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DETAILED SYLLABUS

FOR

DISTANCE EDUCATION

**Bachelor Preparatory Programme for Bachelor
Degree**

(BPP)

(SEMESTER SYSTEM)

Bachelor's Preparatory Programme for Bachelor's Degree

Syllabus

Bachelor's Preparatory Programme is offered by the University to those students who wish to do Bachelor's Degree but do not have the essential qualifications of having passed 10+2. In the absence of such a qualifying certificate these students are deprived of higher education.

The Bachelor's Preparatory Programme has following three courses. Student has to select any two of these courses.

- i) Preparatory Course in General Mathematics
- ii) Preparatory Course in Social Sciences (those wishing to go for B.A.)
- iii) Preparatory Course in Commerce (those wishing to go for B.Com.)

1. Fundamentals of General Mathematics

UNIT-I Numbers

Why learn Mathematics? – The World of Numbers – World of Fractions – Decimal Fractions.

UNIT-II Algebra

Algebraic Expressions – Counting without Counting – Permutations and Combinations

UNIT-III Geometry

Some Basic Concepts – Flat Shapes – Symmetry and Tiling – Studying Three-dimensional Objects – Menstruation – Coordinate Geometry.

UNIT-IV Handling Investments and Data

Commercial Mathematics – Handling Data – Probability

2. Fundamentals of Social Sciences

UNIT-I Introduction to Social Sciences

Scope of Social Sciences – Social sciences: Approaches and Inter-relationship - Basic Concepts of Social Sciences – Social Sciences and Social Policy

UNIT-II Structures

Social Structures: Basic Aspects – Political Structures – Economic Structures – History and Social Structures.

UNIT-III Institutions

Social Institutions -Political Institutions – Economic Institutions

UNIT-IV Processes

Social Processes – Political Processes – Economic Processes – Historical Processes

UNIT-V Development

Social Development -Political Development – Historical Dimension of Development – Economic Development

3. Fundamentals of Commerce

UNIT-1 Basic Concepts of Accounting

Nature of Business – Nature of Scope of Accounting – Basic Accounting Terms and Concepts

UNIT-II Books of Accounts-I

Accounting Process and Rules – Journal – Ledger

UNIT-III Books of Accounts-II

Sub-division of Journal-Cash Book – Bank Transaction and Three Column Cash Book – Bank Reconciliation Statement – Other Subsidiary Books – Trial Balance

UNIT-IV Final Accounts-I

Basic Concepts Relating to Preparation of Final Accounts – Capital and Revenue – Trading Account – Manufacturing Account – Profit and Loss Account.

UNIT-V Final Accounts-II

Balance Sheet – Adjustment in Final Accounts – Final Accounts with Adjustments – Rectification of Errors.