

SYLLABUS

FOR

BBA- LOGISTICS I SEM

(THREE YEARS PROGRAM)

Program: BBA LOGISTICS

Semester: I

Subject: Functional English

Code: L21C01

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Objectives:

- To enable the learners to communicate effectively and appropriately in real life situation.
- To develop and integrate the use of the four language skills i.e. reading, listening, speaking and writing.
- To revise and reinforce structure already learnt
- To learn and use English effectively.

Learning Outcomes:

- Understand the factors that influence the use of Grammar and Vocabulary in speech and writing.
- Understand the different ways in which Grammar has been described.
- Understand the importance of all areas of language learning.

Unit-I: Vocabulary Building

The concept of Word Formation

Root words from foreign languages and their use in English

Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives

Synonyms, Antonyms and standard abbreviations

Homophones, Homonyms

Unit-II: Basic Writing Skills

Parts of Speech, Tense, Voice, Narration, Modals, Degree of Comparison

Sentence Structures

Use of Phrases and Clauses in sentences

Importance of proper Punctuation

Creating coherence

Organizing principles of paragraphs in documents
Techniques for writing precisely

Unit-III: Identifying Common Errors in Writing

Subject-Verb Agreement
Noun-Pronoun Agreement
Misplaced modifiers
Articles
Prepositions
Redundancies
Cliches

Unit-IV: Nature and Style of Sensible Writing

Describing
Defining
Providing examples or evidence
Writing Introduction and Conclusion
Paragraph Writing
Precis Writing
Reading Comprehension

Unit-V: Professional Writing

Importance of Professional Writing
Notice , Memo, Circular, Report Writing, Proposal Writing, Minutes Writing, E- Mail writing
Job Application, Difference between Resume, Curriculum Vitae
Interview - Types, Importance and Process

Suggested Readings:

1. High School English Grammar & Composition, Wren & Martin,S. Chand & Co
2. Practical English Usage, Michael Swan, OUP, 1995
3. Remedial English Grammar F.T. Wood. Macmillan.2007
4. On Writing Well. William Zinsser. Harper Resource Book, 2001
5. Study Writing. Liz Hamp-Lyons and Ben Heasley, Cambridge University Press, 2006

Program: BBA LOGISTICS

Semester: I

Subject: Computer Application for Business

Code: L21C02

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Objectives:

- To Gain familiarity with the concepts and terminology used in the development, implementation and operation of business application systems.
- Explore various methods that Information Technology can be used to support existing businesses and strategies.
- Investigate emerging technology in shaping new processes, strategies and business models
- Achieve hands-on experience with productivity/application software to enhance business activities.
- Accomplish projects utilizing business theories, Internet resources and computer technology.

Learning Outcomes:

- Describe the usage of computers and why computers are essential components in business and society.
- Utilize the Internet Web resources and evaluate on-line e-business system.
- Solve common business problems using appropriate Information Technology applications and systems.

Unit-I: Introduction

Characteristics of computer, Evolution of computer, Capabilities and Limitations of computer, Generations of Computer, Types of Computer (micro, mini, mainframe, supercomputer), Block Diagram of computer, Basic components of a computer system- input unit, output unit, arithmetic and logic unit, control unit, central processing unit, processors.

Memory-Main memory organization, main memory capacity, RAM, ROM, EPROM, PROM, Cache Memory.

Input Devices- Keyboard Direct Entry: Card readers, scanning devices (BAR CODE, OMR, MICR), Voice input devices, Light pen, Mouse, Touch Screen, Digitizer, Scanner.

Output Devices- Printers- Impact and Non-impact printers. CRT, LCD, CD-WRITTER, ZIP DRIVE, DVD Introduction to Web Camera, modem.

Unit-II: MS Windows:

Introduction to M.S. Windows; Features of Windows; Various versions of windows & its use; working with Windows; My Computer and Recycle bin; Desktop, Icons and Windows Explorer; Screen description & working styles of Windows; Dialog Boxes & Toolbars; working with Files & Folders; simple operations like copy, delete, moving of files and folders from one drive to another, Shortcuts & Autostarts; Accessories and Windows Settings using setting common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings, Start button & Program lists; Installing and Uninstalling new Hardware & Software program on your computer.

Introduction to Internet and Email: searching information through a search engines.

Unit-III: MS Word Basics

Introduction to MS Office; Introduction to MS Word; Features & area of use. Working with MS Word; Menus & Commands; Toolbars & Buttons; Shortcut menus, Wizards & Templates; Creating a New Document; Different Page Views and layouts; Applying various Text Enhancements; Working with Styles, Text Attributes; Paragraph and page Formatting; Text Editing using various features; Bullets, Numbering, Auto Formatting, Printing & various print options.

Advanced Features of MS Word: Spell Check, Thesaurus, Find & Replace; Headers & Footers; Inserting- Page Numbers, Pictures, Files, Auto-texts, Symbols etc. Working with Columns, Tabs & Indents; Creation & Working with Tables including conversion to and from text; Margins & Space management in Document; adding References and Graphics; Mail Merge, Envelops & Mailing Labels. Importing and exporting to and from various formats.

Unit-IV: MS Excel

Introduction and area of use; Working with MS Excel; concepts of Workbook and worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing , Labels, Hiding, Splitting etc. Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders &

Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

Unit-V: MS PowerPoint

Introduction & use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & its different views; Inserting, Deleting and Copying of Slide Working with Notes, Handouts, Columns & Lists; Adding Graphics, sounds and Movies to a Slide; Working with PowerPoint Objects; Designing & Presentation of a Slide Show; printing Presentations, Notes, Handouts with print options.

Suggested Readings:

1. Computer Fundamentals- Sinha, Pradeep K. Sinha, Preeti.
2. Fundamental of Computers- Rajaraman, V
3. MS-Office 2010 Training Guide by Prof. Satish Jain, M. Geetha
4. MOS Study Guide for Microsoft Excel Exam MO-200, Joan Lambert
5. Using PowerPoint 2019: The Step-by-step Guide to Using Microsoft PowerPoint 2019, Kevin Wilson

Program: BBA LOGISTICS
Semester: I
Subject: Fundamentals of Logistics
Code: L21C03

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Objectives:

- To develop competencies and knowledge of students to become logistics professionals
- To orient students in the field of Logistics
- To help Students to understand Fundamentals of Logistics

Learning Outcomes:

- Students will be able to apply the Basic knowledge of Logistics in the real-life situation
- This subject will enable them to enhance their ability and professional skills in Logistics

Unit-I:

Introduction to Logistics:

History of Logistics Need for logistics-Cost and Productivity, cost saving & Productivity improvement. Logistics Cost, reduction in logistics cost, benefits of efficient Logistics, Principles of Logistics, Technology & Logistics -Informatics, Logistics optimization. Listing of Sub-sectors of Logistics

Unit-II:

Logistics and Customer Service -Definition of Customer Service Elements of Customer Service-Phases in Customer Service-Customer Retention -Procurement and Outsourcing -Definition of Procurement/Outsourcing -Benefits of Logistics Outsourcing -Critical Issues in Logistics Outsourcing

Unit-III:

Global Logistics -Global Supply Chain -Organizing for Global Logistics-Strategic Issues in Global Logistics - Forces driving Globalization -Modes of Transportation in Global Logistics Barriers to Global Logistics -Markets and Competition -Financial Issues in Logistics Performance -Integrated Logistics -Need for Integration -Activity Centres in Integrated Logistics. Role of 3PL&4PL.

Unit-IV:

- a) Warehouse: Warehouse-Meaning, Types of Warehouses Benefits of Warehousing.
- b) Transportation-Meaning; Types of Transportations, efficient transportation system and Benefits of efficient transportation systems.
- c) Courier/Express -Courier/Express-Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier -Express Sector for international and domestic shipping.
- d) E-Commerce -Meaning, Brief on Fulfillment Centers, Reverse logistics in e-commerce sector, Marketing in e-commerce and future trends in e-commerce.

Unit-V:

- a) EXIM: Brief on EXIM/FF & CC, Multi-modal transportation, brief on customs clearance, bulk load handling and brief on trans-shipment.
- b) Supply chain.
- c) Cold chain.
- d) Liquid Logistics.
- e) Rail Logistics.

Suggested Readings:

1. Course Material Prepared by LSC
2. Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGraw-hill/Irwin, First Edition, 1998.
3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
4. Logistics Management for International Business: Text and Cases, Sudalaimuthu & Anthony Raj, PHI Learning, First Edition, 2009.
5. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R.Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997.
6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008.

Program: BBA LOGISTICS
Semester: I
Subject: Principles of Management
Code: L21C04

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Objectives:

- To develop competencies and knowledge of students to become effective professionals
- To orient students on recent changes and development in the field of management
- To help Students to understand basic Principles and concepts of Management

Learning Outcomes:

- Students will be able to apply the knowledge about management in the real-life business situation
- This subject will enable them to enhance their managerial ability and professional skills

Unit-I:

Management: Nature, Definition, Characteristics and Scope of Management -Management as a Science or Art or Profession-Contemporary Issues and Challenges in Management of 21st Century-Levels of Management-Skills of a manager-Roles of a manager.

Unit-II:

Planning and Decision Making: (a) Planning: The Process of Planning, Objectives, Policy and Procedures, Forecasting and Decision Making. Strategic Planning - meaning and process MBO - meaning, process and requirements for implementation; (b) Decision Making - Meaning; Types of decisions; Process; Significance; Limitations; - Rational economic model and Administrative model; -Programmed and non-programmed decisions-Creativity and innovation-Blue Ocean & Red Ocean Strategy

Unit-III:

Directing and Staffing:

- a Directing-Principles-Theory X & Y-Motivation and Behaviour-Theories of Motivation-Maslow's theory and Herzberg theory, Leadership: Styles and Theories
- b Staffing -Manpower Planning-Recruitment and Selection -Training and Development-Performance Appraisal

Unit-IV:

Organisation Design and Structure

a Organisation - Meaning; Process; Principles; Organisation structure - Determinants and forms: line, functional, line and staff, matrix and committees; Formal and Informal

b Organisation; Departmentation - Meaning and Bases; Span of Control - Meaning and Factors influencing; Authority, Responsibility and Accountability; Delegation - Meaning, Process; Principles; Centralisation and Decentralisation - Meaning; Degree of decentralisation; Difference between delegation and decentralisation.

Unit-V:

Ethics in the contemporary management and corporate social responsibility; Macro and Micro environmental factors of business-Controllable and uncontrollable factors, SWOT analysis and 7s model of analysis, Management challenges in 21st century

Suggested Readings:

1. L M Prasad, Principles and Practices of Management, Himalaya Publishing House
2. Rao, P.S. Principles of Management, Himalaya Publishing House.
3. Rao, V.S.P. & Krishna, V. H. Management: Text and Cases, Excel Books
4. Sharma, R.K & Gupta, S.K. Business Management (3rd edition), New Delhi: Kalyani Publishers.

Program: BBA LOGISTICS

Semester: I

Subject: Business Statistics

Code: L21C05

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Objectives:

- This course aims at aiding the students in reaching a level of increased competence in business statistics and expands understanding of the applications of statistical concepts in business.
- Emphasis is placed upon learning statistical concepts through common business problems.

Learning Outcomes:

- Gain conceptual and working knowledge of Business Statistics and use it in the applications of business.
- Learn the methods of solving problems on basic concepts and analytical business statistical model.
- Enable the student to use introductory level of Transportation and queuing theory.

Unit-I:

Data collection and Measures of Central Tendency:

Collection and Presentation of Data -Statistical data - Primary and Secondary; Methods of collection of Primary data; Presentation of Data - Textual, Tabular and Diagrammatic form (Line chart, Bar chart, Pie chart, Histogram, Frequency polygon and Ogive); Frequency distribution.

Measures of Central Tendency - Mean (A.M., G.M., H.M.), Median, Mode - different properties; Partition values - Quartiles, Deciles, Percentiles; Partion values from Ogives.

Measures of Dispersion - Range, Q.D., M.D., S.D. - their coefficients; Comparing consistency; Different properties.

Moments, Skewness and Kurtosis - Moments about an arbitrary number; Central Moments; Relation between central and non-central moments up to 4th order 2 3 and - coefficients.

Unit-II:

Correlation Analysis: Methods of Studying Correlation for Grouped and Ungrouped Frequency Distribution.

Regression Analysis: Equation of Regression Lines for Grouped and Ungrouped Frequency Distribution, Standard Error Estimate.

Unit-III:

Index Number - Construction, Price and Quantity index numbers, Laspeyres', Paasche's, Edgeworth-Marshall's, Fisher's method, Relative methods, Tests of index number formulae: Time and Factor reversal tests, General index number, Chain base index number, Cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers

Analysis of Time Series -Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods (linear and quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, De-seasonalisation.

Unit-IV:

Transportation and Assignment Problems Nature and scope of transportation and allocation models, different methods for finding initial solution -N-W Corner Rule, Least Cost Method and VAM. Unbalanced TP, Test for optimality - MODI method, AP a variant of Transportation model, Hungarian method, Restricted Assignment problems.

Queuing Theory - Models - Simple Problem - Introduction to simulation

Unit-V:

Probability and Sampling: Probability theory - concept and approaches; Probability rules - addition and multiplication theorem, Binomial, Poisson and Normal Distribution and their applications. Sampling - Purpose and Methods of Sampling, Merits and limitations of Sampling.

Suggested Readings:

1. Gupta and Gupta, Business Statistics. (Sultan Chand & Sons: New Delhi).
2. Chandan, J. Statistics for Business Economics. (Vikas: New Delhi)
3. Sharma, Shenoy and Srivastava, Quantitative Analysis for Managerial Decision Making,

Program: BBA LOGISTICS

Semester: I

Subject: Materials Management

Code: L21C06

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Objectives:

- To develop competencies and knowledge of students to become effective professionals
- To orient students on recent changes and development in the field of material management
- To help Students to understand basic Principles and concept of material Management

Learning Outcomes:

- Students will be able to apply the knowledge about material management in the real-life business situation
- This subject will enable them to enhance their managerial ability and professional skills

Unit-I:

Introduction: Materials Management -Evolution, Importance, Scope and Objectives-Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL-Supply Chain Management -Objectives, Components, Significance, Trade off Customer Service & Cost.

Unit-II:

Purchasing: Purchasing in Materials management-system concept-purchasing and procurement activities under Materials management-Value Analysis and value Engineering-Purchasing and quality Assurance-Purchase Cycle - Negotiation & Bargaining - Vendor relations -Purchasing Methods -Global Sourcing-Stores - Functions, Importance, Organization of stores & Stores layout. Stores procedure - documentation

Unit-III:

Inventory -Need of Inventory -Types of Inventory -Basic EOQ Model -EOQ with discounts -Classification of material -ABC Analysis -VED, HML, FSN, GOLF, SOS (Numerical expected on Basic EOQ, EOQ with discounts & ABC)

Material Requirement Planning (MRP) -Advantages over conventional planning (Order Point Method) - Input and output of MRP system -Forecasting - Overview of quantitative and qualitative methods of forecasting - Master Production Schedule -Bill of Materials - BOM Explosion -Material flow in MRP.

MRP II. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements)

Unit-IV:

Quality control of material: Incoming material quality control-statistical quality control-governmental purchasing practices and procedures-Inventory control & Cost Reduction techniques: Inventory turns ratios-Standardization - need and importance. Codification - concept, benefits. Value Engineering and Value Analysis - concept and process.

Unit-V:

Materials handling and storage systems, Physical distribution logistics-transportation, Traffic and claims management-operations research and related techniques-Principles of Materials Handling system -Materials Handling Equipment - Safety issues.

Suggested Readings:

1. Course Material Prepared by LSC
2. Materials management: procedures, text and cases -A.K. Datta
3. Materials management: An integrated approach -P. Gopalakrishnan
4. Introduction to Materials management -J.R. Tony Arnold & Stephen N. Chapman
5. Purchasing and Materials Management -K S Menon
6. Handbook of Materials Management -Gopalakrishnan
7. Materials & Logistics Management -L.C. Jhamb

Program: BBA LOGISTICS

Semester: I

Subject: Warehousing & Distribution Operations

Code: L21C07

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Objectives:

- To develop competencies and knowledge of students to become Warehouse professionals
- To orient students in the field of Logistics
- To help Students to understand Warehousing and distribution centre operations

Learning Outcomes:

- Students will be able to apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation
- This subject will enable them to enhance their ability and professional skills

Unit-I:

Introduction to Warehouse (Storage and Packaging) Background - Need for Warehouse - Importance of warehouse -Types of Warehouses -Broad functions in a warehouse -warehouse layouts and layout related to functions. Associate warehouse -Its functions -equipment available in associate ware house -Video on warehouse - Visits to ware houses -Warehouse Organization Structure -Benefits of Warehousing.

Unit-II:

Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods - Stages involved receipt of goods-Advanced shipment notice (ASN) or invoice items list-Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded-Formats for recording of goods unloaded from carriers-Generation of goods receipt note using computer-Put away of Goods-Put away list and its need-Put away of goods into storage locations -storage location codes and its application-Process of put away activity-Procedure to Prepare Warehouse dispatches

Unit-III:

Warehouse Activities Explain receiving, sorting, loading, unloading, Picking Packing and dispatch, activities and their importance in a warehouse -quality parameters -Quality check-need for quality check-importance of quality check. Procedure to develop Packing list / Dispatch note-Cross docking method -Situations suited for application of cross docking -Information required for coordinating cross docking-Importance of proper packing-Packing materials -Packing machines -Reading labels

Unit-IV:

Warehouse Management: Warehouse Utilization Management -Study on emerging trends in warehousing sector -DG handling -use of Material Handling Equipment's in a warehouse -Inventory Management of a warehouse - Inbound & Outbound operations of a warehouse and handling of Inbound & Outbound operations. Distribution - Definition - Need for physical distribution - functions of distribution - marketing forces affecting distribution. The distribution concept - system perspective. Channels of distribution: role of marketing channels - channel functions - channel structure -designing distribution channel - choice of distribution channels

Unit-V:

Warehouse Safety Rules and Procedures: The safety rules and Procedures to be observed in a Warehouse - Hazardous cargo - Procedure for Identification of Hazardous Cargo -safety data sheet-Instructions to handle hazardous cargo -Familiarization with the industry. Health, Safety & Environment -safety Equipment's and their uses -5S Concept on shop floor. Personal protective Equipment's (PPE) and their uses.

Suggested Readings:

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control-Vikas Publication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompel, Thorsten Schmidt, Springer-verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India