

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF COMMERCE (B.COM)

Management Concept (CM-105)

(FIRST SEMESTER)

Objective: Imparting students a basic and state of the art understanding of Management and Business Concepts & practices with a view to prepare them to face the emerging challenges of managing resources, business processes & managers successfully.

COURSE CONTENTS

UNIT - I Management Thoughts & Decision Making:

Management Concept, nature, purpose and levels , Development of Management thoughts; Classical, Neo-classical, Systems, Contingency & contemporary approaches to Management

UNIT - II Planning

Concept, process and types of planning, Decision making – concept and process, Management by Objectives, Management by Exception, Corporate Planning, Strategy Formulation

UNIT – III Organizing

Concept, nature, process and significance of organizing, authority and responsibility, centralization and decentralization, departmentation, organizational structure – forms and contingency factors

Suggested Readings

- Basu. Business Organisation and Management. Tata McGraw Hill, New Delhi.
- Prasad, Lallan and S.S. Gulshan. Management Principles and Practices. S. Chand & Co. Ltd., New Delhi.
- N.K. Sahani, Management Concept and Organizational Behaviour, Kalyani Publisher, N. Delhi.
- Chhabra, T.N. Principles and Practice of Management. Dhanpat Rai & Co., Delhi.
- Singh, B.P. and T.N. Chhabra. Business Organisation and Management. Dhanpat Rai & Co., Delhi.
- Jim, Barry, John Chandler, Heather Clark. Organisation and Management. Thomson Learning.
- Allen L.A. Management and Organisation. McGraw Hill, New York.
- Burton Gene and Manab Thakur. Management Today Principles and Practice. Tata McGraw Hill, New Delhi.
- Ivancevich M., Organizational Behaviour and Management, McGraw Hill

(SECOND SEMESTER)

Objective: Imparting students basic & state of the art understanding of Management and Business Concepts and practices with a view to prepare them to face the emerging challenges of managing resources, business processes & managers successfully.

COURSE CONTENTS

UNIT – I Motivation

Motivation – meaning, concept and importance, theories of motivation – Maslow, Herzberg, McGregor Theory, McClelland Theory and Ouchi Theory, X & Y theory of Motivation for motivation, Financial and non-financial incentives,

UNIT – II Leadership:

Leadership – Meaning, Styles, & Theories (Tannenbaum, Schmidt and Trait theory of Leadership) Leadership continuum, Managerial Grid, Situational, Likert's Systems Management. Communication – nature, process, networks and barriers to communication, types of communication

UNIT - III Managerial Control: Concept & Process, Effective Control System, Traditional & Modern Techniques – Stakeholder Approaches (Balanced Score Card), Controlling Techniques, Budget Controlling Devices, Budget Formulation, Process Model, Management of Change – Concept, nature and process of planned change, Resistance to change

Suggested Readings

- Basu. Business Organisation and Management. Tata McGraw Hill, New Delhi.
- Prasad, Lallan and S.S. Gulshan. Management Principles and Practices. S. Chand & Co. Ltd., New Delhi.
- N.K. Sahani, Management Concept and Organizational Behaviour, Kalyani Publisher, N. Delhi.
- Chhabra, T.N. Principles and Practice of Management. Dhanpat Rai & Co., Delhi.
- Singh, B.P. and T.N. Chhabra. Business Organisation and Management. Dhanpat Rai & Co., Delhi.
- Jim, Barry, John Chandler, Heather Clark. Organisation and Management. Thomson Learning.
- Allen L.A. Management and Organisation. McGraw Hill, New York.
- Burton Gene and Manab Thakur. Management Today Principles and Practice. Tata McGraw Hill, New Delhi.
- Ivancevich M., Organizational Behaviour and Management, McGraw Hill.

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF COMMERCE (B.COM) Business Economics (CM-106) (FIRST SEMESTER)

Objective: This course is meant to acquaint the students with the principles of Economic Theory as are applicable in business.

COURSE CONTENTS

UNIT- I Elasticity of Demand

Concept and measurement of elasticity of demand, Price, income and cross elasticity, average revenue, marginal revenue, determinants of elasticity of demand, Importance of elasticity of demand

UNIT – II Production Function

Law of variable proportions, Iso-quants, economic regions and optimum factor combination, expansion path, returns to scale, internal and external economies, Theories of Cost – short run and long run cost curves – traditional and modern approaches

UNIT – III Market Structure

Market Structure and business decisions, Objectives of a Business Firm; Perfect Competition – Profit maximization and equilibrium of firm and industry, Price and output determination, Monopoly: Determination of Equilibrium Price and Output under Monopoly, Price Discrimination, Monopolistic Competition; Determination of Equilibrium Price and Output, Selling Costs. Oligopoly; Kinked Demand Curve, Collusive Oligopoly.

Suggested Readings

- Dewett K.K.: Modern Economic Theory; S. Chand & Co. New Delhi.
- Singh S.K.: Business Economics; SahityaBhawan, Publication, Agra.
- Dwivedi D.N.: Essentials of Business Economics, Vikas Publication House Pvt. Ltd., New Delhi.
- Dwivedi D.N.: Micro-Economic Theory, Vikas Publication House Pvt. Ltd., New Delhi.
- Ahuja H.L.: Business Economics; S.Chand & Co., New Delhi.
- Browning Edger K. and Browning Jacquenlence M: Microeconomic Theory and Applications; Kalyani Publications, New
- Watson Donald S. and Getz Molcolm: Price Theory and Its Uses; Khosla Publishing House, New Delhi.
- Koutsoyianni A.: Modern Microeconomics; Macmillan, New Delhi.
- Richard G, Lipsey: An Introduction to Positive Economics; ELBS, Oxford.
- Stigler G: The Theory of Price; Prentice Hall of India.

(SECOND SEMESTER)

Objective: This course is meant to acquaint the students with the principles of Economic Theory as are applicable in business.

COURSE CONTENTS

UNIT – I Factor Pricing

Marginal Productivity Theory of Distribution, Determination of Factor Pricing under Imperfect Competition, Wages: Marginal Productivity Theory of Wages, Modern Theory of Wages. Rent: Ricardian Theory of Rent, Modern Theory of Rent,

UNIT – II Interest and Profit

Interest: Classical Theory of Rate of Interest, Liquidity Preference Theory of Rate of Interest, Profit: Concepts and Theories of Profit: Dynamic Theory of Profit, Risk Theory, Innovation Theory.

UNIT- III National Income

Concept and Components of National Income; Measurement of National Income, Problems in Measuring National Income, Determination of National Income, Inflationary and Deflationary Gaps, Multiplier: Concept and Limitations, Keynes' Income and Investment Multiplier, Leakages in Income stream and their effect on the multiplier. Accelerator: Concept and Working. Trade Cycles: Meaning, Phases, Theories of Trade Cycles, Remedial Measures.

Suggested Readings

- Dewett K.K.: Modern Economic Theory; S. Chand & Co. New Delhi.
- Singh S.K.: Business Economics; SahityaBhawan, Publication, Agra.
- Dwivedi D.N.: Essentials of Business Economics, Vikas Publication House Pvt. Ltd., New Delhi.
- Dwivedi D.N.: Micro-Economic Theory, Vikas Publication House Pvt. Ltd., New Delhi.
- Ahuja H.L.: Business Economics; S.Chand & Co., New Delhi.
- Browning Edger K. and Browning Jacquenlence M: Microeconomic Theory and Applications; Kalyani Publications, New
- Watson Donald S. and Getz Molcolm: Price Theory and Its Uses; Khosla Publishing House, New Delhi.
- Koutsoyianni A.: Modern Microeconomics; Macmillan, New Delhi.
- Richard G, Lipsey: An Introduction to Positive Economics; ELBS, Oxford.
- Stigler G: The Theory of Price; Prentice Hall of India.

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF COMMERCE (B.COM)

Financial Accounting (CM-107)

(FIRST SEMESTER)

Objective: This course provides knowledge of accounting methods and their applications in different business situations.

COURSE CONTENTS

Unit – I Accounting for Dissolution of Partnership Firm

Dissolution of Partnership Firm – Meaning, Definition, features and consequences of dissolution, Garner vs Murray Case, Gradual realization of assets and piecemeal distribution, conversion of partnership firm

Unit – II Accounting for Banking Companies

Preparation of Final Accounts of Banks in accordance with the Provision of Banking Regulation Act 1949, Accounting for the Hire Purchase and Installment Purchase System, Journal entries and preparation of ledger accounts in the books of purchase and vendor

Unit – III Shares & Debentures issued by Companies

Issue of shares including pro-rata allotment, forfeiture and re-issue of forfeited shares, issue of bonus shares, redemption of preference share, issue of debentures, methods of redemption of debentures - redemption by conversion and sinking fund method.

Suggested Readings

- Jain, S.P & Narang, K.L : Corporate Accounting, Kalyani Publishers-New Delhi
Gupta
- S.P. & Shukla, S.M : Corporate Accounting, SahityaBhawan Publications.
- Gupta, S.P. & Shukla, S.M. : Advanced Accounting, SahityaBhawan Publications.
- Shukla, M.C : Advanced Accounts, S.Chand Publications-New Delhi
- Singhal, A.K. : Financial Accounting, Vayu Publication of India-New
Delhi
- Tulsian, P.C : Advanced Accounting. Tata McGraw Hill, New Delhi.
- Rathore, S : International Accounting. Prentice Hall of India.
- Maheshwari & Maheshwari : Financial Accounting. Vikas Publishing House, New
Delhi.

(SECOND SEMESTER)

Objective: This course provides knowledge of accounting methods and their applications in different business situations.

COURSE CONTENTS

Unit – I Final Accounts as per Indian Companies Act 2013

Provision regarding preparation of Final Accounts as per Indian Companies Act 2013, Income Statement (Profit & Loss Account) and Statement of Financial Position (Balance Sheet) as per Indian Companies Act 2013, valuation of Goodwill and Shares

Unit – II Accounting Related to Amalgamation

Meaning and types of Amalgamation, Amalgamation in the nature of purchase and amalgamation in the nature of merger, methods of accounting for amalgamation – pooling of interest method and purchase method,

Unit – III Accounting for Reconstruction

Accounting for internal reconstruction – meaning, alteration of share capital, reduction of share capital, accounting entries for reconstruction.

Suggested Readings

- Jain, S.P & Narang, K.L : Corporate Accounting, Kalyani Publishers-New Delhi
Gupta
- S.P. & Shukla, S.M : Corporate Accounting, SahityaBhawan Publications.
- Gupta, S.P. & Shukla, S.M. : Advanced Accounting, SahityaBhawan Publications.
- Shukla, M.C : Advanced Accounts, S.Chand Publications-New Delhi
Singhal, A.K. : Financial Accounting, Vayu Publication of India-New
Delhi
- Tulsian, P.C : Advanced Accounting. Tata McGraw Hill, New Delhi.
- Rathore, S : International Accounting. Prentice Hall of India.
- Maheshwari & Maheshwari: Financial Accounting. Vikas Publishing House, New Delhi

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF COMMERCE (B.COM) Business Mathematics (CMM-108) (FIRST SEMESTER)

Objectives: This course enable the students to have such minimum knowledge of Mathematics as applicable to business and economic situations.

COURSE CONTENTS

Unit – I Calculus

Problems and theorems involving trigonometrically, Differentiation: Elementary Functions; Concepts of Limit and Continuity; Total Differentiations; Chain rule; Differentiation of Implicit Functions; Homogeneity of functions and Euler's Theorem

Unit – II Maxima and Minima

Maxima & Minima and its applications in Business Mathematics (Marginal Analysis, Profit Maximizations etc.), Integration: Standard Forms; Methods of Integration – by substitution, by parts, by partial fractions; Definite Integration; Finding area in simple cases; Applications in Business Mathematics (Consumers and Producers surplus etc.).

Unit – III Matrices and Determinants

Definition of Matrix, types of matrices, Algebra of matrices, properties of determinants, adjoint of a matrix, elementary row or column operations, solution of a system of linear equations, Algebra of Matrices.

Suggested Readings

- Allen R.G.D.: Basic Mathematics; Macmillan, New Delhi.
- Khan, M. Shadab: Business Mathematics, Anmol Publication, New Delhi.
- Dowling, E.T.: Mathematics for Economics; Schaum Series, McGraw Hill London.
- Loomba, Paul: Linear Programming; Tata McGraw Hill, New Delhi.
- Soni, K.S.: Business Mathematics,; Pitamber Publication House.
- Holden: Mathematics for Business and Economics; Macmillan India, New Delhi.

(SECOND SEMESTER)

Objectives: This course enable the students to have such minimum knowledge of Mathematics applicable to business and economic situations.

COURSE CONTENTS

Unit – I Linear Programming

Graphical method of solution, problems to two variables including the case of mixed constraints, cases having no solution, Simplex method – solution of problems up to three variables including cases of mixed constraints, duality, transportation problem

Unit – II Determinants

Properties of Determinant and calculation upto Third Order; Adjoint of a Matrix; Elementary Row and Column Operations.

Unit – III Compound Interest and Annuities

Certain different types of interest rates, concept of present value of amount of a sum, types of annuities, present value and amount of an annuity, including the case of continuous compounding, valuation of simple loans and debentures, problems relating to sinking funds

Suggested Readings

- Allen R.G.D.: Basic Mathematics; Macmillan, New Delhi.
- Khan, M. Shadab: Business Mathematics, Anmol Publication, New Delhi.
- Dowling, E.T.: Mathematics for Economics; Schaum Series, McGraw Hill London.
- Loomba, Paul: Linear Programming; Tata McGraw Hill, New Delhi.
- Soni, K.S.: Business Mathematics,;Pitamber Publication House.
- Holden: Mathematics for Business and Economics; Macmillan India, New Delhi.

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BACHELOR OF COMMERCE (B.COM)

Business Environment (CM-109)

(FIRST SEMESTER)

Objectives: This course aims at acquainting the students with the emerging environment of business at national as well as international level in the light of the policies of liberalization and globalization.

COURSE CONTENTS

Unit – I Business Environment:

Concept, significance and nature of business environment; environmental scanning, elements of business environment – internal and external environment, Trade and Balance of Payment, Money, Finance, Prices, Income; Savings and investment;

Unit – II Problems of Growth:

Unemployment, Poverty, Regional Imbalances, Inflation, Parallel Economy, Industrial Sickness.

Unit – III Role of Government in Business:

Monetary and Fiscal policy, Industrial Policy, Industrial Licensing, Privatization, Export-Import Policy, Regulation of Foreign Investment.

Suggested Reading:

- Sundaram & Black: The International Business Environment; Prentice Hall, New Delhi.
- Agarwal A.N.: Indian Economy; Vikas Publishing House, Delhi.
- Khan Farooq A: Business and Society; S. Chand, Delhi.
- Dutt R. and Sundharam K.P.M; Indian Economy; S.Chand, Delhi.
- Hedge Ian: Environmental Economics; MacMillan, Hampshire.
- DuttRuddar: Economic Reforms in India - A Critique; S.Chand, New Delhi.
- Cherunilam Francis: Business Environment, Himalaya Publishing House, New Delhi.
- Aswathappa K: Essentials of Business Environment, Himalaya Publishing House, New Delhi.
- Ahuja H.L: Economic Environment of Business, S. Chand & Company Ltd. New Delhi.
- Bezborah P. & Singh Ranjit, Business Environment, Kalyani Publishers.

(SECOND SEMESTER)

Objectives: This course aims at acquainting the students with the emerging environment of business at the national and the international level in the light of the policies of liberalization and globalization.

COURSE CONTENTS

Unit – I International Environment:

International trading environment (overview), Trends in world trade and the problems of developing countries, foreign trade and economic growth,

Unit – II International Organizations

International Organizations: like European Union (EU), OPEC, South Asian Association for Regional Cooperation (SAARC), ASEAN, and NAFTA.

Unit – III International Economic Institutions:

General Agreement of Tariffs and Trade (GATT), World Trade Organization (WTO), International Monetary Fund (IMF), UNCTAD and World Bank.

Suggested Readings:

- Sundaram & Black: The International Business Environment; Prentice Hall, New Delhi.
- Agarwal A.N.: Indian Economy; Vikas Publishing House, Delhi.
- Khan Farooq A: Business and Society; S. Chand, Delhi.
- Dutt R. and Sundharam K.P.M; Indian Economy; S.Chand, Delhi.
- Hedge Ian: Environmental Economics; MacMillan, Hampshire.
- Dutt Ruddar: Economic Reforms in India - A Critique; S.Chand, New Delhi.
- Cherunilam Francis: Business Environment, Himalaya Publishing House, New Delhi.
- Aswathappa K: Essentials of Business Environment, Himalaya Publishing House, New Delhi.
- Ahuja H.L: Economic Environment of Business, S. Chand & Company Ltd. New Delhi.
- Bezborah P. & Singh Ranjit, Business Environment, Kalyani Publishers.
