - Second**

**Total Credits= 22**

Semester 2 <sup>nd</sup>		Contact Hours			Max Marks		Total Marks	Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.		
<b>BBADS2-201</b>	Organizational Behaviour	4	-	-	40	60	100	4
<b>BBADS2-202</b>	Macro Economics	4	-	-	40	60	100	4
<b>BBADS2-203</b>	Financial Accounting	4	-	-	40	60	100	4
<b>BBADS2-204</b>	Aviation Security and Safety Management	4	-	-	40	60	100	4
<b>BBADS2- 205</b>	Business Communication - II	2	-	-	40	60	100	2
<b>BBADS2-206</b>	Business Communication – II Lab	-	-	2	60	40	100	1
<b>BBADS2-207</b>	Aviation Skill Development Lab	-	-	2	60	40	100	1
<b>BBADS2-208</b>	Basic Spreadsheet Tools Lab	-	-	4	60	40	100	2
<b>BMNCC0-004</b>	Drug Abuse: Problem, Management and Prevention	2	0	0	100	-	100	0
<b>Total (Theory = 6 Lab = 2)</b>		-	-	-	<b>480</b>	<b>420</b>	<b>900</b>	<b>22</b>

**SEMESTER 1<sup>st</sup>**

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**FUNDAMENTALS OF MANAGEMENT**

**Subject Code: BBADS2-101**

**L T P C**  
4 0 0 4

**Duration: 60 Hrs.**

**Course Objectives**

**The aim of this course is:**

1. To provide a broad and integrative introduction to the theories and practice of management.
2. To focus on the basic areas of the management process and functions from an organizational viewpoint.

**Course Outcomes**

**After undergoing this subject, student will be able to:**

1. Understand the practical implications of management.
2. The various functions necessary to be performed by management in planning and its implementation.
3. Understand the recruiting techniques in the organization.

**UNIT-I (18 Hrs)**

**INTRODUCTION TO MANAGEMENT:** Meaning, definition, concept, scope and principles of management; Evolution of management thought - Management theories- classical, behaviour, system, contingency and contemporary perspectives on management. Management art or science and management as profession. Process and levels of Management. Introduction to Functions (POSDCORB) of Management.

**UNIT-II (12 Hrs)**

**PLANNING:** Importance, objectives, process, policies and procedures, types of planning, Decision making - Process of decision making, Types of decision, Problems involved in decision making.

**UNIT-III (15 Hrs)**

**ORGANIZING:** Meaning, importance, principles of organizing, span of management, Patterns of organization – formal and informal organizations, Common organizational structures; departmentalization, Authority- delegation, centralization and decentralization, Responsibility – line and staff relationship.

**UNIT-IV (15 Hrs)**

**STAFFING:** Sources of recruitment, Selection process, Training, Directing, Controlling – Meaning and importance, Function, span of control, Process and types of Control, Motivation, Co-ordination – Need and types and techniques of co-ordination - Distinction between coordination and co-operation - Requisites for excellent co-ordination - Systems Approaches and co-ordination.

**Recommended Text Books / Reference Books:**

1. Robbins, S. P., & DeCenzo, A. D. Fundamentals of Management. New Delhi: Pearson Education.
2. Harold Koontz & Heinz Weihrich, (2015) Essentials of Management, 10th Edition, Tata McGraw-Hill Education, New Delhi.
3. T.Ramasamy, (2015) Principles of Management, Himalaya Publishing House, Mumbai.
4. L.M. Prasad, Principle and Practice of Management, Sultan Chand and Sons, 6th edition.
5. Gupta, Sharma and Bhalla; Principles of Business Management; Kalyani Publications; 1st edition.
6. P.C. Tripathi & P.N. Reddy, (2015) Principles of Management, 5th Edition, Tata McGraw-Hill Education, New Delhi.

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**BUSINESS MATHEMATICS**

**Subject Code: BBADS2-102**

**L T P C  
4 0 0 4**

**Duration: 60 Hrs**

**Course Objectives**

**The aim of this course is:**

1. To understand and usage of mathematical and analytical applications required in subsequent business and economic courses.
2. To learning mathematical equations which can be used in day to day business transactions and covers the mathematical processes and techniques currently used in the fields of business and finance.
3. To reinforcement of mathematical computations.
4. To solving monetary problems in business and personal finance

**Course Outcomes**

**After completing of this course, the students will be able to:**

1. Appreciate business mathematics concepts that are encountered in the real world, .
2. Understand the underlying business concepts involved in mathematics to help another person gain insight into the situation.
3. Work with different theorems and matrices

**UNIT- I (15 Hrs)**

**Matrices:** Definition of Matrices, Equality of Matrices, Types of Matrices, Scalar Multiplications, Operation on Matrices, Transpose of Matrices, Symmetric and Skew Symmetric Matrices,

**Determinants:** Introduction, Minors & Cofactors, Adjoint of a Matrices, Inverse of Matrices, Application of Matrices in Solving System of Linear Equations, Using Cramer's Rule and Matrices Inversion Method

**UNIT-II (18 Hrs)**

**Binomial Theorem:** Introduction, Problems Based on Binomial Theorem, General Term, Particular Terms, Middle Term, Applications of Binomial Theorem.

**Logarithms:** Definition, Fundamental Properties of Logarithms with Proofs, Base Changing Formula with Proof, Problem Solving without using Log Table, Application of Logarithms in Solving Problem Based on Compound Interest using Log Tables.

**UNIT- III (15 Hrs)**

**Derivatives:** Definition of Derivatives, Derivative from First Principle, Derivative of Sum, Difference, Product and Quotient of Two Functions, Chain Rule, Differentiation of One Function w. r. t. Another Function, Implicit Functions, Derivative of Second Order, Application of Derivatives- Maxima and Minima.

**UNIT- IV (12 Hrs)**

**Indefinite Integrals:** Definition, Integrals of Elementary Functions

**Definite Integrals:** Definitions, its Properties, Simple Problems of Applications of Definite Integrals

**Recommended Books**

1. Raghavachari M, 'Mathematics for Management', McGraw Hill Education
2. Cleaves, Cheryl, and Hobbs, Margie, 'Business Mathematics' 7th Edition, Prentice Hall
3. Charles D. Miller, Stanlay A. Saltzman, 'Business Mathematics', Pearson Education
4. Trivedi, 'Business Mathematics', 1<sup>st</sup>edition, Pearson Education
5. Sncheti and Kapoor, 'Business Mathematics', Sultan Chand and Sons
6. Khan, Shadab, 'A Text Book of Business Mathematics', Anmol Publications

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**MICRO ECONOMICS**

**Subject Code: BBADS2-103**

**L T P C  
4 0 0 4**

**Duration: 60 Hrs**

**Course Objectives**

**The aim of this course is:**

1. To cover the area of economics commonly defined as microeconomics which is concerned with the individual parts of the economy such as individual businesses or industries, individual consumers, and individual products.
2. To provide a thorough introduction to economic theory starting from the basic concepts of microeconomics, utility functions, production functions, demand and supply, effect of market forces.
3. To study whether the economy uses our limited resources to obtain the maximum satisfaction possible for society.

**Course Outcomes**

**After completing this course, students will be able to:**

1. Understand and explain the basic concept of economics.
2. Understand its managerial perspective including the real insight of the consumer's economic behavior.
3. Estimate the demand for the new product as well as changes in the existing products.

**UNIT-I (15 Hrs)**

**Micro Economics:** Meaning, Nature, Scope and Limitations Role of managerial economics in decision Making. **Basic concepts:** Marginal and Incremental Principles, Opportunity Cost, Equilibrium **Utility:** Cardinal Utility Approach: Diminishing Marginal Utility; Ordinal Utility Approach, Indifference Curve, Properties, Consumer Equilibrium and Marginal Rate of Substitution.

**UNIT-II (15 Hrs)**

**Demand:** Meaning, Determinants, Law of Demand and its Exceptions. **Elasticity of Demand:** Measurement, Degree of Elasticity. Price, Income and Cross Elasticity of Demand. **Indifference Curve Analysis:** Meaning, Assumptions, Properties, Consumer Equilibrium, Importance of Indifference Analysis, Limitations of Indifference Theory. **Supply:** Introduction to supply and supply curves

**UNIT-III (12 Hrs)**

**Production Function:** Meaning, Short-Run Production Function and Law of Variable Proportions, Long Run Production and Laws of Returns. **Cost of Production:** Concept of Economic and Managerial Costs, Short Run and Long Run Cost Curves. Economies and Diseconomies of Scale **Revenue:** Types of Revenues and their Relationship.

**UNIT-IV (18 Hrs)**

**Equilibrium of Firm and Industry:** Perfect Competition, Monopoly and Discriminating Monopoly. **Monopolistic Competition:** Characteristics, Individual and Group Equilibrium, Concept of Selling Cost. **Oligopoly:** Characteristics, Cornet's Model, Kinked Demand Curve, Concepts of Cartel and Price Leadership. **Distribution:** Marginal Productivity and Modern Theory of Determination.

**Recommended Books**

1. D. Salvatore, 'Microeconomic Theory', Tata McGraw Hill
2. R H Dholkia and A.N. Oza, 'Microeconomics for Management Students', Oxford University Press
3. D Kreps, 'MicroEconomics for Managers', Viva Books Pvt. Ltd.
4. Koutsayiannis, 'Modern Microeconomics', Macmillan Publications
5. D N Dwivedi, 'Managerial Economics', Vikas Publishing
6. L. Peterson and Jin, 'Managerial Economics', Pearson Education

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**INTRODUCTION TO AIRLINE INDUSTRY**

**Subject Code: BBADS2-104**

**L T P C**  
4 0 0 4

**Duration: 60 Hrs**

**Course Objectives**

**The aim of this course is:**

1. To Understand about the airline industry and its regulatory bodies.
2. To study the characteristics of Airline Industry.
3. To make student understand the organizational structure of the airline industry.
4. To aware regarding the security, navigation and traffic control.
5. Understanding the importance of safety and security.

**Course Outcomes**

**After undergoing the subject, student will be able to:**

1. The airline industry and its regulatory bodies.
2. Development of commercial airlines – Deregulation.
3. Airplanes, Manufacturers, Types of Aircraft.

**UNIT-I (15 Hrs)**

**INTRODUCTION AIRLINE INDUSTRY:** Scope – Types – Scheduled and Non Scheduled Flights – Air Cargo Transport – Economic and Social impact – Regulatory Bodies – Key Performance indicators

**UNIT-II (15 Hrs)**

**CHARACTERISTICS AIRLINE PROFITABILITY:** Main Industry - Characteristics of Passenger airlines – Service Industry – Characteristics

**UNIT-III (15 Hrs)**

**ORGANISATIONAL STRUCTURE AIRLINE ALLIANCES :** Development of commercial airlines – Deregulation – Impact of Deregulated Airline industry – Organizational Structure – Types of Airline Personnel – Flight crew and Cabin Crew – Training – Organizational Culture

**UNIT-IV (15 Hrs)**

**AIRPORTS AND ITS SERVICES AIRPORTS :** Personnel – Processing Passengers and Freight – Airport Security – Air Navigation Services – Air Traffic Control – Airplanes – Manufacturers – Types of Aircraft

**Recommended Text Books / Reference Books**

1 IATA Book on Airline Customer Service.

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**IT APPLICATIONS IN AVIATION**

**Subject Code: BBADS2-105**

**L T P C**  
**2 0 0 2**

**Duration: 30 Hrs.**

**Course Objectives:**

**The aim of this course is:**

1. To gain and understanding of the core concepts and technologies which constitute Information Technology.
2. To be able to articulate and demonstrate a basic understanding of the fundamental concepts of Information Technology and Office Tools.

**Course Outcomes:**

**After studying this course, the students will be able to**

1. Understand the core concepts and technologies which constitute Information Technology.
2. Analyse the computer concepts and learn computer applications in taking the managerial decisions.

**UNIT-I (8 Hrs)**

**Computer Fundamentals:** Definition and Block diagram of a computer, Characteristics of Computers, Hardware Vs Software, Generations of languages - Machine Language, Assembly Language, High Level Language, Assembler, Compiler and Interpreter.

**Computer Software:** Types of Software, Application Software and System Software.

**Input Devices:** Keyboard, Mouse, Joy tick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition Devices, and Optical Recognition Devices.

**Output Devices:** Monitors, Impact Printers, Non-Impact Printers, Plotter.

**UNIT-II (8 Hrs)**

**Memories:** Primary Memory, Secondary Memory and Storage Devices, Creating Directory, Sub Directory, and Renaming, Coping and Deleting the Directory.

**File Manipulation:** Creating a File, Deleting, Coping, Renaming File, Using Accessories such as Calculator, Paint Brush, CD player, etc.

**UNIT-III (7 Hrs)**

**Word Processing Tool:** Salient features of Word Processing, File, Edit, View, Insert, Format, Tools, Tables, Window, Help options and all of their features, Options and Sub Options etc.

**Presentation Tool:** Making Presentations, Inserting objects and Animations.

**UNIT-IV (7 Hrs)**

**Spreadsheet Tool:** Excel Worksheet, Data Entry, Editing, Cell Addressing Ranges, Commands, Menus, Copying & Moving cell content, Inserting and Deleting Rows and Columns, Column Formats, Cell Protection, Printing, Creating, Displaying and Printing Graphs, Statistical Functions.

**Recommended Books**

1. V. Rajaraman, 'Fundamentals of Computers', PHI.
2. Satish Jain, 'Information Technology Concepts', BPB Publications.
3. Turban, Mclean and Wetherbe, 'Information Technology for Management', John Wiley & Sons.
4. G. Courter, 'Mastering MS Office 2000 Professional', BPB Publication.
5. Steve Sagman, 'MS- Office 2000 for Windows', Addison Wesley

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**BUSINESS COMMUNICATION-I**

**Subject Code: BBADS2-106**

**L T P C  
2 0 0 2**

**Duration: 30 Hrs**

**Course Objectives**

**The aim of this course is:**

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. The students should be able to act with confidence, should be clear about their own personality, character and future goals

**Course Outcomes:**

**After studying this course, the students will be able to**

1. Apply communication concepts and theories to address everyday dilemmas within dimensions (ethical, social, legal, technological, relational, and cultural).
2. Demonstrate oral, written, speaking and listening communication skills.

**UNIT-I (8 Hrs)**

**Developing Writing Skills:** Sentences Formation - Simple Compound and Complex Formation, Transformation of Sentence: Idioms, One Word Substitution. Active and Passive, Drafting, Editing, Paragraph Writing, Precise Making, Faxes, E-mails. Resume Writing: Planning, Organizing Contents, Layout, Guidelines for Good Resume Report Writing: Types, Formats, Drafting of Various Types of Report. Importance of Non-Verbal Communication – Positive Gestures, Symbols and Signs, Physical Appearance & The art of Self-Presentation & Conduct, Review/Summarizing of Newspaper Articles, Features etc.

**UNIT-II (6 Hrs)**

**Developing Reading Skills:** Identify the Purpose of Reading, Factors Effecting Reading, Course How to Think and Read, and Developing Effective Reading Habits. Reading Strategies: Training Eye, Reading.

**UNIT-III (7 Hrs)**

**Developing Listening Skills:** Importance, Purpose of Listening, Art of Listening, Factors Affecting Listening, Components of Effective Listening, Process of Listening, Principles and Barriers to Listening, Activities to Improve Listening and Difference Between Listening and Hearing.

**UNIT-IV (9 Hrs)**

**Developing Speaking Skills:** Its Advantages and Disadvantages, Conversation as Communication, Extempore, Speaking, Art of Public Speaking, Meetings Preparations, Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance, Group Discussion-Guidelines, Uses and Importance.

**Presentations:** Four P's of Presentation, Structuring, Rehearsing and Delivery Methods, Effective Presentations. Interviews: Types, Preparation Techniques- Dressing Etiquettes, Body Language and Facial Expression, Cross questioning skills, projecting a positive image.

**Recommended Text Books / Reference Books**

1. Lesikar, Petit, 'Business Communication', All India Traveler Bookseller.
2. Bovee, Thill and Chaturvedi, 'Business Communication', Pearson Education.
3. Lucent's 'General English', Lucent Publishing.
4. Pal, Rajendra & Korlahalli, 'Essentials of Business Communication', Sultan Chand & Sons.
5. Lillian, Chaney, 'Intercultural Business Communication', Pearson Education.
6. Chaturvedi, Mukesh, 'Business Communication': Concepts, Cases & Applications', Pearson Education.



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**IT APPLICATION IN AVIATION LAB**

<b>Subject Code: BBADS2-107</b>	<b>L T P C</b>	<b>Duration: 15 Hrs.</b>
	<b>0 0 2 1</b>	

This laboratory course will comprise as exercises to supplement that is learnt under paper BBADS2-105.

The practical session may be related to

1. Word Processing Tools
2. Presentation Tools
3. Spreadsheet Tools
4. Input Devices

**BUSINESS COMMUNICATION – I LAB**

<b>Subject Code: BBADS2-108</b>	<b>L T P C</b>	<b>Duration: 15 Hrs.</b>
	<b>0 0 2 1</b>	

This laboratory course will comprise as exercises to supplement that is learnt under paper BBADS2-106.

The Communication Lab involves interactive practice sessions related to following topics:

1. Pronunciation
2. Common Everyday Situations: Conversations and Dialogues
3. Communication at Workplace
4. Formal Presentations
5. Business Etiquettes: Email and Net Etiquettes, Etiquette of the Written Word, Etiquettes on the Telephone, Handling Business Meetings.
6. Conducting Role Plays (Framing Dialogues), Reading Novels and Summarizing Them with Different Vocab and Facial Expressions by Giving Demos.

**AVIATION SKILL DEVELOPMENT LAB**

<b>Subject Code: BBADS2-109</b>	<b>L T P C</b>	<b>Duration: 15 Hrs.</b>
	<b>0 0 2 1</b>	

In Aviation Skill Development Lab, Students will visit to Domestic Airport and collect information on the various departments, organizational Structure, facilities and functional areas and services, layout etc. Student will prepare report and submit to the department.

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**HUMAN VALUES AND PROFESSIONAL ETHICS**

**Subject Code: BMNCC0-003**

**L T P C**

**Duration: 30 Hrs.**

**2 0 0 0**

**UNIT-I (8 Hrs.)**

Meaning of values, Values as social fact, Universal values – equality, justice, freedom/ liberty, inclusion. Distinction between social and culture values and values associated with crafts and occupations. Work and leisure as values – Marx and Veblen

**UNIT-II (9 Hrs.)**

Values, morality, ethics and their relation with Religion, values as mechanisms of control and coercion. Functional Theory of Values of Talcott Parsons, Theory of Basic Values of Shalom Schwartz, Theory of Protestant Ethic and Capitalism of Max Weber, Bhagwat Gita and Theory of Karma-Dharma, Sikhism and theory of work, dignity of labour, meditation and sharing.

**UNIT-III (7 Hrs.)**

Meaning and types of Professional Ethics, Goals of professional work and their problems, Normative and evaluative elements in professional work, Duties and obligations, Professional rights, Virtues in professional life (honesty, trustworthiness, transparency, competence, integrity and exemplary conduct), Engineering ethics and service ideals.

**UNIT-IV (6 Hrs.)**

Technology for and against mankind and environment- fulfilment of human needs, and industrial disasters: case studies – Bhopal Gas Tragedy, Chernobyl and Fukushima Disasters; Equality at work place: gender discrimination and caste/class-based exclusions.

**Recommended Books**

1. Schwartz, H. Shalom, 'An Overview of the Schwartz Theory of Basic Values'. Online Readings in Psychology and Culture. 2 (1). doi:10.9707/2307-0919.1116, 2012.
2. John Berry, Janek, Pandey; Poortinga, Ype 'Handbook of Cross-cultural Psychology', 2nd Edn.. Boston, MA: Allyn and Bacon. p. 77. ISBN 9780205160747, 1997.
3. Timo Airaksinen, 'The Philosophy of Professional Ethics', University of Helsinki, Finland. 4. Manju Jitendra Jain, 'Yes, It's Possible', Kalpana Publications, Mumbai, 2011.

**SEMESTER 2<sup>nd</sup>**

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**ORGANIZATIONAL BEHAVIOUR**

**Subject Code: BBADS2-201**

**L T P C**  
4 0 0 4

**Duration: 60 Hrs.**

**Course Objectives**

**The aim of this course is:**

1. Understand individual behaviour in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories.
2. Understand group behaviour in organizations, including communication, leadership, power and politics, conflict, and negotiations.
3. Understand the organizational system, including organizational structures, culture, human resources, and change.

**Course Outcomes:**

**After studying this course, the students will be able to**

1. Analyse management issues as related to organizational behaviour.
2. Several theories on management framework, role of managers, skills of managers, and how managers do their jobs.
3. Evaluate ethical issues as related to organizational behaviour.
4. Examine challenges of effective organizational communication
5. Examine the differences and similarities between leadership, power, and management.

**UNIT-I (15 Hrs)**

**ORGANIZATIONAL BEHAVIOR:** Meaning, importance and historical development of organizational behaviour, Factors influencing organizational behaviour. Perception and Attribution-concept, nature and process, Factors influencing perception. Values and Attitudes. Personality - Stages of personality development, Determinants of personality. Concept and theories of learning.

**UNIT-II (15 Hrs)**

**MOTIVATION:** Concept, importance and theories of motivation. Leadership - concept, characteristics, theories and styles of leadership, Managerial grid, Leadership continuum and Leadership effectiveness.

**UNIT-III (15 Hrs)**

**GROUP DYNAMICS:** Meaning of groups and group dynamics, Formation, Characteristics and Types of groups, Theories of group dynamics, Group cohesiveness - Factors influencing group cohesiveness - Group decision making process. Types of teams. Analysis of Interpersonal Relationship: Transactional Analysis, Johari Window.

**UNIT-IV (15 Hrs)**

**MANAGEMENT OF CHANGE:** Meaning and importance of change, Factors contributing to organizational change, Change agents, Resistance to change – causes of and dealing with resistance to change, Organizational Development - meaning and process.

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**MACRO ECONOMICS**

**Subject Code: BBADS2-202**

**L T P C**

**Duration: 60 Hrs**

**4 0 0 4**

**Course Objectives**

**The aim of this course is to:**

1. Analyze macroeconomic issues such as flow of income and expenditure, national income, consumption function, theory of investments, interest rates determinants, inflation, monetary and fiscal policies
2. Apply mathematics in common economic applications.
3. Explain determinants of demand and supply

**Course outcome**

**After completing this course, students will be able to:**

1. Demonstrate a basic understanding of news relating to the economy as a whole.
2. Help to analyze how interest rates are determined and the role of interest rates in personal and corporate decision-making; and critically apply economic concepts when participating as a citizen in a democratic society.
3. Better understanding of equilibrium national level incomes and calculate equilibrium national income levels, calculate and use various multipliers, convert nominal values to real values.

**UNIT-I (15 Hrs)**

**Macroeconomics:** Meaning, Nature and Scope. Basic Concepts, Stock and Flow Variables, Partial and General Equilibrium, Static and Dynamic Analysis, Circular Flow of Income and Expenditure, National Income: Concepts, Measurement, Difficulties and Importance

**Business Cycle:-**Features and Phases, Effects and Control.

**UNIT-II (15 Hrs)**

**Theory of Income and Employment:** Classical Theory of Output and Employment, Say's Law of Markets. Keynesian Theory of Income Determination

**Consumption Function:** Meaning, Determinants and Importance.

**Theory of Consumption:** Absolute Income Hypothesis, Relative Income Hypothesis, Permanent Income Hypothesis, Life Cycle Hypothesis.

**UNIT-III (15 Hrs)**

**Theory of Investment:** Types of Investment, Determinants of Investment, Marginal Efficiency of Capital, Net Present Value, Internal Rate of Return

**Interest Rate Determination:** Classical, Neo-Classical and Keynesian Theories.

**Theory of Multiplier:** Static and Dynamic Multiplier, Tax Multiplier, Foreign Trade Multiplier, Balanced Budget Multiplier, Importance and Limitations

**UNIT-IV (15 Hrs)**

**Inflation and Unemployment:** Concepts of Inflation-Demand Pull and Cost Push; Introduction to Philips Curve as Relation between Inflation and Unemployment.

**Stabilization Policies:** Monetary and Fiscal Policies.

**Recommended Books**

1. Olivier Blanchard, 'Macroeconomics, Updated (5th ed.). Englewood Cliffs: Prentice Hall, 2011.
2. Dimand, Robert W. Durlauf, Steven N.; Blume, Lawrence E., eds, 'Macroeconomics, origins and history' 2008.
3. D. N. Dwivedi, 'Macroeconomics : Theory and Policy', Tata McGraw-Hill, 2001

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**FINANCIAL ACCOUNTING**

**Subject Code: BBADS2-203**

**L T P C**

**Duration: 60 Hrs**

**4 0 0 4**

**Course Objectives**

**The main aim of this course is:**

1. The aim is to provide an understanding of the basic principles of accounting and their application in business.
2. The course is designed to make the student familiar with generally accepted accounting principles of financial accounting.
3. To study applications of accounting principles in business organizations excluding corporate entities.

**Course Outcome**

**After competing this course, the students will be able to:**

1. Define bookkeeping and accounting.
2. Explain the general purposes and functions of accounting
3. Explain the differences between management and financial accounting.
4. Describe the main elements of financial accounting information – assets, liabilities, revenue and expenses and identify the main financial statements and their purposes.

**UNIT-I (15 Hrs)**

**Introduction to Accounting:** Meaning, Objectives, Basic Accounting Terms.

**Accounting Principles:** Meaning and Nature, Accounting Concepts, Bases of Accounting, Nature of Accounts, Origin of Transactions Source Documents and Vouchers Accounting Equations

**Rules of Debit and Credit Recording of Transactions:** Book of Original Entry-Journal, Ledger Posting from Journal and Ledger Balancing, Subsidiary Books

**UNIT-II (15 Hrs)**

**Trial Balance:** Meaning, Objectives and Preparations of Trial Balance

**Errors:** Types of Errors and Rectification of Errors, Bank Reconciliation Statement, Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditure

**UNIT-III (15 Hrs)**

Accounting for Depreciation, Provision and Reserves, Preparation of Manufacturing, Trading and Profit & Loss Account, Balance Sheet (With Simple Adjustment in Preparation of Financial Statements)

**Budgetary Control-** Types of Budgets Master budget Zero base budgeting, Fixed Budget and Flexible Budgets, Zero Base Budget, Participative Budget and Performance Budget

**UNIT-IV (15 Hrs)**

**Accounting for Non Profit Organizations:** Receipts and Payment Account, Preparation of Income and Expenditure Accounts and Balance Sheet from Receipts and Payment Account with Additional Information

**Recommended Books**

1. Mukherjee & Hanif, 'Fundamentals of Accounting', Tata McGraw Hill
2. Khatri, 'Financial Accounting', Tata McGraw Hill
3. Libby, 'Financial Accounting', Tata McGraw Hill
4. S.N. Maheshwari, 'An Introduction to Accountancy', Vikas Publication
5. Guruprasad Murthy, 'Financial Accounting', Himalaya Publishing

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**AVIATION SECURITY & SAFETY MANAGEMENT**

**Subject Code: BBADS2-204**

**L T P C**  
4 0 0 4

**Duration: 60 Hrs.**

**Course Objectives**

**The aim of this course is:**

1. To enable the Students to learn about the importance of Safety and Security in Air Transportation
2. They will be learning about the techniques and methodologies used in protecting passengers, crew, baggage, cargo, mail, ground personnel, aircraft and property of Airports.

**Course Outcomes**

**After studying this course, the students will be able to**

1. Understand various techniques of Aircraft protection
2. Learn about various steps to Combat Terrorism
3. Understand Hijacking and various Security measures to be taken.
4. Have knowledge about International aviation safety assessment.

**UNIT-I (15 Hrs)**

**Importance of Air Transportation Safety and Security-Airport- Airways:** Protecting Public Transportation -Screening- Personnel and Baggage – Metal Detectors-X ray Inspections, Passive and Active Millimeters-Trace- Detection Techniques-The way on Drug and Explosives.

**UNIT-II (15 Hrs)**

**Terrorism:** Terrorism – Introduction- Causes of Terrorism - Rival claim of palestine- Palestine Liberation Organization - Nuclear Terrorism - Aircraft as Missiles - 9/11 Terrorist Act and its Consequences -Biological &Chemical Warfare - Steps to Combat Terrorism

**UNIT-III (15 Hrs)**

**Hijacking :**Hijacking – Security measures- Airport Security Programmed a Steps taken to Contend with Hijacking- Cockpit doors- Sky Marshal Programme -Public Law about Hijacking - Air Transportation Security Act of 2001 -Crimes against Humanity - The Tokyo Convention and Summit

**UNIT-IV (15 Hrs)**

**Legislations and Regulations:** ICAO/ECAC -Transportation security administration -International aviation safety assessment program. -Legislation after 9 Sep 2001 41

**Technological Improvements on Aviation Safety and Security:** Technological Improvements on Aviation Safety and Security -Introduction- Microwave Holographic Imaging -Body or Fire Security Scanner -New Generation of video Security Systems -Biosimmer – Biometric Systems

**Recommended Text Books / Reference Books:**

1. Aviation in Crisis – Ruwantissa I.R. Abeyratne – Ashgate Publishing Ltd.
2. Aviation Safety Programs – Richard H. Wood – Jeppesen Sanderson Inc.
3. Aviation and Airport Security – Kathleen M. Sweet –Pearson Education Inc.

**MRSPTU BBA (AVIATION MANAGEMENT) SYLLABUS  
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**BUSINESS COMMUNICATION – II**

**Subject Code: BBADS2-205**

**L T P C  
2 0 0 2**

**Duration: 30 Hrs**

**Course Objectives**

**The aim of this course is:**

1. To develop the reading, listening, and writing and presentation skills of the undergraduate students.
2. To impart confidence, clarity about their own personality, character and future goals.
3. To learning basic interview skills.
4. To introducing to various grammatical errors and daily usage words.

**Course Outcomes**

**After completing of this course, the students will be able to:**

1. Apply various communication concepts and theories to address everyday dilemmas within dimensions (ethical, social, legal, technological, relational, and cultural).
2. Effective business writing and communication.
3. Improved reading skills and word formulation.
4. Developing and delivering effective presentations.

**UNIT-I (8 Hrs)**

**Developing Writing Skills:** Sentences Formation - Simple Compound and Complex Formation, Transformation of Sentence: Idioms, One Word Substitution. Active and Passive, Drafting, Editing, Paragraph Writing, Precise Making, Faxes, E-mails

**Resume Writing:** Planning, Organizing Contents, Layout, Guidelines for Good Resume Report Writing: Types, Formats, Drafting of Various Types of Report.

**Importance of Non-Verbal Communication–** Positive Gestures, Symbols and Signs, Physical Appearance & The art of Self-Presentation & Conduct, Review/Summarizing of Newspaper Articles, Features etc.

**UNIT-II (6 Hrs)**

**Developing Reading Skills:** Identify the Purpose of Reading, Factors Effecting Reading, Learning How to Think and Read, Developing Effective Reading Habits; **Reading Strategies:** Training Eye, Reading

**UNIT- III (6 Hrs)**

**Developing Listening Skills:** Importance, Purpose of Listening, Art of Listening, Factors Affecting Listening, Components of Effective Listening, Process of Listening, Principles and Barriers to Listening, Activities to Improve Listening and Difference Between Listening and Hearing.

**UNIT-IV (10 Hrs)**

**Developing Speaking Skills:** Its Advantages and Disadvantages, Conversation as Communication, Extempore, Speaking, Art of Public Speaking, Meetings Preparations, Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance, Group Discussion- Guidelines, Uses and Importance.

**Presentations:** Four P's of Presentation, Structuring, Rehearsing and Delivery Methods, Effective Presentations.

**Interviews:** Types, Preparation Techniques- Dressing Etiquettes, Body Language and Facial Expression, Cross questioning skills, projecting a positive image.

**Recommended Books**

1. Lesikar, Petit, 'Business Communication', All India Traveler bookseller.
2. Bovee, Thill and Chaturvedi, 'Business Communication', Pearson Education.
3. Lucent's 'General English', Lucent Publishing.
4. Pal, Rajendra & Korlahalli, 'Essentials of Business Communication', Sultan Chand & Sons



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**BUSINESS COMMUNICATION – II LAB**

**Subject Code: BBADS2-206**

**L T P C  
0 0 2 1**

**Duration: 15 Hrs**

This laboratory course will comprise as exercises to supplement that is learnt under paper BMBAS1-205. The Communication Lab involves interactive practice sessions related to following topics:

1. Listening Comprehension
2. Speaking: Art of Public Speaking, Meetings
3. Group Communication through Committees, Conference, Seminar, Symposia, Ambiguity, Avoidance,
4. Group Discussion.
5. Effective Presentations Methods
6. Interviews: Types, Preparation Techniques

**AVIATION SKILL DEVELOPMENT LAB - II**

**Subject Code: BBADS2-207**

**L T P C  
0 0 2 1**

**Duration: 15 Hrs**

In Aviation Skill Development Lab, Students will visit to Domestic Airport and collect information on the various departments, organizational Structure, facilities and functional areas and services, layout etc. Student will prepare report and submit to the department

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**BASIC SPREADSHEET TOOLS LAB**

**Subject Code: BMBAS2-208**

**L T P C  
0 0 4 2**

**Duration: 30 Hrs**

**Course Objectives**

**The main aim of this course is:**

1. To learn how to use basic and advance spreadsheet tools
2. To construct formulas, including the use of built-in functions, and relative and absolute references
3. To learn enter, modify and edit data

**Course Outcomes**

**After completing this course, students will be able to:**

1. Set up the chart function of Excel to represent numeric data in multiple formats
2. Access and manipulate data using the database functions of spreadsheet
3. Knowledge of using graphs and charts
4. Efficiently use the various basic and intermediate level features of spreadsheet

**UNIT – I (6 Hours)**

**Data Entry and Editing:** Introduction to Spreadsheet, Data Entry, Editing, Cell Addressing Ranges, Commands, Menus, Copying & Moving cell content,

**Rows & Columns** - Inserting and Deleting Rows and Columns, Column Formats, Cell Protection, Printing, Creating, Displaying and Printing Graphs, Statistical Functions.

**UNIT – II (7 Hrs)**

**Managing Work Sheets:** Introduction, Naming and Moving Worksheets, Copying Worksheets, Adding, Deleting and Hiding Worksheets, Grouping Worksheets

**Charts & Graphs:** Introduction, Types of Charts, Chart Style, Chart Layout, Add labels, Axis Options, Data labels

**UNIT -III (7 Hrs)**

**Tables:** Introduction, Insert a Table, Style Options, Add Rows and Columns, Functions in Tables  
**Conditional**

**Formatting:** Introduction, Highlight Cell rules, Top/Bottom Rules, data Bars, Color Scale, Custom formatting rules, Proper Function, Trim Function

**UNIT – IV (10 Hrs)**

**Sort & Filter: Introduction,** Sort data, Filter data, Custom Sort & Filter

**Pivot Table:** Introduction, Create Pivot Table, Layout of Pivot Tables, Filtering Pivot Tables

**Understanding Formula** – Introduction to Common Formulas, Copying Formulas, Descriptive Statistics

**Recommended Books**

1. Greg Harvey, 'Microsoft Excel 2016 All-in-One for Dummies, Wiley Publications
2. Lokesh Lalwani, 'Excel 2019 All – In – One' BPB Publication
3. Manisha Nigam, 'Data Analysis with Excel' BPB Publication
4. Paul McFedries, 'Excel 2016- Formulas and Functions' Que Publications

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**DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION**

**Subject Code: BMNCC0-004**

**L T P C  
2 0 0 0**

**Duration: 30 Hrs.**

**UNIT-I (7 Hrs)**

**Meaning of Drug Abuse:** Meaning: Drug abuse, Drug dependence and Drug addiction. Nature and extent of drug abuse in India and Punjab.

**UNIT-II (7 Hrs)**

**Consequences of Drug Abuse**

**Individual:** Education, Employment, Income.

**Family:** Violence.

**Society:** Crime. Nation: Law and Order problem

**UNIT-III (8 Hrs)**

**Prevention of Drug Abuse**

**Role of Family:** Parent-child relationship, Family support, Supervision, Shipping Values, Active Scrutiny.

**School:** Counselling, Teacher as Role-Model, Parent-Teacher-Health Professional Coordination, Random testing on students.

**UNIT-IV (8 Hrs)**

**Treatment and Control of Drug Abuse:** Medical Management: Medication for treatment and to reduce withdrawal effects.

**Psychological Management:** Counselling, Behavioural and Cognitive therapy.

**Social Management:** Family, Group therapy and Environmental Intervention.

**Treatment:** Medical, Psychological and Social Management. Control: Role of Media and Legislation.

**Recommended Books**

1. Ram Ahuja, 'Social Problems in India', Rawat Publications, Jaipur, 2003.
2. 'Extent, Pattern and Trend of Drug Use in India', Ministry of Social Justice and Empowerment, Govt. of India, 2004.
3. J.A. Inciardi, 'The Drug Crime Connection', Sage Publications, Beverly Hills, 1981.
4. T. Kapoor, 'Drug Epidemic among Indian Youth', Mittal Publications, New Delhi, 1985.
5. Kessel, Neil and Henry Walton, 'Alcoholism, Harmond Worth', Penguin Books, 1982.
6. Ishwar Modi and Shalini Modi, 'Addiction and Prevention', Rawat Publications, Jaipur, 1997.
7. 'National Household Survey of Alcohol and Drug Abuse', Clinical Epidemiological Unit, All India Institute of Medical Sciences, New Delhi, 2003 & 2004.
8. Ross Coomber and Others, 'Key Concept in Drugs and Society', Sage Publications, New Delhi, 2013.
9. Bhim Sain, 'Drug Addiction Alcoholism, Smoking Obscenity', Mittal Publications, New Delhi, 1991.
10. Ranvinder Singh Sandhu, 'Drug Addiction in Punjab: A Sociological Study', Guru Nanak Dev University, Amritsar, 2009.
11. Chandra Paul Singh, 'Alcohol and Dependence among Industrial Workers', Shipra, Delhi, 2000.
12. S. Sussman and S.L. Ames, 'Drug Abuse: Concepts, Prevention and Cessation', Cambridge University Press, 2008.
13. P.S. Verma, 'Punjab's Drug Problem: Contours and Characteristics', Vol. LII, No. 3, P.P. 40-43, Economic and Political Weekly, 2017.