

MODIFIED CURRICULUM B.Com.



**From the batch of Students
admitted in the Academic Year
2008-09**

**ACHARYA NAGARJUNA UNIVERSITY
NAGARJUNA NAGAR – 522 510**

B.COM. COURSE STRUCTURE

**First Year w.e.f. the Academic Year 2008-09
(From the batch of Students admitted in the year 2008-09)**

Part – I :

S.No.	Subject	Hrs per week	No of Marks
1	English Language including communication skills	6	100
2	Second language	4	100
3	Contemporary India: Economy, Polity and Society (foundation Course)	3	100
	Total	13	300

Part – II :

S.No.	Subject	Hrs per week	No of Marks
5	Financial Accounting	6	100
6	Business Economics	4	100
7	Business Organization & Management	5	100
8	Fundamentals of Information Technology	5	100
	Total :	20	400
	Grand Total :	33	700

Note – 1 : All are credit Subjects for award of Pass / Class.

Note – 2 : Model question papers that are not available with this booklet will be sent to the Colleges in due course

FIRST YEAR ENGLISH Syllabus

PAPER - I (Part - I)

Max. Marks : 100

Part - A (50 Marks)

POETRY

<u>Title of the Poem</u>	<u>Name of the Poet</u>
1. Ode to Autumn	John Keats
2. Dover Beach	Mathew Arnold
3. The Unknown Citizen	W. H. Auden
4. Poem - 36	Rabindranath Tagore
5. Myriad-Winged Bird	A. Satyavathi Devi
6. Telephone Conversation	Wole Soyinka

PROSE

<u>Title of the Prose Lesson</u>	<u>Name of the Author</u>
1. Is Progress Real?	Will Durant
2. Stephen Leacock	Conjuror's Revenge
3. The Best Investment I Ever Made	A. J. Cronin
4. Prospects of Democracy	Dr. B. R. Ambedkar
5. I Have a Dream	Martin Luther King
6. Letter to a Teacher	Nora Rossi and Tom Cole

GRAMMAR AND VOCABULARY

1. Reading Comprehension
2. Verb Forms
3. Right Words (Synonyms, Antonyms, Homonyms and One-Word Substitutes)
4. Idioms
5. Detection of Errors

FURTHER READING FOR FIRST YEAR

Short Stories:

- | | |
|------------------------------------|-------------|
| 1. How Far is the River | Ruskin Bond |
| 2. Little Girls are wiser than Men | Leo Tolstoy |

One-Act Plays

- | | |
|--|---------------------|
| 1. The Boy Comes Home | A. A. Milne |
| 2. <i>Merchant of Venice</i> (Casket Scene only) | William Shakespeare |

LANGUAGE USAGE

1. Punctuation (to be given from a one-act play)
2. Dialogue Writing (to be given from a short story)

Part - B (50 Marks)

COMMUNICATION CURRICULUM

YEAR - I COMMUNICATION CURRICULUM				
Year - I/ Level - I Modules	Topics	Concepts / Activities	Time Frame 40 Hours	Additional Infrastructure Requirement
1-B-1 Spoken English	1. Neutralization of Accent- Pronunciation	<ul style="list-style-type: none"> • Intro to English sounds • Practice in identifying Vowels • Symbols, words, stress, using Consonants(GIE) • The dictionary, common words (Contrasted with Br.E, Am.E) • Syllables • Stress • Intonation Reducing MTI- Problematic Sounds of regional Language 	15	Sound System
	2. Formal / Informal English differences Monologue / Dialogue	<ul style="list-style-type: none"> • Self - Introduction • Hobbies and favorites • Greeting people • Giving instructions/directions, making requests, asking permission, offering help 	5	-
	3. Telephoning Skills	<p>Types of calls</p> <ul style="list-style-type: none"> • Call structure-stages of a call • Leaving a message • Role play • Voice modulation practice 	5	Speaker Phone recommended
1-B-2 Listening Comprehension	1. Listening for stress, accent, rhythm and intonation	<ul style="list-style-type: none"> • Identifying sounds / word stress / intonation patterns 	5	Audio CD / Tapes
	2. Listening for the main idea	<ul style="list-style-type: none"> • Listening to and understanding a speech / talk conversation 	4	Audio CD / Tapes
	3. Listening for specific information	<ul style="list-style-type: none"> • Handling a cell-(live / answering machine) listening to and taking down a message • Following instructions / directions • Dictation practice 	4	<ul style="list-style-type: none"> • Audio CD / Tapes • Site maps recommended
	4. Listening for pleasure	<ul style="list-style-type: none"> • Stories, anecdotes, • English songs 	2	Audio CD/tapes

Reference book : A course in Listening and speaking - I

The Pattern of the Question Paper for the First Year : English

1. Prose: 10 (Section - A)
2. Poetry: 10 (Section - B)
3. Additional Reading (Non-Detailed Text): 10 (Section - C)
4. Reading Comprehension , Grammar & Vocabulary: 20 (Section - D)

Question Paper Model

Section – A

- I. Answer any FIVE out of EIGHT following in about 25 words: $5 \times 2 = 10$
(One of the questions on identifying and commenting on the given small passage from Prose)

Section – B

- II. Answer any FIVE out of EIGHT following in about 25 words: $5 \times 2 = 10$
(One of the questions is on identifying and commenting on the given small passage from Poetry)

Section – C

- III. Answer any FIVE out of EIGHT following in about 25 words: $5 \times 2 = 10$
(One of the questions is on punctuation, to be given from a one-act play)
(One of the questions is on writing a dialogue, given from a short story)

Section – D

- IV. Reading Comprehension (An unseen passage of about 200 words):
(Questions: 2 on facts, 1 on inference, 1 on vocabulary and 1 on grammar)
 $5 \times 1 = 5$
- V. Fill in the blanks with suitable verb forms in the passage below: 5
- VI. Choose the right word for the given idioms and mark it:
5
- Multiple choice questions on words (synonyms: 2, antonyms: 2, one-word substitutions & homonyms: 1)
- VII. Correct the underlined part in the following sentences: 5

**First Year SANSKRIT Syllabus
Paper – I (Part – I)**

- POETRY :
- Lesson No. 1 Saranagathi
From Valmiki Ramayanam Yuddhakanda
17th Canto Slokas 11 – 68
- Lesson No. 2 Ahimsa Paramodharmah
From Srimadbharatam, Adiparva 8th chapter
Sloka 10 – to the end of 11 Chapter
- Lesson No. 3 Raghoh Audaryam
From Raghuvamsa 5th Canto 1 – 35 Slokas
- Lesson No. 4 Modern poetry Mathrudesasya Aujvalyam
By Dr. G.S.R. Krishna Murthy
- PROSE :
- Lesson No. 5 Mitrasampraptih
From Pancatantra – Ist Story (Abridged)
- Lesson No. 6 Modern prose Chikroda katha
Andhra Kavya Kathah
By Sannidhanam Suryanarayana Sastry
- Lesson No. 7 Computer Yanthram
By Prof. K.V. Ramakrishnamacharyulu

GRAMMAR

DECLENSIONS:

Nouns ending in Vowels:

Deva, Kavi, Bhanu Dhatr, Pitr, Go, Rama, Mati, Nadee, Tanu, Vadho,
Matr, Phala, Vari & Madhu

SANDHI:

- Swara Sandhi : Savarnadeergha, Ayavayava, Guna, Vrddhi, Yanadesa
- Vyanjana Sandhi : Schutva, Stutva, Anunasikadvitva, Anunasika, Latva,
Jastva
- Visarga Sandhi : Visarga Utva Sandhi, Visargalopa Sandhi, Visarga
Repha Sandhi, Ooshma Sandhi

SAMASA :

- | | |
|-------------------------|-------------------------|
| (1) Dwandwa | (2) Tatpurusha (Common) |
| (2a) Karmadharaya | (2b) Dwigu |
| (2c) Pradi Tatpurusha | (2d) Gatitatpurusha |
| (2e) Upapada Tatpurusha | (3) Bahuvrihi |
| (4) Avyayibhava | |

CONJUGATIONS

Ist Conjugations – Bhoo, Gam, Shtha, Drhs Labh, Mud,

IInd Conjugation – As ()

IIIrd Conjugation – Yudh,

IVth Conjugation – Ish

VIII Conjugation – Likh, Kri ()

IXth Conjugation – Kreen ()

Xth Conjugation – Kath, Bhash, Ram, Vand,

Model Question paper
Sanskrit

<u>Ist year</u>		100 Marks	
I. Question	: Essay question from poetry Two questions out of four	2X15=30	
II. Question	: Essay question from prose One out of two	1X10=10	
III. Annotations:	4 out of 8 from prose and poetry	4X5=20	
IV (a)	Translation from poetry	1 out of 2	1X4=4
(b)	Translation from prose	1 out of 2	1X4=4
V. a)	Sabdhas (Declensions)	4 out of 8	4X2=8
b)	Conjugations	3 out of 6	3X2=6
c)	Sandhis	4 out of 8	4X2=8
d)	Samasa	3 out of 6	3X2=6
e)	Identification of gender number (Linga & Vachana)	2 out of 4	2X2=4
	Total		----- 100 -----

First Year HINDI (Second Language) Syllabus
Paper - I (Part – I)

Max. Marks : 100

A) PROSE: ‘GADYA SANDESH’

Editor : Dr.V.L Narasimham Shiva Koti

Published by: LORVEN Publications, Hyderabad

Lessons Omitted :

Sl.No	Lesson No	Title of the Lesson	Name of the Writer
01	02	Sacchi Veeratha	Sardar Puran Singh
02	04	Aam Phir Boura Gaya	Acharya Hazari Prasad Dwivedi
03	06	Vahi Ki Vahibath	Ramesh Bakshi
04	07	Pruthviraj Ki Ankhe	Dr.Ram Kumar Varma
05	09	Binda	Mahadevi Varma
06	11	Be eamani Ki Parath	Hari Sankar Parasayi

Lessons to be Studied:

Sl.No	Lesson No	Title of the Lesson	Name of the Writer
01	01	Sahithya Ki Mahattha	Mahaveer Prasad Dwivedi
02	03	Mithratha	Acharya Ramachandra Shukla
03	05	Poos Ki Raath	Premchand
04	08	Samakruthi aur Sahithya Ka Paraspar sambandh	Dr. G. Sunder Reddy
05	10	Bharath Ek Hai	Ramdhari Singh Dinakar
06	12	HIV / AIDS	Harib Shankar Parasayi

B) Non – Detailed Study : ‘KATHALOK’

Editor : Dr.Ghanashyam

Published by: SUDHA Publications, Hyderabad.

Stories Omitted:

Sl.No	Lesson No	Title of the Lesson	Name of the Writer
01	04	Tehs	Phaneeswara Nath 'Renu'
02	05	Jaria	Chithra Mudugal
03	08	Bhagnavashesh	Subhadra Kumari Chouhan
04	10	Aur Vah Padh Gayi	Dr. kum Viyogi

Stories to be Studied:

Sl.No	Lesson No	Title of the Lesson	Name of the Writer
01	01	Mukthidhan	Munshi Premchand
02	02	Goodad Sayi	Jayashankar Prasad
03	03	Usne Kaha tha	Chandradhar Sharma Gulari
04	06	Bhook Hadthal	Bala Shouri Reddy
05	07	Mai Haar Gayi	Mannu Bhandari
06	09	Paramaathma Ka Kutha	Mohan Rakesh

C) Grammer pertaining to the following topics :

- I. Rewriting of Sentences as directed based on: Case, Gender, Number, and Voice.
- II Correction of Sentences.
- III Usage of words into Sentences
- IV Karyalaya Hindi: Administrative terminology (Prashashanik Shabdabali)
Official Designations (Padnaam 200 words)
 - (A) Changing English term to Hindi
 - (B) Changing Hindi term to English
- V Sandhi Vichched
- VI Antonyms (Virodhi Shabd)
- VII Letter – Writing: Personal letters, Official letters, Letters of Complaints,
Application for appointment

Books Recommended for Reference:

1. Saral Hindi Vyakaram – D.B.H.P.Sabera,Hyderabad
- 2.Prathamik Vyakaran Evam Rachana – Harish Chandra.

MODEL QUESTION PAPER – PATTERN
B.A, B.Sc, B.Com – FIRST YEAR SECOND LANGUAGE HINDI

Time – 3 hours

Maximum Marks – 100

- I 3 out of 5 Annotations from the prescribed prose text: GADYA SANDESH
3X8=24
- II 1 out 4 Long answer type questions from the prescribed prose text:
GADYA SANDESH 1X16=16
- III 1 out of 3 long answer type questions from the prescribed Non-Detailed text:
KATHALOK 1X12=12
- IV 1 out of 3 short answer type questions from the prescribed text Non-Detailed text
KATHALOK 1X8=8
- V (a) Rewrite as directed.
5 questions will be given based on Gender, Number, Tense, Voice and
Correction of Sentences 5X1=5
- (b) Usage of words into Sentences
5 out of 10 words 5X1=5
- (c) Translation from English to Hindi (Official Hindi Terminology) 5 out of 10
5X2=10
- (d) Translation from Hindi to English (Official Hindi Terminology) 4 out of 8
4X1=4
- VI 1 out of 3 letters from the prescribed letters 1X8=8
- VII (a) 4 out of 8 words for Sandhi Vichhed 4X1=4
(b) 4 out of 8 words for opposite words 4X1=4

First Year FOUNDATION COURSE
Paper – I (Part – I)

CONTEMPORARY INDIA : ECONOMY, POLITY AND SOCIETY

CHAPTER – I

Total : 60 Hours

Basic feature of Indian Economy-Trends in National Income – Agriculture Importance- Problems- Remedial Measures; Industry: Large Scale – Small Scale; Problems and Remedial measures; A brief Review of the Industrial Policies in India. Role of Public Sector in the Context of Globalization, Growing importance of Service Sector.

(No of Periods Per Week:8 Hours)

CHAPTER – II

Population, poverty, unemployment and Income Inequalities – Causes and consequences – Remedies – Inflation causes and Remedies, Economic Reforms and their impact on Indian Economy – Indian Tax structure.

(No of Periods Per Week:8 Hours)

CHAPTER – III

Indian National movement various stages – Its legacy. Integration of Native states and Formation of modern India.

(No of Periods Per Week:8 Hours)

CHAPTER – IV

Basic characteristic of Indian constitution Indian Political party system, Emergence of All India Parties – Regional Parties – coalition politics.

(No of Periods Per Week:10 Hours)

CHAPTER V

Center – State Relations – Changes and various commissions – Importance of Human Rights – Violation of Human Rights – Indian Foreign policy – non – Aligned movement – Local self Governments 73, 74 constitutional amendments. Right to information act.

(No of Periods Per Week:10 Hours)

CHAPTER – VI

Salient features of Indian Social system, Social groups: Primary and Secondary, Association – Institution. Status and Role – Norms, Values and customs. Concept of Socialization – Agencies of Socialization:

(No of Periods Per Week:10 Hours)

CHAPTER – VII

Gender Issues : Domestic violence, Women Empowerment Entrepreneurship Programmes: a brief mention of Different on going Welfare Schemes of the central and State Government for Women, Children aged and Youth. Child Labour: causes – prevention

(No of Periods Per Week:6 Hours)

RECOMMENDED REFERENCE BOOKS

1. Indian Economy – Rudia Dutt and Sundaram KPM
2. Indian Economy – Mishra and Puri
3. Indian Economic Development – Environmental Problems – Telugu Academy.
4. Indian Constitution – Pendyala Satyanarayana
5. Center – State Relations –Prof. M.Venkata Rangaiah
6. Indian Constitution – M.V.Pylee.
7. India After Independence – Bipinchandra (1947-2000)
8. Indian Political System – N.D.Palmer
9. India : Government and Politics in a Developing India – Hardgrave R.L.
10. India Since 1526 – V.D.Mahajan
11. International Relations Since 1919 –Atul Chandra Roy
12. Indian History and Culture – Volume II (1526-1965) – Dr. BSL: Hanumantharao and K.Basaveswara Rao
13. Indian History and Culture – Volume – II – Telugu Academy
14. Understanding Society – S.C.Dube
15. The Structure of Hindu Society – N.K.Bose
16. Indian Social Scene – N.V.Joshi and Uma Joshi.
17. Indian Society – RN Sarma
18. Social Movements in India – M.S. A.Rao
19. Poverty in India – V.M.Dandekar and Neelakanth Rath
20. Indian women through the ages – P.Thomas
21. Introductory Sociology – S Sen Gupta
22. Human Rights and Working Women – Jayashree Gupta
23. Women and Development – Telugu Academy
24. Society construction and change – Telugu Academy
25. Empowering The Indian Women – Prameela Kapur
26. Indian Social System – Ram ahuja
27. Social Background of Indian Nationalism – A.R.Desai
28. Publications of the Ministry of I & B, Govt. of Indian Publications of I & PR Department of Govt. of Andhra Pradesh.

MODEL QUESTION PAPER
Contemporary India – Economy, Polity and Society

Examinations At The End of Ist Year Degree (Under graduate Programme)
Common to all Ist Year Degree Students (B.A/BS.c/B.Com Courses)

Time: 3 Hours
100

Max. Marks:

Section – A

4X15=60

Answer any **Four** of the following Questions.
Each Question Carries **15** Marks

1. What are the Problems of Agriculture Sector
(or)
Explain the role of Public sector in the context of Globalization
2. Explain the Salient features of Indian Social System
(or)
Define Socialization and Write the agencies of Socialization
3. Explain in detail the Various stages of Indian National Movement
(or)
What factors influenced for taking up the Project of Integration of Native states
4. Explain the Nature of Indian Political System
(or)
Write any Essay on Centre – State relations

Section – B.

8X5=40

Answer any **Eight** of the following Questions.
Each Question Carries **Five** Marks.

5. Causes for Poverty
6. Unemployment – Remedies
7. Effects of Inflation
8. Importance of Direct Trades
9. Secondary Groups
10. Women Empowerment
11. Causes for Child Labour
12. Achieved and ascribed status
13. Regional Parties
14. What are called Human Rights
15. Local Self Governments
16. Right to Information Act

FIRST YEAR B.COM.

Paper – 1 (Part – II)

FINANCIAL ACCOUNTING

P.P.W. – 6 HOURS

Max Marks =100

.UNIT1: Introduction to Accounting:

Need for Accounting – definition, features, objectives, functions, systems and bases and scope of accounting - Book keeping and Accounting - Branches of Accounting - Advantages and limitations-basic terminology used- – Accounting concepts and conventions.

Accounting Process-Accounting cycle-Accounting equation-classification of accounts-rules of double entry book keeping – identification of financial transactions- Journalizing –Posting to Ledgers, Balancing of Ledger Accounts -- Computerized Accounting: Meaning and Features-Advantages and disadvantages of computerized Accounting Creating of an Organization - Grouping of accounts – Creation of Accounts – creation of inventory-creation of stock groups-,stock categories, units of measurement-stock items-entering of financial transactions-types of vouchers-voucher entry-editing and deleting of vouchers-voucher numbering-customization of vouchers

UNIT 2: Subsidiary Books and Bank Reconciliation Statement

Sub Division of Journal-Preparation of Subsidiary Books including different types of cashbooks- simple cashbook, cashbook with cash and discount columns, cashbook with cash, discount and bank columns, cashbook with cash and bank columns and petty cash book. Preparation of sales register, purchase register, journal proper, debit note register, credit note register, and different cash books including interest and discount transactions using computers.

Bank Reconciliation Statement- Need - Reasons for difference between cash book and pass book balances - problems on favorable and over draft balances - Ascertainment of correct cash book balance. Preparation of bank reconciliation statement using computers

UNIT 3: Trial Balance, Final Accounts; Errors and Rectification.

Trial Balance: meaning, objectives, methods of preparation - Final Accounts: Meaning, features, uses and preparation of Manufacturing, Trading Account, Profit & Loss Account and Balance Sheet-Adjusting and Closing entries. Preparation of trial balance, trading, profit and loss account, processing of year ending and closing the books, adjusting and closing entries and balance sheet using computers

Errors and their Rectification - Types of Errors - Rectification before and after preparations of final Accounts - Suspense Account-Effect of Errors on Profit. Rectification of errors using computers.

UNIT 4: Consignment and Joint Ventures:

Consignment - Features, Terms used Proforma invoice - Account sale Delcredere commission -Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock - Normal and abnormal Loss - Invoice of goods at a price higher than the cost price.

Joint ventures -features-difference between joint venture and consignment, Accounting Procedure – Methods of keeping records for Joint venture accounts-method of recording in co ventures books-separate set of books method .

UNIT 5: Depreciation - Provisions and Reserves:

Meaning of Depreciation - Causes- objects of providing for depreciation - Factors affecting depreciation - Accounting Treatment- Methods of providing depreciation - Straight line method - Diminishing Balance Method. ,

Provisions and Reserves - Reserve Fund – Different Types of Provisions and Reserves.

Suggested Readings:

1. Principles and Practice of Accounting - R.L. Gupta & V.K. Gupta
Sulthan Chand & sons
2. Accountancy - I - S.P. Jain & K.L Narang
Kalyani Publishers
3. Accountancy – I - Tulasian
Tata Mcgraw Hill Co
4. Financial Accounting - Dr.V.K.Goyal
Excel Books
5. Introduction to Accountancy - T.S.Grewal
S.Chand and CO
6. Accountancy – I - Haneef and Mukherjee
tata Mcgraw Hill co
7. Advanced Accountancy - Arulanandam
Himalaya publishers
8. Advanced Accountancy-I - S.N.Maheshwari & V.L.Maheswari
Vikash Publishing co.
9. Ashok Banarjee - Financial Accounting, Excel
10. Warren - Financial Accounting, Cengage

FIRST YEAR B.COM.

Paper – 2 (Part – II)

BUSINESS ECONOMICS

P.P.W. – 4 HOURS

Max Marks =100

Unit I: Introduction

Economic and Non-Economic Activities—Business-Meaning—Economics-Definitions--micro and macro economics-method of economics-positive and normative—inductive and deductive approaches—reading of graphs-concept of slope—Utility-cardinal and ordinal utility-Law of diminishing marginal utility-Law of Equi-marginal Utility.

Unit II: Demand, Supply and Market Equilibrium

Demand-meaning-individual demand—law of demand-properties of demand curve-income effect and substitution effect-exceptions to the law of demand—individual demand and Market Demand—demand function—determinants of demand and market demand—shift of demand vs. movement along a demand curve—Elasticity of demand-price elasticity-meaning and measurement-price elasticity and total revenue of a firm-income elasticity-classification of goods based on income elasticity-cross elasticity-classification of goods into substitutes and complements—Supply-law of supply-determinants of supply—market equilibrium—concept of consumer surplus.

Unit III: Production and Costs

Production function—Distinction between short-run and long-run—Production with one variable input-relationship between total, marginal and average production functions-law of variable proportion—production with two variable inputs-isoquants -isocosts-techniques of maximization of output, minimization of cost and maximization of profit-scale of production-economies and diseconomies of scale—Cost of production-cost function—short-run total and average costs—long-run total and average cost.

Unit IV: Market Structure and Factors of Production

Market structure—characteristics—perfect competition-characteristics-equilibrium price—profit maximizing output in the short and long-run—Monopoly-characteristics-profit maximizing output in the short and long run-defects of monopoly—monopolistic competition-characteristics—product differentiation-profit maximizing price and output in the short and long-run—Oligopoly-characteristics-price rigidity-the kinked demand curve—
—Factors of Production

Unit V: National Income, Trade Cycles and International Trade

National Income—definition-measurement—GDP-meaning—fiscal deficit—economic systems-socialism-mixed economy system-free market economies- Concepts of Economic Liberalisation, privatization, Globalisation—WTO—objectives—agreements—functions—Trade cycles-meaning-phases-consequences-remedies—International Trade-Balance of payments.

Suggested Books:

Aryasri and Murthy: Business Economics, Tata Mcgraw Hill
Deepashree: General Economics, Tata Mcgrawhill
HL Ahuja Business Economics, S.Chand
KPM Sundaram: Micro Economics
Mankiw: Principles of Economics, Cengage
Mithani: Fundamentals of Business Economics, Himalaya

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Paper – 3 (Part – II)

Business Organization and Management

P.P.W. – 5HOURS

Max Marks =100

Unit :1 Fundamental Concepts:

Concepts of business, trade, industry and commerce- Business – features of business, Trade – Classification- Aids to Trade – Industry- Classification – Commerce- Relationship between trade, industry and commerce- Business Organization-Concept- – Functions of Business. Entrepreneur – Meaning-Characteristics of Entrepreneurs – Types of Entrepreneurs – Functions of an entrepreneur - Steps to start Enterprise– Sources of finance –Long Term-Short Term

Unit:2 Forms of Organization, Sole Proprietorship, Partnership and Joint Hindu Family:

Business Organization – Forms of Business Organization – Classification – Factors influencing the choice of suitable form of organization.
Sole Proprietorship -Meaning –Characteristics – Advantages and disadvantages – suitability.
Partnership – Meaning –Characteristics –Kinds of partners- Registration of partnership – Partnership deed – Rights and obligations of partners - Joint Hindu Family Business – Characteristics – Advantages and limitations.

Unit 3: Joint Stock Company:

Joint Stock Company – Meaning – Characteristics –Advantages - Kinds of Companies – Difference between private and public companies –Promotion of A Company: Promotion – Stages-Promoters –Characteristics –Registration –Capital subscription – Commencement of Business – Preparation of Important documents – Memorandum of Association – Significance – Clauses – – Articles of Association – Contents — Prospectus – Contents – Statement in lieu of Prospectus.

Unit: 4: Management, Planning and Decision Making

Management- Meaning – Significance- Management Vs Administration – Functions of management – Levels of Management – Skills of management –Leadership-Leader Vs Manager-Traits of successful Leaders- Scientific Management – features- Fayol's Principles of Management .

Planning – Meaning – Significance –Types of Plans – Decision making – Steps in Process
Decision making process

Unit 5: Organizing

Organizing – meaning - Organization – Features – the process of organization – principles of organization- Elements of organizations –organization chart

Delegation of authority – meaning - Elements – Principles – Types – Difficulties in delegation – Guidelines for making delegation effective
Centralization – Decentralization –Meaning – Differences between delegating and decentralization

Suggested Books:

- Bhatia RC : Business Organization and Management, Ane Books
- Talloo : Business Organisation and Management. Tata
- RK Sharma and Shashi K.Gupta : Industrial Organization and Management, Kalyani
- CB Gupta : Industrial Organization and Management
- Aryasri and Murthy : Industrial Organization and Management, Tata
- Govindarajan and Natarajan : Principles of Management, Prentice Hall
- RK Sharma and Shashi K.Gupta : Industrial Organization and Management, Kalyani
- CB Gupta : Industrial Organization and Management, Sultan Chand
- Bhushan Y K : Business Organization and Management, Sultan Chand
- Surendar and Madhavi : Industrial Organization and Management, Himalaya
- Sherlekar : Business Organization and Management, Himalaya
- Robins S P : Management, PHI
- Rao VSP : Management, Excel
- Gupta CB : Entrepreneurship Development in India, Sultan Chand
- Prasad L M : Management, Sultan Chand
- Subba Rao P : Management and Organizational Behavior, Himalaya
- Dubrin : Essentials of Management, Cengage
- Satyaraju : Management, PHI
- Moshal : Organization and Management, Galgotia
- Kumkum Mukhrjee : Principles of Management, Tata
- Chandra Bose : Principles of Management, PHI
- James F. Stoneir : Management, PHI

FIRST YEAR B.COM.

Paper – 4 (Part – II)

FUNDAMENTALS OF INFORMATION TECHNOLOGY

P.P.W. – 5 HOURS

Max Marks = 100
Theory : 70 Marks

Unit – I :

Introduction to computers: Definition, Characteristics and limitations of computers - Elements of Computers - Hardware - CPU - Primary and Secondary memory - Input and Output devices. IT enabled services - BPO, KPO, Call centers.

Modern communications: (Concepts only)- communications – FAX, Voice mail, and information services – E Mail – Creation of email id - group communication – Tele conferencing – Video conferencing – File exchange – Bandwidth – Modem – Network Topologies – Network types LAN, MAN, WAN and their architecture – Dial up access

Unit – II :

Operating System and Windows: Operating Systems: Meaning, Definition, Functions and Types of Operating Systems - Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology. Windows operating system - Desktop, Start menu, Control panel, Windows accessories .

Unit – III :

MS Office I : MS Word : Word Processing : Meaning and features of word processing – Advantages and applications of word processing - Parts of MS Word application window – Toolbars – Creating, Saving and closing a document – Opening and editing a document - Moving and copying text – Text and paragraph formatting, applying Bullets and Numbering – Find and Replace – Insertion of Objects, Date and Time, Headers, Footers and Page Breaks – Auto Correct – Spelling and Grammar checking – Graphics, Templates and wizards - Mail Merge : Meaning, purpose and advantages – creating merged letters, mailing labels, envelopes and catalogs- Working with Tables – Format Painter.

MS EXCEL : Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window – Saving, Opening and Closing workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet – cell range – Formatting – Auto Fill –Formulas and its advantages – References : Relative, absolute and mixed – Functions: Meaning and Advantages of functions, different types of functions available in Excel – Templates –Charts – Graphs – Macros : Meaning and Advantages of macros, creation, editing and deletion of macros – Data Sorting, Filtering, validation, Consolidation, Grouping, Pivot Table and Pivot Chart Reports.

Unit – IV :

MS Office II : MS Access - Data, Information, Database, File, Record, Fields- Features, advantages and limitations of MS Access – Application of MS Access – parts of MS Access

window – Tables, Forms, Queries and Reports – Data validity checks – (Theory with simple problems)

MS PowerPoint: Features, advantages and application of Ms Power point – Parts of MS Power point window – Menus and Tool bars – Creating presentations through Auto content wizard, Templates and manually – slide show – saving, opening and closing a Presentation – Inserting, editing and deleting slides –Types of slides - Slide Views- Formatting –Insertion of Objects and Charts in slides- Custom Animation and Transition.

Multimedia : Meaning, purpose, Usage and application – Images, Graphics, sounds and music – Video presentation devices – Multimedia on web.

Unit- V :

Internet & E commerce

Services available on internet - WWW - ISP.

E commerce : Meaning ,advantages and limitations, applications of E commerce - trading stocks online, ordering products / journals / books etc., online, travel and tourism services, employment placement and job market, internet banking, auctions, online publishing, advertising-Online payment system..(including practicals)

Lab Work:

30 Marks

MS DOS
MS WINDOWS
MS WORD
MS EXCEL
MS ACCESS
MS POWERPOINT
INTERNET AND E COMMERCE PRACTICALS

References:

1. Information Technology : Dennis P. Curtin, McGraw Hill International
2. Fundamentals of Computers : P. Mohan, Himalaya Publishing House
3. Fundamentals of Computers : Atul Kahate, Tata McGraw Hill
4. Fundamentals of Computers : V. Srinivas, Kalyani Publications
5. MS Office : Sanjay Saxsena
6. MS Office : BPB Publications
7. E commerce : CSV Murthy, Himalaya Publishing House
8. Raymond Green Law : Fundamentals of the Internet, Tata Mc Graw Hill
9. Efraim Turban : Electronic Commerce, Pearson Education
10. E-Commerce, E-Business : C.S. Rayudu, Himalaya Publishing House
11. Fundamentals of Information Technology: Deepak Bharihanke, Excel
12. Understanding Computers : Morley, Cengage