



PIMPRI CHINCHWAD EDUCATION TRUST
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PIMPRI CHINCHWAD EDUCATION TRUST'S PUNE BUSINESS SCHOOL

PGDM

(ACADEMIC BATCH 2023-25)

**FOUNDATION COURSE –
SYLLABUS**

INDEX

| Sr. No. | Subject Code | Subject |
|----------------|---------------------|----------------------------------|
| 1 | PBSFC001 | Elementary Accounting |
| 2 | PBSFC003 | Elementary Maths & Stats |
| 3 | PBSFC004 | Elementary Communication |
| 4 | PBSFC005 | Elementary MS Word & PowerPoint |
| 5 | PBSFC006 | Introduction to Business History |

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| Semester I | Subject: PBSFC001 Elementary Accounting |
| Batch: 2023-25 | Foundation Course |

Course Outcomes: On successful completion of the course the learner will be able to

| COURSE OBJECTIVES | COGNITIVE ABILITIES | COURSE OUTCOMES |
|-------------------|---------------------|---|
| CO-FOU004.1 | REMEMBERING | The basic accounting terms, terminologies, and concepts covered in the course syllabus. |
| CO-FOU004.2 | UNDERSTANDING | The concepts learnt and practicing them |
| CO-FOU004.3 | APPLYING | The concepts covered in the course syllabus to solve problems |
| CO-FOU004.4 | UTILIZING | The concepts practically to get the desired results |
| CO-FOU004.5 | EVALUATING | The results from the Analysis of the Income Statement and Balance Sheet |

1. Basic Accounting Concepts

(i) Background of Accounting and Accountancy:

2. Journal and Ledger

- (i) Journal: Recording of entries in journal with narration.
- (ii) Ledger: Posting from journal to respective ledgers.

3. Cash Book and Bank Reconciliation Statement

- (i) Cash book (including petty cash book): Single column; Double column; Triple column.
- (ii) Bank Reconciliation Statement.

4. Trial Balance, Rectification, Capital and Revenue Expenditure and Income

- (i) Trial balance.
- (ii) Errors and types of errors: Errors of Omission; Errors of Commission; errors of Principles; Compensating errors.
- (iii) Capital and Revenue Expenditure / Income.

5. Depreciation, Provisions and Reserves

- (i) Meaning of Depreciation.
- (ii) Methods of charging depreciation (Straight Line and WDV method).
- (iv) Provisions and Reserves.

6. Final Accounts and Manufacturing Accounts –Concept of Manufacturing, Trading, Income Statement (Profit and Loss Account), and Balance Sheet (with and without adjustments)

- (i) Concept of Manufacturing Accounts.
- (ii) Meaning and preparation of Manufacturing, Trading, Income Statement (Profit and Loss Account), and Balance Sheet.
- (iii) Simple Analysis of a Balance Sheet

7. Bills of Exchange

- (i) Introduction to Negotiable Instruments: explanation of basic terms.
- (ii) Applications to practical problems/exercises.

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| Semester I | Subject: PBSFC003 Elementary Maths & Stats |
| Batch: 2023-25 | Foundation Course |

Course Outcomes: On successful completion of the course the learner will be able to

| CO# | COGNITIVE ABILITIES | COURSE OUTCOMES |
|-------------|---------------------|---|
| CO-FOU002.1 | REMEMBERING | MEMORIZE and REPRODUCE all basic formulae covered in the syllabus. |
| CO-FOU002.2 | UNDERSTANDING | EXPRESS numbers in various forms such as fractions, percentages, equivalent simplest fractions. |
| CO-FOU002.3 | APPLYING | CALCULATE Percentages, Profit & Loss, Simple & Compound Interest, frequency, cumulative frequency, basic areas and basic volumes. |
| CO-FOU002.4 | ANALYSING | ILLUSTRATE relationships using direct and inverse proportion, simple graphs, linear and quadratic equations. |
| CO-FOU002.5 | EVALUATING | INTERPRET basic statistical data, graphs, and venn diagrams. |
| CO-FOU002.6 | CREATING | CREATING and SOLVING simple simultaneous equations. |

1. **Numbers:** Integers and fractions, squares, cubes, square roots and cube roots by prime factorization, negative numbers; Examples of very large and very small numbers such as million/billion/trillion, positive, negative, zero and fractional indices, laws of indices. **(1)**
2. **Preliminary Mathematics:** HCF & LCM, Ratio & Proportion, Problems based on Ages. **(2)**
3. **Ratio, rate and proportion:** Ratios involving rational numbers, writing a ratio in its simplest form, average rate, direct and inverse proportion, problems involving ratio, rate and proportion **(1)**
4. **Fractions & Percentages:** Expressing one quantity as a percentage of another, comparing two quantities by percentage, percentages greater than 100%, increasing/decreasing a quantity by a given percentage, reverse percentages, problems involving percentages **(1)**
5. **Mathematical Operations for Business:** Percentage, Profit & Loss, Simple & Compound Interest. **(1)**
6. **Time and Number related Mathematical operations:** Time & Work, Time, Speed & Distance, Number System, Permutation, and Series. **(2)**
7. **Basic Statistics:** Classification and tabulation of data, presentation of data, graphical presentation of data by frequency curve, frequency polygon, ogives, histogram. **(2)**
8. **Set Theory:** Basic concepts, Venn diagrams, interpretation. **(2)**
9. **Trigonometry:** Basic Trigonometry, Area and Volume. **(1)**
10. **Equations:** Simultaneous Equations, Quadratic Equations. **(2)**

References:

1. Rajagopalan and Sattanathan, Business Mathematics
2. Praveen, R. V., Quantitative Aptitude and Reasoning, PHI Learning
3. Goon Gupta and Das Gupta, Fundamentals of Statistics, Vol. 1, The World Press Pvt. Ltd., Kolkata.
4. Sharma, Arun, how to prepare for Quantitative Aptitude for the CAT, Tata McGraw Hill

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| Semester I | Subject: PBSFC004 Elementary Communication |
| Batch: 2023-25 | Foundation Course |

Course Outcomes: On successful completion of the course the learner will be able to

| CO# | COGNITIVE ABILITIES | COURSE OUTCOMES |
|--------------|---------------------|--|
| CO-FOU001.1 | REMEMBERING | LABEL the different parts of a sentence, correctly SPELL and PRONOUNCE the words in common usage and effectively LISTEN to short AV material(English). |
| CO-FOU 001.2 | UNDERSTANDING | PARAPHRASE published written and audio-visual content (English) in own words. |
| CO-FOU 001.3 | APPLYING | CONSTRUCT short paragraphs and essays (English) for a specified task, to elicit, to select, to describe, to summarize information. |
| CO-FOU001.4 | ANALYSING | TAKE PART IN conversations using general, social and professional (English)language. |
| CO-FOU001.5 | EVALUATING | CHECK and audio content for grammatical written visual (English) al correctness. |
| CO-FOU001.6 | CREATING | SUBSTITUTE right words / terms / phrases in a compiled text. |

1. **Fundamental grammatical structures and functions** - sentence types, tenses, voice, parts of speech, word order, expressing possibility, obligation, necessity, prohibition, criticism; expressing preferences, making assumptions; asking for/ refusing/giving permission; making offers, suggestions, punctuation, etc. **(3)**
2. **Building fundamental vocabulary** - to fulfill the above-mentioned functions in roles, topics and discussions, synonyms, antonyms, homonyms, homophones, using dictionary, using thesaurus. **(3)**
3. **Listening** – short AVs in English, understanding the gist, the main points, look for detail or specific information, deduce the meaning. **(3)**
4. **Reading material** - reading various common place publications, using different strategies for different reading purposes, identifying the main points in a text, looking for detail, locating specific information in a text, understanding a text structure, right pronunciation, etc. **(3)**
5. **Conversation on different topics** - people, jobs, places to visit, festivals/celebrations, eating habits, attire, current affairs – popular personalities, disasters/accidents, politics, technology, sports/hobbies, environment, education, entertainment, transport, crime, etc. **(3)**

Suggested Text Books:

1. English Grammar and Composition, Wren & Martin, S. Chand Publishing
2. Word Power Made Easy, Norman Lewis

INTRODUCTION TO MS OFFICE TOOLS

PRE-INDUCTION (15 HOURS)

COURSE OUTCOMES (CO)

1. Understanding the importance and usage of computers and applications in the smooth functioning of day-to-day business activities
2. Designing reports to demonstrate proficiency in the application
3. Designing formal presentations

COURSE OUTLINE (SYLLABUS)

The course is designed to aim at imparting a basic level of MS Office training for the students. After completing the course, the students are able to use the computer for basic purposes of preparing personnel/business documents & reports. This allows students to learn how to create and edit documents, spreadsheets and presentations. Students will be able to enhance the look and feel of the documents using various formatting options.

| Sr. No. | Chapter Name | Contents | CO's Covered | Learning Outcome |
|---------|------------------------|---|--------------|--|
| 1 | MS Office Introduction | Understanding the importance and usage of MS Office in day-to-day business and personal activities | CO1 | Get a know-how on which office application & its functions will ease out the day to day activities |
| 2 | MS Word | Editing and Proofread Text, Making text changes, Find and replace text, Correcting spelling and grammatical errors, Creating and modifying lists, | CO1, CO2 | Understanding the use of Track Changes, spelling and grammar check, working on ordered and unordered lists |

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| 3 | MS Word | Organizing Information in Columns and Tables, Add Simple Graphic Elements, Preview, Print and Distribute Documents | CO1, CO2 | How to insert a table, modify the table, how to add graphics and preview the document for printing |
| 4 | MS Word | Mail merge, Index & Tables, Cross References, Hyper links | CO1, CO2 | How to use mail merge to send personalized bulk emails through Outlook and Gmail, Creating Table of contents and Cross Reference to navigate between pages, Hyperlinks to create internal and external links |
| 5 | MS PowerPoint | Explore PowerPoint, Working with Slides, Working with Slide content | CO1, CO3 | How to open a presentation, create slides and add content to it |
| 6 | MS PowerPoint | Format Slides (Add tables, Fine Tune Visual Elements, Add Other enhancements, Add Animation, | CO1, CO2, CO3 | How to create slides with different layouts, animations, sound and video |
| 7 | MS PowerPoint | Sound & Movies, Review and Deliver Presentation, Tips & tricks to make your presentation to run on KIOSK | CO1, CO2, CO3 | How to deliver a presentation with proper body language, setting up a slide show to run on a kiosk |

Introduction to Business History

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| Semester I | Subject: PBSFC006 Introduction to Business History |
| Batch: 2023-25 | Foundation Course |

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| Successful Indian business pioneers and leaders | <ul style="list-style-type: none"> i) Birlas-Aditya Birla ii) Tata's-Ratan Tata iii) Reliance-Dhirubai Ambani iv) Goenkas-Rama Prasad Goenka v) Thapars vi) Godrej vii) Bajaj viii) Infosys |
| Business Failures in India | <ul style="list-style-type: none"> Airlines-Kingfisher & Deccan Mobile Phones-Nokia IT-Satyam Computers Ltd Two wheelers-Kinetic & LML Automobiles-Hindustan Motors |