Mahatma Gandhi University
MEGHALAYA
www.mgu.edu.in

SYLLABUS MANUAL

BACHELOR IN PREPARATORY PROGRAMME
PROGRAMME CODE---
BACHELORS IN PREPARATORY

<table>
<thead>
<tr>
<th>BACHELORS IN PREPARATORY</th>
<th>CODE</th>
<th>SUBJECT</th>
<th>CREDITS</th>
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<td>BPP11</td>
<td>Commerce</td>
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<td>BPP12</td>
<td>General Mathematics</td>
<td>4</td>
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<tr>
<td></td>
<td>BPP13</td>
<td>Social Sciences</td>
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<td><strong>TOTAL CREDITS</strong></td>
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Detailed Syllabus

BPP11---COMMERCE

UNIT I: Basic Concepts of Accounting-Nature of Business, Nature and Scope of Accounting
UNIT II: Basic Accounting Terms and Concept
UNIT III: Books of Account-I- Accounting Process and Rules
UNIT IV: Journal, Ledger
UNIT V: Books of Account-II-Subsidiary Books: Cash Book,
UNIT VI: Banking Transactions and Three-Co
UNIT VII: Bank Reconciliation Statement- Other subsidiary Books,
UNIT VIII: Trial Balance
UNIT IX: Final Account-I-Basic Concepts Relating to Final Accounts
UNIT X: Capital and Revenue, Trading Accounting,
UNIT XI: Manufacturing Accounting
UNIT XII: Profit and loss Accounting
UNIT XII: Final Accounts-II-Balance Sheet,
UNIT XIV: Adjustments in Final Accounts,
UNIT XV: Final Accounts with Adjustments,
UNIT XVI: Rectification of Errors

BPP12---General Mathematics

UNIT I: Numbers-Why Learn Mathematics?
UNIT II: The World of Numbers
UNIT III: World of Fractions
UNIT IV: Decimal Fractions
UNIT V: Algebra-Algebraic Expressions
UNIT VI: Counting Without Counting
UNIT VII: Permutations and Combinations
UNIT VIII: Geometric- Some Basic Concepts
UNIT IX: Flat Shapes
UNIT X: Symmetry and Tilings
UNIT XI: Studying Three-Dimensional Objects
UNIT XII: Mensuration
UNIT XIII: Coordinate Geometry
UNIT XIV: Handling Investments and Data
UNIT XV: Commercial Mathematics
UNIT XVI: Handling Data, Probability

BPP12---Social Sciences

UNIT I: Basics- Social Sciences: Perspectives and Inter-relationships
UNIT II: Role and Relevance of Social Sciences
UNIT III: Society through the Ages: Global Perspective
UNIT IV: Modern India-The Making of Modern World
UNIT V: State and Society in India
UNIT VI: Struggle for Independence in India
UNIT VII: Indian Constitution-Basic Characteristics
UNIT VIII: Contemporary Society in India: Change and Continuity
UNIT IX: Governance in India: Issues and Challenges
UNIT X: Indian Economy--Basic Features of Indian Economy
UNIT XI: Indian Development Experience
UNIT XII: Ecology and Environment: Issues and Challenges
UNIT XIII: Socio-economic and Gender Discrimination
UNIT XIV: Democracy-Demographic Challenges
UNIT XV: Democratic Processes in India: Challenges
UNIT XVI: Contemporary World