



Work-Based Degree Program in collaboration with IGNOU
'Bachelor of Business Administration (Services Management) i.e. BBA (SM)'
for July/August-2020 Session

Main (Final) Entrance Exam - Subject Wise Topics/Sub Topics

The topics and sub topics include the following but not limited to.

- The Test will have 50 Multiple Choice Questions (MCQs) of 2 marks each and the Total Marks will be 100.
- There is no negative marking.
- The duration of the test is 60 Minutes.
- **Topics for Entrance Test are as follows:**
 - A. Quantitative Aptitude - 10 Questions
 - B. Logical Reasoning - 15 Questions
 - C. English Language Skills - 10 Questions
 - D. Information Technology Skills - 15 Questions

A. **Quantitative Aptitude - 10 Questions:**

- Numbers
- Multiplication/Addition/Subtraction/Division
- Odd Man Out and Series
- Ratio and Proportion
- Decimal Fraction
- Simplification
- Percentage
- Average
- Problems on H.C.F and L.C.M
- Profit and Loss
- Probability
- Permutation and Combination
- Height and Distance
- Time and Distance
- Time and Work

- Square Root and Cube Root
- Surd and Indices
- Partnership
- Chain Rule
- Simple and Compound Interest
- Comparison
- Problem on ages
- Clock
- Calendar
- Data Interpretation – Graphs, Charts, Tables
- Quantitative Reasoning
- Geometry
- Perimeter/Area
- Volume and Surface Area

B. Logical Reasoning - 15 Questions:

- Number Series
- Letter and Symbol Series
- Alphabet Series
- Analogies
- Logical Problems
- Odd man out
- Verbal Classification
- Artificial Language
- Verbal Reasoning
- Puzzle
- Venn Diagram
- Comparison
- Coding and Decoding

C. English Language Skills - 10 Questions:

- Greetings
- Grammar
- Identify from the description
- Identify from the picture
- Complete proverb
- Find the odd man out
- Choose the basic/root word
- Correct spelling
- Prefix-Suffix
- Opposite words
- Alternative words
- Correct combination

- Meaningful sentences
- Comparison
- Letter writing rules
- Antonym-Synonym
- Abbreviation
- Puzzle
- Alphabet order
- Rhyming words
- Tense recognition

D. Information Technology Skills - 15 Questions

- **Basics of a Computer Systems:**
 - Types of Computers
 - Working of a computer
 - Functions of Computers and laptops
 - Basic Parts of a Computer
- **Internet and Web:**
 - Basics of Websites and URLs
 - Applications of Internet
 - Emails and Messaging systems
 - Ecommerce and Online shopping
 - Basics on Networking
- **Application Software:**
 - Fundamentals of MS Office, Word, Excel, PowerPoint
 - Features of MS Outlook
 - Using Mobile Apps
 - Types of data and files
- **System Software:**
 - Basics of Operating Systems
 - Using Windows OS
 - Features of Android Operating System
- **Computer Hardware:**
 - Types of Keyboards and Mouse
 - Laptops and Tablets
 - Portable Computing devices
 - Multimedia devices
 - Printers and Scanners
- **Computer and Internet Security:**
 - Types of Computer viruses and infections
 - Internet Security Practices
 - Antivirus Software
 - Basics of Data and Information security
- **Other:**
 - Latest Technology and trends
 - Basics of Databases