

B.Com. II SEMESTER

Code No's

Subjects

BASIC SUBJECTS

BCOM 202 Basic English

M. I. L.

BCOM 201 Kannada

BCOM 203 Hindi

BCOM 204 Urdu

BCOM 205 Additional English

CORE PAPERS

BCOM 220 Financial Accounting - II

BCOM 221 Computer Applications in Business-I

BCOM 224 Managerial Economics -II

ELECTIVE PAPERS

BCOM 222 Entrepreneurship Development /

BCOM 223 Business Mathematics - II

COMPULSORY PAPER

BC 200 Business Communication

FOR NON COMMERCE STUDENTS

--- Special Commerce – II

--- Special Accountancy - II

DEPARTMENT OF ENGLISH

BCOM 202 : COMMUNICATIVE ENGLISH (BASIC)

OBJECTIVES :

1. Developing Skills in Dialogue and conversation.
2. Drafting official letters.
3. Familiarizing with various parts of speech and converting different words into different parts of speech.

Teaching hours per week – **Maximum : 100 Marks**
Semester End Examination : 70 Marks
Internal Assessment : 30 Marks

SYLLABUS

Text : Core Reading Material **40 Hours**

- 1) The Global Indian – Rabindranath Tagore
- 2) Cyber Space – An Extract from *Competition Success Review*
- 3) Environmental Degradation – An Extract from *Environmental Pollution – Consequences and Measures*
- 4) The Gardener and the little Bird
- 5) A Big shot is a Little Shot – Phillippe Cullet
- 6) Competition Matters – Susan Sievert
- 7) The Eternal Pilgrim – K. Natwar Singh
- 8) Kay to Courage – I A R Wylie
- 9) Gandhism – Abhijat Joshi
- 10) The Wonder that was Harappan India – Shashi Tharoor

Grammar and Composition

- 1) Subject Verb Agreement **10 Hours**
- 2) Vocabulary : **10 Hours**
 - a) Synonyms
 - b) Antonyms
- 3) Expansion of Ideas **10 Hours**

REFERENCES:

- 1) Modern English – N. Krishaswamy
- 2) The Groundwork of English Grammar – F.T.Wood
- 3) Roget's Thesaurus
- 4) Crabb's English Synonyms – George Crab

QUESTION PAPER PATTERN

Unit	1 Marks	5 Marks
I	10 Questions	--
II	--	04 Questions
III	--	02 Questions
IV	a) 10 Questions b) 10 Questions	-- --
V	--	a) 01 Question b) 01 Question
Total Questions	30 Question	08 Question

- 1) Objective type questions (text passages) 10 Marks
- 2) Comprehension (any four out of six from unseen passages) 4x5 = 20 Marks
- 3) Short notes (any two out of four from text passages) 10 Marks
- 4) Ques on Subject Verb Agreement 10 Marks
- 5) Antonyms and Synonyms 10 Marks
- 6) Expansion of Ideas 10 Marks

Semester End Examination – Total Marks : 70

Internal Assessment – Total Marks:

The marks will be allotted based on the performance of students in Internal Tests, Home Assignments, Seminars, Group Discussion and Write-ups.

Total – 100 Marks

ಪಾಠ್ಯಕ್ರಮ

BCOM 201 : ಪಾಠ್ಯಕ್ರಮ (MIL)

ಘಟಕ 1

ಪಾಠ್ಯಕ್ರಮ - 2

- GzA+UWA: 1. «zAayöUWUE vAza MEI® ¥J ZIAIaEAB PkE PAaUWA aAE®PA aIARPEI AÞ PEIQA A»vAZA D©gAaAiAEAB ·¼E AaAZA.
2. 'ಸಾ ಕೌಶಲ್ಯಗಳನ್ನು ಅಭಿವೃದ್ಧಿ ಪಡಿಸಿ, ಸ್ಪರ್ಧಾತ್ಮಕ ಜಗತ್ತಿಗೆ «zAayöUWUEAB vAiIAJ UKE½ AaAZA. aIaVA, ZIZDUWA aAE®PA «zAayöUWA AÇU Aa aIAUDaEAB vEÄJ AaAZA.

·EÄZEA Caü: aAgzP è5 UAmé ಗರಿಷ್ಠ ಅಂಕಗಳು : 70+30

ಪಾಠ್ಯಕ್ರಮ 1

35 UAmé

ಪಾಠ್ಯಕ್ರಮ

1. ಕೃಷ್ಣಗೌಡನ ಅನಿ - PÉ |. ¥MEtÖZAZbWAd1é
2. vSf UWA- gAWP AAzBSA kA A
3. °R AÁj - «aAPA ±AEÁ AUA
4. AÄEiAaVA- waAtA
5. UAAÇü - 'É Ugpzi gAaAtú

ಪಾಠ್ಯಕ್ರಮ 2

10 UAmé

ಪಾಠ್ಯಕ್ರಮ

1. aIAEeAvPA- f. J. i. 2a gAZA
2. mA-AAÇPÉ - ZEIAAgA PAt «
3. CaÄDZAgAEÁEÁ - PÉ J. i. mA Agi C°PÄzi

4. $\int \frac{1}{x^2} dx = -\frac{1}{x} + C$
5. $\frac{d}{dx} \sin x = \cos x$
6. $\int \sin x dx = -\cos x + C$

ಪ್ರಶ್ನೆ 3

10 ಅಂಕ

ಪ್ರಶ್ನೆ 2

- 1) ಮಾತನಾಡುವ ಕೌಶಲಗಳು
- 2) ಮಾತಿನ ದೋಷಗಳು
- 3) $\int \frac{1}{x} dx = \ln|x| + C$
- 4) $\frac{d}{dx} \cos x = -\sin x$
- 1) $\int \sin^2 x dx = \frac{x}{2} - \frac{\sin 2x}{4} + C$
- 2) $\int \cos^2 x dx = \frac{x}{2} + \frac{\sin 2x}{4} + C$
- 3) $\int \tan x dx = -\ln|\cos x| + C$

ಪ್ರಶ್ನೆ 4

25 ಅಂಕ

ದಾಖಲೆಗಳನ್ನು ಪರಿಶೀಲಿಸಿ

1. $\int \frac{1}{x^2} dx = -\frac{1}{x} + C$
2. $\frac{d}{dx} \sin x = \cos x$
3. $\int \sin x dx = -\cos x + C$

ಕಾರ್ಯದ ವಿವರಣೆ

ವಿಷಯ	10 ಕಾರ್ಯಗಳಿಗೆ ಅಂಕ	5 ಕಾರ್ಯಗಳಿಗೆ ಅಂಕ	1 ಕಾರ್ಯಗಳಿಗೆ ಅಂಕ	MT NO ಕಾರ್ಯಗಳಿಗೆ
$\int \frac{1}{x^2} dx = -\frac{1}{x} + C$	1	3	6	31
$\frac{d}{dx} \sin x = \cos x$	1	3	6	31
$\int \sin x dx = -\cos x + C$	1	1	-	15
$\int \tan x dx = -\ln \cos x + C$	-	-	1	1
MT NO ಕಾರ್ಯಗಳಿಗೆ	30	30	10	70

DEPARTMENT OF HINDI

SYLLABUS

BCOM 203 : HINDI - MIL

1. Modern Poetry
2. Government Letters & Translation

OBJECTIVS (CÔî`)

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| BZ H\$(dVmAm_| ~mÕH\$mh; H\$(d H\$ AZ↑dnaH\$ OrdZ-Ñ{i>^r h&

| AmY(ZH\$ g_n` mAmH\$mAnD H\$ H\$(dVm` WmWYam/bna OnMvr h; A{^i`°\$
H\$aVr h; &

Teaching hours per week – 5 Hours Maximum : 100
MarksSemester End Examination : 70 Marks
Internal Assessment : 30 Marks

SYLLABUS

CONTENTS

1. Collection of Modern Hindi Poems - 32 Hours
2. Grammar: Sarkari patra and translation - 12 Hours
3. Seminar, project work, etc. - 11 Hours
4. Text book: Kavya Garima
5. Reference books.

DEPARTMENT OF URDU

BCOM 204 : URDU - MIL

OBJECTIVES:

A collection of outstanding short stories by the leading Urdu short story writers are included in this text book from Munasi Premchand to present short story writers like English this form is very popular in Urdu literature. These students are found of short stories which touches their heart and open the window of wisdom and knowledge of the social cultural and economic life of human societies.

A popular drama by Dr. Krishnachand which carries a message on national integration is being played all over the country successfully. The Same drama is prescribed for the students wherein all characters of the drama are of our dy to day personalities.

Teaching hours per week – 5 Hours Maximum : 100
MarksSemester End Examination : 70 Marks
Internal Assessment : 30 Marks

SYLLABUS

Distribution of Hours

1. Selected short stories from the text	30 Hours
2. Drama (Darwaze Khol-Do)	25 Hours
3. Seminar project work, 2 Test Assignment & Extra Curricular Activities.	25 Hours
Total	80 Hours

Urdu Short Story and Drama

Scheme of Teaching Duration : 14 Weeks + 2 Weeks for Examination.

Total 16 Weeks 5 Hours per Week

Prescribed Text

**Numainda Mukhataras
Afsane**

**Ed by Mahammed Tahir Farooque
Pub by Educational Book House Aligarh**

1. Interduction and Brief History of Short Stories

2. Athare Aane : Akhtar Ansary
3. Sirf Ek Aana : Krishan Chand
4. Khud Kushi : Saadat Hassan Mantu
5. Garhan : Rajendra Singh Bedi
6. Chouti Ka Joda : Azmat Chugatai

II Drama

Darwaze Khol Do

By : Krishan Chandar
Pub : by Maktaba Jamiya Ltd.,
New Delhi.

QUESTION PAPER PATTERN

Paper-I. : Short Stories, Urdu Drama and Correspondence
Total Marks 100 (Theory 70 Marks Internal Assessment 30 Marks)

Distribution of Marks

- A: Objective Type questions from Short Stories and
Business Urdu Correspondence (10 out of 10) 10 Marks
B: Essay type question from Short Stories (1 out of 2) 10 Marks
C: Critical appreciation of Short Story (1 out of 2) 10 Marks
D: Reference to Context (3 out of 5) 12 Marks
E: Short Notes on Characters from Drama (2 out of 3) 10 Marks
F: General Question on Urdu Drama (1 out of 2) 10 Marks
G: Life and Works of Krishnachandar as a Dramatist
(2 out of 4) 08 Marks
Total 70 Marks

Internal Assessment :

- 1) The Internal Assessment of the student (candidate) shall be done by
evaluation of Two(2) Internal Test of each carries 10 Marks (10+10)
i.e. 20 Marks.
2) 10 Marks are awarded for class participation, Tutorials & Projects in
academic activities.

Total Marks : 20+10=30 Marks

Grand Total : 100 Marks

QUESTION PAPER PATTERN

Unit	1 Marks	5 Marks	10 Marks
I	10 Questions	--	--
II	--	02 Questions	--
III	--	04 Questions	--
IV	--	02 Questions	--
V	--	a) 01 Question b) 01 Question	c) 01 Question
Total Questions	10 Questions	10 Questions	01 Question

- | | |
|---|----------|
| 1) Objective type questions | 10 Marks |
| 2) One Essay type questions on plays (One out of three) | 10 Marks |
| 3) Short questions on plays (2 out of 4) | 10 Marks |
| 4) Short notes on plays (2 out of 4) | 10 Marks |
| 5) Reading Advertisements & Preparing Advertisements | 10 Marks |
| 6) Letters of congratulations & compliments | 10 Marks |
| 7) Paragraph writing on current topics | 10 Marks |

Semester End Examination – Total Marks : 70

Internal Assessment – Total Marks:

The marks will be allotted based on the performance of students in Internal Tests, Note making, Writing Headlines, Resume Writing etc.

Total = 100 Marks

DEPARTMENT OF COMMERCE

BCOM 220 : FINANCIAL ACCOUNTING - PAPER - II (CORE PAPER)

OBJECTIVES :

1. To ascertain profit / loss on each consignment.
2. To know trading result of each department.
3. To know accounting procedure for the various types of branches.
4. To learn accounting entries for the hire purchase system & installment system.

SYLLABUS

Unit 1. Consignment accounts:

Meaning of consignment and important terms used in consignment; Valuation of unsold stock, normal loss, abnormal loss, problems relating to consignment in the books of consignor and consignee, cost price method and invoice price method.

12 Hours

Unit 2. Hire purchase system:

Meaning of hire purchase contract, legal provisions and definition of terms used; System of recording, calculation of interest; entries and accounts in the books of Hire purchaser and Hire vendor; Ascertainment of profit- Debtors method and stock and debtors method, simple problems relating thereto.

08 Hours

Unit 3. Installment purchase system

Installment system-Meaning and difference between hire purchase and installment purchase system, accounting entries and problems relating thereto.

08 Hours

Unit 4. Branch accounts:

Meaning and types of branches; Systems of accounting for dependent branches-Debtors and stock and debtors system. Independent branches – incorporation of branch transactions in H.O.books.

12 Hours

Unit 5. Departmental accounts:

Maintenance of columnar subsidiary books, departmentalization of expenses, interdepartmental transfers and preparation of final accounts.

10 Hours

Tests, Seminars, Group Discussions, Case Analysis 14 Hours

Total 64 Hours

TEXT BOOKS:

1. Jain and Narang, Advanced Accounting (Sultan Chand & Sons, New Delhi).
2. Patil and Korahalli, Financial Accounting. (R Chand & Sons, New Delhi).

REFERENCE BOOKS:

1. Shukla and Greywall, Advanced Accountancy Vol-I – (Sultan Chand & Sons, New Delhi).
2. Tulsian, Financial Accoung – (Pearson Education, New Delhi)
3. Ashok Sehgal & Deepak Sehgal, Financial Accounting Vol-I – (Taxmann Publications, New Delhi).
4. Mukarjee and Haneef, Financial Accounting – (TMH New Delhi).
5. Bhattacharya, Financial Accounting for Management – (PHI, New Delhi)
6. Larsen. E.J. Modern Advanced Accounting. – (TMH New Delhi).
7. James Boatmen Advanced Accounting. - (TMH New Delhi).
8. Deniel. L. Jensen Advanced Accounting. – (TMH New Delhi).
9. Gupta and Ramswamy, Advanced Accountancy (Sultan Chand & Sons, New Delhi).

DEPARTMENT OF COMPUTER SCIENCE

BCOM 221 : COMPUTER APPLICATIONS IN BUSINESS-I (CORE PAPER)

OBJECTIVES :

1. Computer Literacy is the need of today's Business World.
2. Computer Fundamental gives the introduction to the basic elements used in Computer System like Hardware & Software.
3. Introduces the application of Operating System like MS-Windows etc,
4. Core Banking requires knowledge of Programming and C Program is the base to learn programming.

SYLLABUS

Unit I : Introduction to Computers:

Definition of computers. History and generation of computers. Characteristics of computers. Classification of Computers. CPU, ALU, Control Unit, Computer Memory, Input Devices, Output Devices and other Peripheral Devices viz Floppy disk, Hard disk, Tape Drive, CD-ROM, Monitor, Printer, Scanner, Key Board Mouse and Track Ball devices.

[03 Hours]

Unit II : Software

Software : System software and Application software, Operating Systems, Batch Processing, Multi Programming, Time Sharing, On-line and Real Time Operating Systems. MS DOS, ALL internal DOS commands, few External DOS Commands like MSCDEX, SMARTDRIVE, TREE, MORE, DELTREE, CHKDSK, SCANDSK, DEFRAG, FORMAT etc Files, Types of files and Directories, Batch files and SYS files.

[03 Hours]

Unit III : Windows

Windows: Introduction to windows, starting windows, Desk Top, Task Bar, Start up Menu Working with programs and icons – Adding, removing, starting and quitting programs and icons. Working with files and folders – Creating – deleting, opening, finding, copying-moving and renaming files and folders, Control panel, setting, My computer, Accessories and windows explorer, windows notepad, character map, entertainment options and multimedia.

[04 Hours]

Unit IV: Algorithms, Flowcharts & C-Programming:

Steps involved in problem solving, problem definition, Analysis, Algorithm, characteristics of Algorithm, Algorithmic notations, Flowchart, Pseudo code, Coding, Running the program, Debugging, Testing Documentation.

[04 Hours]

Unit V: Overview of C

Introduction, Importance of 'C' Sample 'C' Programs, Basic Structure of 'C' Programs, Programming Style and Executing a 'C' Program. Constants, Variables & Data Types 'C' Tokens, keywords & identifiers, constants, variables, declaration of variables, assigning values to variables, defining symbolic constants. Operators & Expression: Arithmetic Operators, Relational Operators, Logical Operators. Assignment Operators, increment & decrement operators, conditional operators, bitwise operators, Special operators, some computational problems, type conversion in expressions. Operator precedence and associativity. Mathematical functions. Input & Output statements, reading a character, writing character. Formatted input, formatted output statements. Decision Making, Branching & Looping, Decision Making IF statement, simple IF statement, IF ELSE statement, nesting of IF ELSE statements, ELSE-IF ladder, Switch Statement, ?: Operator, GOTO statement. For Loop & example programs, While & example programs, Do While & example programs. Arrays: One Dimensional Array. Two Dimensional Array Strings: Declaring & Initializing string variables, reading string from terminal, writing string to screen, arithmetic operations on characters. Putting strings together, comparison of two strings without using functions, String Handling Functions. Functions: Need for user defined functions defining and using function category of function returning non zero values from functions Array in functions global local and static variables Examples on Functions Recursive Function. Structure & Union: Definition, Declaration, & use. Pointers: Declaring & initializing pointer. Accessing variables using pointer. Examples on arrays using pointer.

[36 Hours]

REFERENCE BOOKS:

V. Rajaram: Fundamentals of Computers.
V. Rajaram: Programming in "C".
E. Balguruswamy: Programming in ANSI C.
Yashawant Kanetkar "Let us C".
Microsoft Windows 2003.

Laboratory Experiments based on Computer Fundamentals & 'C' Programming.

Practical
Hrs/Week : 02
Total Hrs : 25

DEPARTMENT OF ECONOMICS

BCOM 224 : MANAGERIAL ECONOMICS – II (CORE PAPER)

OBJECTIVES :

1. To help students to understand the various concepts relating to competitive markets and the decisions to be taken as a managerial economist.
2. To acquaint students with pricing policies adopted to determine level of profits and consumer satisfaction.

SYLLABUS

- | | |
|---|---------|
| Unit 1. Market – Meaning – Classification – Perfect and Imperfect Competition – Market Equilibrium – Perfect Competition – Features – Price and Output Determination in Perfect Competition – Firm and Industry Short Run – Long Run – Shut Down Point | 10 Hrs. |
| Unit 2. Monopoly – Types of Monopoly – Price and Output Determination in Short Run and Long Run – Price Discrimination – Consequences of Monopoly – Control of Monopoly | 10 Hrs. |
| Unit 3. Monopolistic Competition – Features – Price and Output Determination in Short Run and Long Run – Product Differentiation and Selling Cost
Oligopoly – Features – Kinked Demand Curve – Collusive Oligopoly – Non Price Competition – Cut-Throat Competition – Unfair Competition, Price Leadership-Types – Concept of Game Theory | 12 Hrs. |
| Unit 4. Pricing Methods – Full Cost Pricing – Target Rate of Return Pricing, Marginal Cost Pricing – Going Rate Pricing, Customary – Sealed Bid Pricing – Pricing of a New Product, Skimming and Penetration Pricing Policy | |

Unit 5. Profit – Functions of Profit – Accounting Profit and Economic Profit. Profit Policies – Break Even Point – Explanation in terms of Physical Units and Sales Value – Capital Budgeting – Demand for and Supply of Capital Rationing of Capital	10 Hrs.
Tests, Seminars, Group Discussions, Case analysis,	8 Hrs.
Field Visits.	14 Hrs.
Total 64 Hrs.	

REFERENCE BOOKS:

1. Varshney R L & Maheshwari – Managerial Economics, Sultan Chand and Sons, New Delhi, 2005.
2. Mithani D M - Managerial Economics, Himalaya Publishing House, Mumbai, 2003.
3. Chopra P N – Managerial Economics, Kalyani Publishers, New Delhi, 2002.
4. D. N. Dwivedi – Managerial Economics, Vikas Publications, New Delhi, 2002.
5. A.B.N. Kulkarni and A.B. Kalkundrikar, - Managerial Economics – II, R. Chand & Co. New Delhi, 2006.
6. Dean Joel – Managerial Economics – PHI, New Delhi
7. Meterson and Lewis: Managerial Economics, PHI, New Delhi
8. Menta P.L – Managerial Economics – Text and Cases, S. Chand, New Delhi

Website for reference: <http://www.google.com/social-science/economics/Infoseek-economics;> www.wikipedia.org; and www.rfe.org

DEPARTMENT OF COMMERCE

BCOM 222 : ENTREPRENEURSHIP DEVELOPMENT (ELECTIVE PAPER)

OBJECTIVES :

1. To make the students aware of the entrepreneurship, which plays a key role in industrial development of the country.
2. To encourage the students to take up independent professions after completion of studies.
3. To help them understand the various advantages and risks associated with entrepreneurship.
4. To teach them how to prepare project reports, apply for financial and other assistance from various government and other institutions.

SYLLABUS

Unit 1. Entrepreneur and entrepreneurship:

economic development.

08 Hours

Unit 2. Entrepreneurship Development:

and problems involved in EDPs. Successful Entrepreneurs in local area.

12 Hours

Unit 3. Women entrepreneurship and rural entrepreneurship:

08 Hours

Unit 4. Small Scale Industries:

10 Hours

Unit 5. Promotion of SSIs:

12 Hours

Tests, Seminars, Group Discussions, Case Analysis and Field Work

14 Hours

Total 64 Hours

TEXT BOOKS:

1. S.S. Kanta – Entrepreneurship Development, Sultan Chand and Sons, Delhi.

2. C.B. Gupta and S.S. Kanka – Entrepreneurship and Small Business Management by Sultan Chand and Sons, Delhi.
3. C.B. Gupta and N.P. Srinivasan – Entrepreneurship Development in India, Sultan Chand and Sons, Delhi.
4. Guledgudd and others – Entrepreneurship Development and Small Scale Enterprise Management.

REFERENCE BOOKS:

1. Shankarraiah – Entrepreneurship Development, Kalyani Publishers, New Delhi.
2. Dollinger – Entrepreneurship strategies and resources, Pearson education, New Delhi, Third edition, 2004.
3. Vasant Desai – Management of a Small Scale Industry, Himalaya Publishing House, Bangalore, 2004.
4. Aruna Kaulagud – Entrepreneurship Management, Vikas Publishers, New Delhi.
5. C.B. Gupta and N.P. Srinivasan – Entrepreneurship Development in India, Sultan Chand and Sons, Delhi.
6. Dr. G.K. Warshney – Fundamentals of Entrepreneurship, Sultan Chand and Sons, Delhi.
7. C.S.V. Murthy Small Scale Industries and Entrepreneurship Development, Himalaya Publishing House, Bangalore, 2004.
8. P.F. Drucker, Harper and Row – Innovation and Entrepreneurship, 1985.

DEPARTMENT OF STATISTICS

BCOM 223 : BUSINESS MATHEMATICS - II (ELECTIVE PAPER)

OBJECTIVES :

1. Update the students with emerging **trends and techniques** to compute globally.
2. To develop consistency in **logical reasoning and ability of decision making** in students.
3. Prepare the students to have career as **quantitative technicians** which has a remarkable weightage across the world.
4. Develop graduates with **numerical skills** needed in the field of **research** in Higher Education.
5. Mentally prepare the students to perform well to crack **competitive examinations**.
6. Educate students to gear up to face the challenges of **liberalization, privatization and globalization**.

SYLLABUS

- Unit I : Analytical Geometry:Distance Formula.Section Formula.Slope of a line.Different forms of equation of a line.Conditions for two lines to be parallel & perpendicular
10 Hours
- Unit II : Permutations & Combinations. Applications.
05 Hours
- Unit III : Matrix & Determinants:Types of Matrices & Operations.Solution of linear equations by matrix method.Applications to Business Problems. Determinants – Properties.Solution of linear equations by determinant method. (Cramer’s rule.)
10 Hours

Unit IV : Linear Programming Problem. Concept of Optimisation. Formulation of L.P.P. Solution by Graphical Method.

10 Hours

Unit V : Calculus: Differential Calculus – Limit of a Function. Concept of Derivation, Second order derivative. Problems based on these. Cost function, Revenue function, profit function, Break even point, Maxima & minima function. Applications of differentiation to business. Integral Calculus-Concept of calculus. Definite integral & Applications to Business Problems.

15 Hours

Tests, Seminars, Home Assignments, Group Discussions, Projects case study..

Internal Assessment

1.	Ist Test	:	10 Marks
2.	IInd Test	:	10 Marks
3.	Home Assignment	:	05 Marks
4.	Project	:	05 Marks
	Total	:	30 Marks

Text- Books :

1. Sancheti & Kapoor – Business Mathematics, Sultan Chand & Sons, New Delhi.
2. N.K.Nag –Business Mathematics, Kalyani Publishers, New Delhi.
3. Dr. S. M. Shukla – Business Mathematics, Sahitya Bhavan, Agra.
4. Mittal & Aggrawal- – Business Mathematics, Sultan Chand & Sons, New Delhi.

DEPARTMENT OF COMMERCE

BC 200 : BUSINESS COMMUNICATION (COMPULSORY PAPER)

OBJECTIVES:

The objective of the study of the Business Communication is to enable the students to acquaint the Medias of communication, methods of communication and the basic skills regarding letter writing and report preparing etc. Business communication is the most vital area in every business enterprise; better communication skills help the entrepreneur to become successful in their ventures. The study of communication skills help the personality developments and to establish better communication skills. It is the practical area which every student can make use the knowledge of this subject for advanced country for the employment and also for the independent business.

SYLLABUS

Unit 1. Introduction to Communication: Meaning of communication. Definition of Communication. Characteristics of Business communication. Communication process. Variants of communication. Importance of communication. Principles of effective communication.

08 Hours

Unit 2. Methods and Media of Communication:

Written Communication – Meaning. Importance of written communication. Requisites of Effective written Communication. Oral Communication – Meaning. Importance of Oral communication. Requisites of Effective oral communication. Non-Verbal Communication – Meaning. Forms of Non-Verbal Communication. Importance of Non-Verbal Communication.

12 Hours

Unit 3. Business Correspondence:

Need of Business Correspondence. Types of business letters. Essentials of business letter. Structure of business letter Layout, Form, Mechanical structure and punctuation etc. of a letter.

08 Hours

Unit 4. Job applications and General Correspondence:

Application for Jobs – Interview letters, Appointment letters. Reference letters. General Correspondence – Correspondence with Banks. Correspondence with Insurance companies. and Correspondence with Government authorities.

10 Hours**Unit 5. Report Writing:**

Meaning of Report. Common features of Business reports. Letter V/s Report. Presentation of reports. Requisites of a good report. Significance of Reports. Specimen of reports by Individuals and Specimen of Reports by Committees. Essentials of a good business report, preparing a report, forms of report, reports by individuals and committees.

12 Hours**Tests, Seminars, Group Discussions, Case Analysis,
Field Work****14 Hours****Total 64 Hours****TEXT BOOKS:**

1. Chaturvedi - Business Communication – Pierson, New Delhi
2. Pradhan and Takhur – Business Communication – Himalaya Publishing House, New Delhi
3. D.C. Mudabasappagol and Others – Business Communication Skills.

REFERENCE BOOKS:

1. I.I.B. Business Communications – (Macmillan India Limited)
2. Monipally, Business Communication – (TMH – New Delhi)
3. Tayler, Communication for Business – (Pierson, New Delhi)
4. Sen, Communication Skills – (PHI – New Delhi)
5. Rai and Rai – Business Communication – Himalaya Publishing House, New Delhi.
6. Madhukar R.K. – Business Communication – Vikas Publishing, New Delhi.
7. Scotour–Contemtory Business Communication–Wiley Dreamtek India Pvt. Ltd., New Delhi

DEPARTMENT OF COMMERCE

Paper : Special Commerce - II (For Non - Commerce Students)

SYLLABUS

UNITS :

1. Foreign Trade – Import and Export documents and procedure.
2. Internal Trade Documents – Enquiry – Quotation – Order – Invoice, Debit and Credit notes.
3. Salesmanship – Qualities and types of salesman.
4. Advertising – Media of Advertisement – Advertising agencies.
5. Insurance – Types and General principles.

TEXT BOOKS:

1. Principle and Practice of Commerce – J. Stephenson.
2. Essentials of Commerce – C. R. Krishnaswamy.
3. Modern Commerce – Bhasham Y. M.
4. Text Book of Commerce – Sinha and Mugali.

DEPARTMENT OF COMMERCE

Paper : Special Accountancy - II

(For Non - Commerce Students)

SYLLABUS

UNITS :

1. The Trial Balance – Meaning, Objectives and Preparation, Errors disclosed and not disclosed by Trial Balance – Rectification of errors.
2. Adjusting Entries – Outstanding expenses, Accrued income, Prepaid expenditure, Income received in advance, Depreciation, Bad debts reserve, Internet on capital, and drawings, Closing stock, closing entries.
3. Preparation of final accounts – Trading and Profit & Loss A/c, Balance sheet.
4. Accounts of Non-Trading Concerns – Capital and Revenue expenditure – Deferred Revenue Expenditure, Final accounts of Non-trading concerns.
5. Preparation of Final accounts of Non-trading concerns.

TEXT BOOKS:

1. Introduction to Accountancy – T.S. Grewal.
2. Principles and Practice of Book keeping. V.A. Patil and Korahalli.
3. Advanced Mearners Accountancy. S.P. Iyenger
4. S.P. Jain and K.L. Narang – Basic Financial Accounting.