

SEMESTER - I

BASIC COMPUTER SKILLS

UNIT I

Basics of Computers : Organisation & Architecture; Simple Model of a Computer, Block Diagram, Characteristics.

Introduction to Operating System : Need for Operating System, Different types of Operating Systems : Batch, Multiprogramming, Time-sharing, On-line & Real time.

Evolution of Computers : The various Generations of Computer Systems

UNIT II

Input & Output Devices (Functions, Identifications & Connections) : Terminals, CRT, Keyboard, Mouse Optional Mouse, Printers-impacts, Dot Matrix, Laser Printer, Scanner, Joysticks, Space Ball, Datagloves, Touchscreens.

Computer Memory :

Memory Cell, Units of Memory Bit, Bytes, Registers

Cache Memory : Needs & Characteristics

Access Modes : Random & Serial Access

RAM, ROM's, Magnetic Disks, Tape & Optional Memory, virtual memory, Buses, The system Bus- Control, Address & Data Buses

Internet Basics : What is Internet? History & Introduction, Accessing the Internet, Protocols TCP/IP, SLIP, PPP, Components of URL, FTP, Telnet, HTTP, Web Browsers, Search Engines, Advanced search, Email Services, Spam & Emoticons, Chatting, Conferencing, Creating a Home Page, a Web Site, Viruses-type detecting prevention Worms, Firewalls.

UNIT III

SPREADSHEETS (DEMONSTRATIONS & CORRESPONDING PRACTICALS)

Understanding worksheets : Entering data, Cell Ranges, Creating Auto Series, Inserting Sheets, Deleting Sheets, Renaming Sheets, Linking Worksheets, Protecting worksheets. Cell Referencing : Relative Cell Referencing, Absolute Cell Referencing, Mixed Cell Referencing.

Functions & Formulas : Maths & Trigonometric, Logical, Date & Time, Conditional, Statistical, Text.

Charts : Inserting in Sheets

Introduction to Power Point : (Demonstration & Corresponding Practical)

Creating & Opening Presentations, Different views of Power Point Presentations, Slide Manipulation, Adding Transitions to Slide Show, Viewing the Slide Show Navigating while in your Slide Show.

Desktop Publication with word processing software : (Demonstration & Corresponding Practical)

Introduction to word processing : Identify the components of documents Windows, Standard & formatting Toolbars, Create Documents, Open Documents, Save Documents, Editing Text in Documents, Word Wrap Feature, Selecting Text, Drag Drop Feature.

Viewing & Formatting Documents : View a document, Format text, Font Style, Font Size, Format Painter, Highlight documents, Format Paragraph, Adjust the spacing (line & page

spacing), Align text, Add bullets & number to the lists, Format pages, Change page orientation, Number pages, Set Margins.

Mail & Merge Documents : Create a main document, Specify a data source, Merge the data file & the main document, Create a Table, Select text in tables, Edit a table by deleting rows & columns, inserting rows & columns, Resizing rows, Merging cells, Splitting cells, Add borders & shading.

UNIT IV

PROBABILITY, PROBABILITY DISTRIBUTION & ITS APPLICATIONS (11 Lectures)

Probability : Probability as a concept, Addition & Multiplication Laws of probability (statement & concept only), Conditional Probability, Bayes's Theorem

Random Variables : Random variable, Expectation & variance, Probability Distributions; Binomial & Normal Distribution

Decision Making : Under uncertainty & Risk, Expected Monetary Value (EMV), Decision Tree.(Simple Problem)

SEMESTER - I

UNIT I

DESCRIPTIVE STATISTICS FOR UNIVARIATE DATE

Introduction to Statistics : Preparation of frequency distributions including graphic presentation.

Measures of Central Tendency : Mathematical Averages : Arithmetic means, Geometric mean, Properties & Applications.

Positional Averages : Mode & Median & other partition values - Quartiles, Deciles & Percentiles (including graphic determination).

Measures of Variation : Absolute, Measures, Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance.

UNIT II

FORECASTING TECHNIQUES

Covariance & Correlation : Meaning, Correlation using scatter diagram. Karl Pearson's co-efficient of correlation : Calculation & Properties, Rank Correlation.

Regression Analysis : Linear regression defined. Regression defined. Regression equations & estimation.

Components of Time Series : Additive & Multiplicative models

Trend Analysis : Finding Trend by moving average methods, Fitting of Linear quadratic trend principle of least squares.

UNIT III

INDEX NUMBERS

Meaning & Uses of Index Numbers : Simple & weighted Index. No., Construction of Index No., Fixed & Chain base; Paashe's Laspeyre's Kelly's & Fishers Index No. simple & tests of adequacy of Index No. Construction of consumer price indices. Deflating, Splicing, Quantity & Value Index Nos. Shifting of base year, conversion of chain based to fixed base & vice-a-versa, Cost of living Index Nos. inflation concept of Industrial Production Indices.

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SEMESTER - I

BUSINESS ENVIRONMENT

UNIT I

Indian Business Environment : Concept, Components & Importance

UNIT II

Economic Trends (overview) : Income, Savings & Investment, Industry, Trade & Balance of Payments, Money, Finance, Prices.

UNIT III

Role of Government : Monetary & Fiscal Policy : Industrial Policy : Industrial Licensing, Privatization : Devaluation : Export-Import Policy : Regulation of Foreign Investment Collaborations in the light of recent changes.

UNIT IV

International Environment : International Trading Environment (overview) : Trend in world trade & their problems of developing countries : Foreign trade & economic growth : International economic institutions.

GATT, WTO, UNCTD, World Bank, IMF: GSP: GSTP: Counter trade

SEMESTER – I B.COM. FINANCIAL MARKETS

FINANCIAL ACCOUNTING

1. NATURE, PURPOSE OF ACCOUNTING : (

- a) Meaning & Scope of Accounting : Need development & Definition of Accounting, persons interest in accounting disclosure, Branches of accounting.
- b) Concept Accounting Standards
- c) Journals, Ledger, Subsidiary Books, T/B, Financial Accounting framework

2. INTRODUCTION TO FINANCIAL STATEMENTS :

- a) B.R.S
- b) Treatments of Capital & Revenue
- c) Depreciation accounting ; Methods of recording depreciation & methods of providing depreciation as per AS-4
- d) Preparation of Financial Accounts ; Sole Traders & Partnership Firms, Manufacturing A/c, Trading, P & L and B/S

3. CORPORATE ACCOUNTING :

- a) Issue of Shares & Debentures :
 - 1) Types of Shares & Debentures (in India)
 - 2) Accounting Treatments for issue of shares & debentures with new market and SEBI rules (Bidding, Price Building etc.)
(Note : Old method of share application money, allotment money not to be included)
- b) Capitalisation of reserves & issue of Bonus Shares
- c) Preparation of corporate financial statements in vertical form.
- d) Valuation of Shares.
- e) Buy-back of shares & own debentures.
- f) Investment Accounting

4. INDIAN ACCOUNTING STANDARDS :

- a) AS, GAAP & their impact on Income Statement & B/S.
- b) Latest Development : Computerization of accounting & accounting s/w.

SEMESTER - I

MICRO ECONOMICS

MODULE I

THE CONTENTS & NATURE OF ECONOMIC THEORY

- A) I The Economic problem -scarity & efficiency w.r.t. Production Possibility Curve
II Micro & Macro Economics
- B) Theory of Consumer's Behaviour :-
 - I Indifference Curve Analysis - Effects - ICC & PCC, Break up of price effect

MODULE II

PRODUCTION, COST & REVENUE

- Production function - Isoquants, Returns to scale
- Producer's Equilibrium
- Economics scale
- Costs - Behaviour of cost curves in the short & long run
- Revenue concepts

MODULE III

MARKET ANALYSIS

- The theory of the firm - Break Even Analysis - Equilibrium of the Firm
- Markets - Perfect Competition, Monopoly, monopolistic competition

MODULE IV

INVESTMENT CRITERIA

- Pricing Methods - Marginal Cost, Full Cost, Discriminatory, Multi - Product & Transfer Pricing
- Meaning & Importance - Stages
- Methods - Payback, Discounted present value & internal Rate of Return

SEMESTER - I

PRINCIPLES OF INVESTMENTS

UNIT I

INTRODUCTION TO INVESTMENTS

- Investment - Meaning & Definition
- Need for Productive Investment
- Investment Objectives
- The multiple avenues for Investment - in brief
- Importance of Investment Management

UNIT II

RETURN ON INVESTMENTS

- Measures of Return & Risk
- Relationship between Risk & Reward
- Determinants of required Rate of Return
- Need for Diversification of Risk

UNIT III

INVESTMENT VALUATION - IT'S IMPORTANCE

- Time value of Money - Techniques of Discounting & Compounding
- Place of liquidity in investment decisions
- Time value for more than one cash flow
- Introduction to Net Present Value (NPV), Internal Rate of Return (IRR)
- Relevance of NPV & IRR

UNIT IV

INTRODUCTION TO INVESTMENT ANALYSIS

- Financial Statement Analysis
- Financial Ratios - Computation & Application
- Macro Economic Indicators